

2021 BASIC INSTRUCTIONAL PLAN FOR WILLAMETTE VALLEY PONY CLUB

Philosophy

Mutual understanding and enthusiasm is essential for a positive learning environment. Lessons will be built around the USPC Certification Standards and incorporate activities that promote team-manship, fun, and broadening perspectives on horse activities. A spirit of cooperation and unity is necessary to the instructional program and the clubs goals.

Instruction Committee

The instruction committee will be under the direction of the DC and the Instruction Coordinator (if one is appointed).

Format

Groups:

- Riding groups are decided by the DC.
- Criteria for grouping will be based on ability level, compatibility, and the mount of the rider.
- From time to time, variations on group make up will be made.
- For some riding sessions, groups will be combined.
- Certifications are considered, but do not constitute the total basis for placement.

Schedules:

- Mounted lessons will last approximately one hour, unless otherwise specified.
- Regular rides will be the 2nd and 4th Monday or Wednesday of every month. However, due to holidays, rallies, opportunities with guest instructors, and some possible unforeseen situations, some alterations might be made.
- Changes in scheduling will be handled by email or text.
- Lessons will begin promptly as scheduled. Members will be emailed or texted their safety check time as well as their ride time. Remember, Pony Club members exemplify courtesy therefore, being on time is important.
- Mounted lessons may be closed to late entry when tardiness becomes a pattern or at the discretion of the instructor. Proper warm up is essential for the horse and rider, and is incorporated into the beginning of the ride.
- Field trips are arranged by the DC and/or the instruction committee and scheduled as necessary.

Location & Costs

- Our regular mounted meeting sites are at 6724 Mill Creek Rd SE, Turner, OR, and 6834 Heritage Hill Road SE, Salem, OR.
- At all locations, manure and debris is to be picked up before leaving. Leave it better than you found it. Extreme care is expected from all vehicle activity.
- Horses must be safely secured at their trailers unless other arrangements have been made.
- Club fees will be paid on a monthly basis at \$65, which is due the first of the month. HM track only members pay \$90 per year and \$35 per ride if they wish to join a mounted lesson. WVPC Camp fee is not included in the yearly club fees.
- Unmounted meetings will be on the 1st and 3rd Monday or Wednesday of every month at 6724 Mill Creek Rd SE, Turner, OR, or 15830 Forest Ridge Lane, Silverton, OR. However, due to holidays, rallies, opportunities with guest instructors, and some possible unforeseen situations, some alterations might be made.

Instructors:

Instructors will be asked to read the Basic Instructional Plan document and Member Biographies prior to providing instruction for the WVPC.

Guidelines for instructing lessons – attitude/approach

Do's

1. Put safety foremost always.
2. Speak clearly and distinctly and project your voice so that everyone can hear with ease.
3. Speak to and for the benefit of your students – not to the parents or spectators watching.
4. Talk on the same level as your students – don't use first grade terms or language with high school age students and vice versa.
5. Know the USPC standard for the level you are teaching.
6. Be calm, thoughtful, and positive in your approach, humorous and encouraging to your students.
7. Remember the Golden Rule and teach, as you would like to be taught.
8. Be organized.
9. Strive for quality.
10. Be prepared to learn from your students – this means keep an open mind.
11. Have a plan for your lesson but be flexible – deal with problems, disobediences and disasters as they arise.
12. Remember “Form follows Function” – never lose sight of the importance of equitation.
13. Work until you accomplish your goal for the lesson, but don't overstress either horse or rider in the process.
14. Variety is the spice of life – don't get bogged down with one exercise, one problem, one direction, etc.
15. Set a good example for your students – we learn what we see.
16. Finish your lessons on an upbeat note.
17. Be fair – don't let one student monopolize your attention. Try to give everyone their fair share of your time.

18. Structure your lessons to be interesting, challenging, and fun – remember our motto “A happy child on a happy pony.”

Don'ts

1. Don't over-face students – confidence develops slowly but is easily crushed and slow to mend – take time in progress
2. If in doubt, don't. Listen to your better instincts and remember safety first. If you have doubts about the safety of a horse, rider, or situation, don't go on – better safe than sorry.
3. Don't belittle students or their ponies – be positive, not negative in your “constructive comments” (that is the way to say “criticism”).
4. Don't use ANY bad language.
5. Don't expect perfection – perfection is not attainable, excellence is. Work for small changes and improvements. Praise even the smallest accomplishments.
6. Don't yell.
7. At no time will competition between members be promoted.

Attire:

- Instructor's attire for work in the arena and barn area must be neat, clean, and in good repair. Acceptable footwear is a shoe that is securely fastened, entirely closed, covers the ankle, thick soled, and in good condition. Totally canvas or cloth shoes of any kind are not allowed. A sturdy leather shoe or boot is recommended.
- If you are an instructor who mounts for demonstrations, you must wear a helmet meeting current ASTM Standard #F 1163-88. The helmet must have a seal from SEI, which will verify the testing. While riding, a conventional type of riding footwear with a heel is required. “Waffle” type soles are not allowed.

Lesson Planning

- Lesson planning is expected.
- Each instructor is responsible for setting up the necessary elements of his/her lesson. The instructor may call on the parents and other volunteers as well as the members to assist in setting jumps, courses, or other requirements. It is expected that the areas used will be left as they were found unless previous arrangements have been made with the owner of the facility.

Pony Club Members

Responsibility for mounts and equipment:

- Suitability of mounts, safety requirements, and core activity policies of WVPC, Code of Conduct, and USPC Horse Management Rulebook will be enforced during all meetings. Absolutely no drugs, alcohol, or tobacco.
- Tack should be clean and in good repair. If there is a safety issue with any tack, a member may not be allowed to ride until the repair or replacement is made.
- For the safety of individuals and the group, unruly horses may be excused from the day's activity. This is a safety precaution, not a punishment.

- No pets are allowed at any riding or unmounted meetings, as a courtesy to facility owners.
- Members and their families are responsible for their own equipment.

Receiving Instruction:

- All instructors have something to offer. Pony Club members will be respectful.
- Respect for instructors, other members, spectators, and mounts are absolutely necessary.
- Be prepared to help out whenever and wherever you can.

Timeliness/Attendance:

- Members are responsible for notifying the DC regarding absences 72 hours prior to the scheduled ride or activity. Please refer to WVPC attendance policy.
- If the member's mount is unable to attend – the member will still be held to the WVPC attendance policy.
- Allow plenty of time to get ready so you will be to your safety check on time.

Certifications:

- Members should always maintain good communication with the DC regarding their preparation and readiness for the next certification.
- Members should be familiar with WVPC certification policies. Please refer to WVPC Certification procedure.
- It is the members' responsibility to be aware of the requirements of the desired rating to develop skills and understanding to the level of the test. They should be familiar with all the information in the standard, not only the level at which they are to test, but a review of all the levels below the desired certification.
- Members should take advantage of all possible opportunities to improve their skills. They should be active in our club program and in the Region, taking on more responsibility as they progress through the certifications.
- The parent should get the member to the rating in plenty of time and in a frame of mind to perform up to his/her best abilities. Be sure that the child has the proper equipment and supplies and check beforehand to see that any written requirements are done on time and are complete. To help the member in the future, the parents should see that the child is assuming more and more of the responsibility for the preparation for the certification.
- Check Lists will be signed off for the appropriate rating by a Pony Club instructor for the mounted portion, and an adult, or pony club member two levels above current certification for the unmounted.

Rallies:

- Information on upcoming rallies within the Region will be passed on to members as it becomes available to the DC. It is then the members' responsibility to contact the DC if they have an interest in participating.
- At the beginning of each year, the club will have each child set goals for themselves which will include which rallies they would want to attend.
- Two months before the rally the teams will be formed.
- Special rally prep sessions will be scheduled 4-6 weeks prior to the rally and are required.
- The extra instruction, as well as the entry fees, is an additional expense.
- In order to be considered for rally participation, the member must meet WVPC membership requirements.
- Final approval will be necessary by the DC. Rally teams will be selected by the DC with input from the instruction committee.

Unmounted:

- To become an effective and efficient horseman, a responsible and complete approach to horse care is required. Members should be proud of their management and take joy in the task of learning and doing.
- There will be an annual plan to make certain that specific topics that are required for certifications and coincide with the Standards of Proficiency to be covered.

Instructional involvement of Upper Level Pony Club members:

- Attention must be paid to opportunities for upper level Pony Club members to be part of the instructional staff. There will be opportunities for them to instruct with supervision per the USPC Standards. Members with a C2 certification and above will be expected to prepare lesson plans at various times, and to teach with the required supervision.

Parents**Adult in command:**

- The DC presides over the activity as a whole. If the DC is not present, another officer in the club, designated by the DC, will be in charge.

Mounted lesson:

- The instructor is in control. Children and parents in this area should follow the instructor's directions. Questions or complaints about mounted instruction should be directed to the DC, not the instructor.
- Parents are responsible for their children and any children they have transported to the meeting. Children in this area should follow their parents' directions.

Be informed:

- Read and be familiar with club policies, Code of Conduct, USPC Disciplinary Action Policy, guidelines for mounted meetings, safety checklist, and the USPC mission and guiding beliefs. The child and both parents are responsible for this knowledge.

Footwear:

- Parents must wear appropriate footwear as described in the USPC Horse Management Rulebook to mounted activities, both as a good example and to protect your toes should you have to hold or lead a horse.

Coaching:

- During mounted lessons, parents may not coach from the sidelines. Please be respectful.

Teaching Policy

To ensure that all WVPC members will gain experience with teaching, members will be expected to present information to the group regarding skills and topics at their certification level or above throughout the year. See Teaching Policy for details.