

A LUNGEING AND THE USE OF SIDEREINS		
No.	Requirements	Evidences
1	Identify the purpose of lungeing and the use of sidereins.	Shall identify the uses of lungeing which include exercising, warming up and suppling a horse in preparation for further work, instilling obedience and an understanding of voice commands, can increase lateral and longitudinal suppleness and balance and relaxation, can promote development of rhythmic movement Side reins assist in teaching self- carriage, balance and acceptance of contact with the bit.
2	Identify and correctly fit the lungeing equipment including leg protection.	Shall describe the lungeing equipment including the open bridle, lungeing cavesson, lunge line, surcingle, crupper, lunge whip. Should properly fit the equipment being used for the demonstration. Leg protection should be applied correctly – can be either wraps or boots.
3	Assess the exercise area for any safety concerns.	Candidate must check the work area to insure safety for horse and human – areas of concern include open gates, footing, fencing, hazards, things that could potential distract or frighten the horse.
4	Demonstrate a safe method of lungeing at the walk and trot including a change of directions.	Candidate shall demonstrate proper body position – opposite and perpendicular to the horse, lunge line to the leading hand, excess line held safely, whip directed at the hip for forward or the shoulder to keep the horse out. Candidate should use proper , consistent voice commands for gaits Direction changes – candidate should halt the horse on the rail, approach the horse while collecting the lunge line, change direction then proceed.
5	Demonstrate the correct application and usage of sidereins and lunge the horse with the sidereins in use in both directions.	Candidate must put on the sidereins – inside rein first then outside rein Candidate to adjust the sidereins from loose at the beginning to shortening to provide light but consistent contact Must demonstrate knowledge as to why adjustments are necessary and the possible problems caused by incorrect adjustments. Direction changes – candidate should halt the horse on the rail, approach the horse while collecting the lunge line, change direction then proceed.

B FITTING THE HARNESS		
No.	Requirements	Evidences
1	Identify two types of single harness.	Shall describe breast collar harness and full collar harness and identify the difference between the two types of collars.
2	Identify the parts of the single horse harness (either full collar or breast collar).	Must identify with proper name the parts of the harness the candidate will be using on the horse.
3	Assemble the harness in preparation for harnessing.	Must put the harness together correctly.
4	Place the harness on the horse in the correct order	May use full collar harness or breast collar harness. Sequence identified in the Learn to Drive manual is:

	and adjust each part correctly.	<ul style="list-style-type: none"> • Full collar: collar, harness, saddle or back pad (may have crupper/breeching attached or may fit these next), traces, lines, bridle (if traces are sewn in, saddle may be placed prior to collar); • Breast collar: breast collar, saddle or back pad (may have crupper/breeching attached or may fit these next), traces, lines, bridle (if traces are sewn in, saddle may be placed prior to collar). Traces should be passed between the false bellyband and the back saddle if open shaft loops (tugs) are used or outside the false bellyband if French tug loops are being used.
5	Adjust each part of the harness correctly on the horse.	Candidates are to adjust the harness parts correctly including collar, saddle, crupper, breeching, shaft loops (tugs), holdbacks, bridle, bit, driving lines. Must demonstrate knowledge as to why adjustments are necessary and the possible problems caused by incorrectly fitted harness parts.
6	Identify the two broad categories of bits and the basic difference between how they work.	Identify broad categories of leverage and non-leverage bits Describe how the two categories of bits work: leverage bits apply pressure in several places including the chain in the chin groove, poll pressure (on some styles), some tongue pressure while non-leverage bits apply direct pressure on tongue and bars.

C GROUND DRIVING (INCLUDING WORK ON THE DOUBLE LUNGE AND GROUND DRIVING)		
No.	Requirements	Evidences
1	Identify the purpose of work on the double lunge, and the purpose of ground driving.	Shall describe several benefits/purposes of each exercise. Some examples: exercise/conditioning, improvement of bend, improvement of rhythm and regularity of movement, lengthening/collection work, obedience, enhanced driver confidence, improved rein communication, opportunity for inexperienced drivers to learn the “feel” of the reins.
2	Ensure the work area is safe.	Candidate will describe possible hazards one might find in an arena/work area. Candidate will inspect the work area and correct any hazards he/she discovers.
3	Identify the equipment used for both horse and handler.	Candidate shall describe equipment: <ul style="list-style-type: none"> • Safe footwear and gloves for handler as well as a suitable whip (lunge whip for lunge work; shorter whip for ground driving); • Helmet recommended; • Harness including closed bridle; • Lunge lines (single continuous or 2 individual for double lunging); driving lines for ground driving.
4	Place lunging equipment on the horse or pony correctly.	Candidate must apply and adjust equipment correctly (as per “Fitting the Harness”). Traces must be secured (any acceptable method of fixing the traces securely may be used). Lines:

		<ul style="list-style-type: none"> For double lungeing –through tug loops; For ground driving: Through breastcollar turrets (or under breastcollar neckstraps) then through backsaddle turrets.
5	Demonstrate correct and safe basic lungeing techniques.	Candidate shall demonstrate a correct and effective warm-up including walk work in longer frame with progression to work “on the bit” (for the purposes of assessment, candidates may abbreviate the warm-up period but must describe a full warm-up regime). Lines must be kept untangled and must be handled in a safe manner.
6	Demonstrate work at the walk and trot, in both directions.	Handler should be able to effectively lunge the horse, in both directions, while demonstrating correct and safe direction changes and positioning and effective use of the whip. The candidate must maintain control of the horse at all times. Change of rein: <ul style="list-style-type: none"> Double lunge: changes of rein made through the circle; Ground driving: changes of rein made with candidate changing sides behind the horse as the rein change occurs.

D PUTTING TO (HITCHING)		
No.	Requirements	Evidences
1	Identify advantages and disadvantages of two wheel and four wheel carriages.	Shall describe advantages of a two wheeler including lighter, less expensive, do not jackknife if the horse backs up. Shall describe disadvantages of a two wheeler including if improperly balanced they put unnecessary weight on the horse’s back, generally don’t allow more than two people to be transported (with some exceptions). Shall describe advantages of a four wheeler including no weight transfer to horse’s back, can carry more people, may offer a competitive edge in marathon as the navigator can counterweight on tight turns. Shall describe the disadvantages including heavier weight, more expensive.
2	Identify the basic parts of the carriage.	Shall identify the main parts of the carriage including shafts, footman’s loop, singletree, footrest, dash, seat, wheel (optional include spokes, felloes, hub), axle.
3	Discuss factors to be considered when purchasing a carriage.	Shall identify factors including horse size, type of driving that will be done, number of people to be transported, budget, skill level of driver and horse, type of harness being used.
4	Discuss safety rules and demonstrate safety considerations when putting to.	Identify key safety rules: <ul style="list-style-type: none"> Never remove the bridle of a horse hitched to a vehicle; Never leave a hitched horse unattended; Never leave a passenger in the vehicle while the driver dismounts; The lines must always be in the driver’s hands during hitching, while the horse is put to the vehicle and while unhitching.
5	Put to (hitch) safely and correctly using a header as a safety person.	Shall stand the harnessed horse in front of the vehicle and put the header in place slightly to the side of the horse’s head, bring the vehicle to the horse with the shafts raised above the horse, lower the shafts and place in

		<p>shaft loops (tugs), header can assist on the offside, attach the horse to the vehicle in the following order: near trace, off trace, off hold-back strap, near hold-back strap, overgirth (on near side). If wrap straps are used in lieu of overgirth, they are attached after the breeching is connected on both sides.</p> <p>Shall adjust the traces so the shaft tips do not extend past the point of the shoulder but the horse is positioned a safe distance from the vehicle so that hind legs when not touch the vehicle when in an extended gait, shaft loops (tugs) should be adjusted so shafts are as level as possible and not below the point of the shoulder, hold-back straps are adjusted to allow four fingers width space between the breeching and the horse's rump when the horse is in draft.</p>
6	Board the carriage or cart in a correct and safe manner.	<p>Shall have lines in his/her hand; whip in the holder or across the seat prior to entering the vehicle.</p> <p>Shall take up light contact.</p> <p>Shall enter the vehicle without pulling on the lines and sit promptly.</p> <p>Shall pick up the whip and check adjustment of lines to insure proper contact.</p>
7	Unhitch (remove from carriage) in a safe manner.	<p>Shall exit the vehicle in the reverse order of getting in.</p> <p>Shall detach the harness in the reverse order of putting to.</p> <p>Shall remove the shafts from the shaft loops (tugs), lift the shafts above the horse's quarters and move the vehicle back and clear of the horse.</p> <p>Shall place the shafts on the ground a safe distance away from the horse.</p>

E LEARNING TO WALK/HALT		
No.	Requirements	Evidences
1	Take up and hold the reins in a safe manner including holding.	Shall demonstrate an accepted method for holding the reins – there are several different methods, any one is suitable as long as it is safe and effective.
2	Hold the whip correctly and demonstrate effective use of the whip.	Shall demonstrate holding the whip correctly in the right hand Show how the whip can be used effectively without impacting contact e.g. on the barrel, on the shoulder. Methods may include bending of the wrist or putting both reins in the left hand while moving the whip with the right hand.
3	Drive the horse at the walk and the free walk using light contact and using appropriate cues.	<p>Candidate shall demonstrate appropriate contact, use clear and consistent voice commands.</p> <p>Walk should be a clear, four-beat, flat-footed gait – not rushed or lacking impulsion.</p> <p>Free walk should allow the horse to stretch down, very light contact without loose floppy reins.</p>
4	Halt the horse using appropriate cues.	<p>Shall be asked for from a forward, impulsive walk.</p> <p>Proper use of half halt prior to request for halt.</p> <p>Proper use of gentle pressure on reins to ask for the halt, timely use of voice command (just before hands).</p> <p>Demonstrate slight release of pressure once the halt is achieved.</p>

F UPWARD AND DOWNWARD TRANSITIONS		
No.	Requirements	Evidences
1	Describe progressive and non-progressive transitions.	Shall differentiate between progressive transitions (i.e. walk-halt, walk-trot) and non-progressive (i.e. trot-halt, halt-trot) and should describe transitions within a gait (i.e. working trot to lengthened trot, free walk on a long rein to working walk).
2	Explain and demonstrate the aids for transitions.	Shall include explanations of the use of the aids: lines, voice and whip. Candidate will describe the use of half-halts in transitions Progressive and non-progressive transitions and transitions within a gait will be demonstrated. Transitions should be made in a controlled and smooth manner.

G BASIC RINGWORK/REINBACK		
No.	Requirements	Evidences
1	Identify the basic layout and lettering of a 40m x 80m dressage ring.	Shall identify the letters and position of these letters in a standard-sized arena. Shall describe the position of the letters in the arena i.e. C & A at the mid-point of the short sides, K, H, M & F ten meters from corners on long sides, E & B mid-point on the long sides. Shall also describe position of centerline letters D, X and G.
2	Drive straight lines in the ring, on and off the rail and on the diagonal.	Shall demonstrate speed and directional control while working in straight lines on the rail, off the rail, on quarter lines/center line and on the long and short diagonals.
3	Describe and demonstrate aids for obtaining correct bend through corners and on circles/serpentines.	Shall be able to discuss several techniques for developing correct bend. Any number of different methods may be used. Some discussion of the purpose of the outside rein (supporting; maintaining the size of the circle; prevention of dropping of the shoulder) and of the inside rein (development of bend, suppling aid) shall be provided.
4	Demonstrate changes of rein across the diagonal.	Must identify appropriate landmarks in the arena (i.e. letters) to use as start/end points for diagonal changes. Shall describe and demonstrate diagonal changes on the long diagonal and short diagonal.
5	Demonstrate gait changes using the letters of the dressage ring as guides.	Shall demonstrate progressive and non-progressive gait changes using dressage letters (both marked and centerline). Shall describe correct timing of gait changes i.e. when nose of the horse is at the mark.
6	Demonstrate the correct aids to obtain a controlled and smooth reinback.	Should describe a correct reinback – starting from a square halt on the bit, moving straight back with diagonal pairs of legs. Moving backwards in a controlled, un rushed manner, with no resistance from the horse. Horse to step forward readily at the end of the movement. Demonstrate a reinback using correct aids – even contact on the lines, enough contact to obtain the reinback without rushing the horse. Softening of contact and encouraging the horse to walk on at the end of the reinback.

H DRIVING CIRCLES		
No.	Requirements	Evidences
1	Describe a driven circle in terms of correct bend and positioning of the horse.	Candidate shall identify that the horse should remain bent in the direction of travel throughout the circle. The footfalls for the hind feet should follow the same path as those for the front feet.
2	Describe the correct aids to drive a circle correctly.	Shall discuss how the whip can be used to push the barrel out or the shoulder out. Shall discuss how the reins are used to achieve the correct position – use of the outside rein in maintaining bend and size of the circle.
3	Drive a 40m circle with correct bend and relative accuracy.	Candidate shall demonstrate driving the 40m circle using appropriate aids, consistent pace, accuracy.
4	Describe a driven figure of 8, a half circle, a 3 loop serpentine in terms of correct bend and the positioning of the horse.	Figure of 8 – two even circles that touch each other at one point. Driver may straighten the horse for one or two strides at the touching point then set up the bend for the next circle. Horse should maintain the bend throughout except for the straight strides where the circles meet. Half circle – a well rounded half of a circle, no “flat” portions, horse should maintain bend for the entire half circle. 3 loop serpentine – 3 half circles connected by straight sections across the center line where the driver will set up the bend for the upcoming half circle, horse should maintain the bend on the half circles and travel straight and even for the flat sections between half circles.
5	Describe the correct aids to be applied to drive each of these figures correctly.	For each figure, aids for the circle portion include use of the outside rein to establish and maintain bend, use of the inside rein for direction (if required), use of the whip to aid in establishing or maintaining bend (if required).
6	Drive a figure of 8 with 40 m circles, a half circle and a 3 loop serpentine with correct bend and relative accuracy.	Candidate shall demonstrate accuracy, rhythm and correct bend in all figures.

I PREPARING FOR AN OUTING		
No.	Requirements	Evidences
1	Discuss necessary equipment needed for various outings: recreational drive, pleasure show or Combined Driving	Candidate shall be able to describe the clothing or outfit the driver will require including mandatory items (headwear, lap robe, gloves, whip) for show situations. For all outings not requiring traditional attire, all passengers and the whip should wear helmets. Appropriate harness and vehicles should be described (in general terms). Candidate may discuss leg protection, rugs, feed and grooming

	Event.	equipment. It is not necessary for the candidate to recite a complete list of all items one might have on hand for the outing but rather discuss the items in general terms.
2	Outline basic safety practices and etiquette when driving in groups on recreational outings.	Shall include basic road driving safety, use of hand signals, safe spacing between turnouts, safe practices when driving in a group, inclusion of spares/repair kit on board. Discussion of reflectors, “slow moving vehicle” signs, safety equipment for driver and passengers (i.e. helmets) should be included Candidate to demonstrate hand signals for driving on the road. The candidate shall identify the need to be aware of the surroundings and to check ahead for possible situations that might be startling or frightening to the horse.
3	Describe requirements of selected pleasure show classes: Turnout, Pleasure, Working.	Candidate shall be able to discuss the gaits for classes, ring etiquette, safe practices, equipment/outfit requirements, the use of headers.
4	Understand and discuss the contents and requirements of the three competitions that comprise a CDE including horse inspections, marathon safety checks and the Presentation part of the dressage competition.	Shall be able to discuss the overall layout of a CDE, the order of events, requirements for turnout for both horse and driver. The candidate should explain the goals of each section of the event, and should demonstrate a general knowledge of the rules.

J INTRODUCTION TO DRIVING OBSTACLES AND MARATHON OBSTACLES		
No.	Requirements	Evidences
1	Discuss the purpose of marathon obstacles and obstacle (cones) driving.	Shall identify the purpose of marathon obstacle driving is to test the stamina, boldness, strength and obedience of the horse and the skill and judgment of the driver. Shall identify the purpose of obstacle (cones) driving is to test the driver’s ability to drive accurately while maintaining a steady, forward paces.
2	Identify the basic principles of driving a cones course.	Shall identify the objective is to negotiate all pairs of cones and all multiples within the time allowed without dislodging any balls from the cones and without knocking down any elements of the multiples. Shall identify that the competitor must be familiar with all the rules for the cones course competition. Shall identify that the competitor should walk the course on foot several times during the allocated period to memorize the layout and plan a route Shall identify successful strategies including approaching each pair in a perpendicular fashion, maintaining a smooth even pace.

3	Demonstrate basic driving skills over a short, simplified cones course.	Shall demonstrate correct pace and accuracy through a short cones course (using training level clearances and elements).
4	Discuss the basic principles of driving marathon obstacles.	Shall identify the objective is to complete each section of the competition on time with the fewest penalties possible (sections based on the type of competition driver is in). Shall identify that the competitor must be familiar with the rules for the particular marathon obstacle competition they are competing in. Shall identify that the competitor should walk the obstacles on foot several times during the allocated period to memorize the layout and plan a route. Shall identify that successful marathon obstacle driving includes proper preparation and planning of the route through the obstacle and a steady, even pace.
5	Demonstrate basic marathon obstacle driving skills through training level obstacles.	Shall demonstrate correct pace and suitable route selection through training level obstacles.

K SHOW GROOMING/HARNESS CARE		
No.	Requirements	Evidences
1	Describe the procedure for bathing a horse in preparation for a driving event.	Demonstration is not required but candidate should discuss general considerations: <ul style="list-style-type: none"> • Bathing early enough to allow the horse to dry prior to trailering; • Consideration of weather conditions on the day of bathing and precautions to be taken for cool weather (bathing inside, use of rugs/blankets until horses are dry, use of a thorough grooming if bathing is not possible); • Safety considerations including safe footwear for handler, safe work area, introduction of hosing in a gradual manner – lower front legs first then gradually working towards the rest of the horse; • Use of products specifically designed for horses; • Thorough rinsing of all products from the coat (except for products designed to be left in e.g. certain hair products such as Show Sheen™); • Importance of scraping excess water from the coat.
2	Discuss when and how to braid a horse for a driving competition.	Candidate shall describe at least one type of individual braid (examples: hunter braids, button braids) and a running braid. Candidates should be able to discuss appropriate braiding for show purposes. Examples include: <ul style="list-style-type: none"> • Breed standards – some breeds are traditionally shown with full manes and tails, or special mane treatments (e.g. roaching); • If mane is braided, forelock must be braided as well. Tails are never

		<p>braided for show purposes but a mud tail may be placed for marathon;</p> <ul style="list-style-type: none"> • Braids are not a show requirement but add to the presence of the entry and may result in an improved presentation score; • Horses with very sparse manes may look better without being braided, or may benefit from a roached mane; • Braiding is not mandatory for horse inspections but “finishes the picture” nicely.
3	Demonstrate at least one individual braiding method and a running braid.	<p>The candidate must complete at least 5 individual braids and the full running braid to demonstrate competency. Braids should be neat, uniform and evenly spaced. Braids may be secured with elastics or be sewn in.</p>
4	Explain safety considerations associated with clipping and show grooming.	<p>Should be able to discuss safety issues including:</p> <ul style="list-style-type: none"> • Teaching horses to accept clippers; • Electrical safety issues such as working in a dry area and keeping cords and outlets away from horses reach, ensuring the horse’s coat is fully dry before clipping, use of a ground fault interrupter (GFI) outlet for clippers; • Safe footwear and (recommended) helmets for handlers; • Securing the horse for clipping (i.e. use of assistant, work area clear of hazards and clutter, use of quick-releases if cross-tying).
5	Discuss and demonstrate trimming the horse for show purposes. May use scissors &/or electric clippers.	<p>Horses should be bathed prior to clipping for greatest efficiency. Body clipping may be mentioned but does not need to be demonstrated. Candidate should demonstrate appropriate clipping of the ears, mane, feathers, and face.</p>

L TRAILERING		
No.	Requirements	Evidences
1	Identify various types of trailers and state the advantages and disadvantages of each.	<p>Shall describe straight haul, angle haul and stock type trailers. Should identify the advantages and disadvantages of each.</p> <p><u>Straight haul</u> Generally 2-horse trailers, horses travel side-by-side in line with the direction of travel. May be separated by a full or partial divider. Advantages:</p> <ul style="list-style-type: none"> • Relatively inexpensive; each horse can be loaded/unloaded independently from its traveling companion. Generally “bumper pull” so a camper or carriage can be placed in the bed of the tow vehicle. <p>Disadvantages:</p> <ul style="list-style-type: none"> • Some horses find them claustrophobic; some studies have indicated that horses may prefer to ride at an angle to the direction of travel. Horses must be trained to step backwards out of the trailers to unload.

		<p><u>Angle haul</u> Horses arranged at angle to the direction of travel. Horses load individually, with moveable partitions placed between each horse to form stalls. May have side ramp to allow horses in the front of the trailer to walk off – smaller trailers do not have this option. Advantages:</p> <ul style="list-style-type: none"> • Often bumper pull so have the same advantages in this regard as a straight haul. Larger angle hauls are often goose-neck style. <p>Disadvantages:</p> <ul style="list-style-type: none"> • If no front ramp present, horses must learn to back off or turn around in a small space to unload. If a problem arises with a horse in a front stall, the horse behind must be unloaded in order to reach him. Generally more expensive than a straight-haul. <p><u>Stock trailer</u> Essentially open trailers, where horses travel tied next to each other, but without partitions between them. Some offer the option of a separate area for carriages, carts or other equipment. Advantages:</p> <ul style="list-style-type: none"> • Horses have more freedom of movement and may be more comfortable as a result. Many horses load more willingly in a stock trailer as it appears more open and less restrictive. More versatile than other trailers in that they can often carry equipment/carts in a separate area. Generally competitively priced with straight and angle haul trailers. <p>Disadvantages:</p> <ul style="list-style-type: none"> • Horses are not separated from each other, thus increasing the chance of injury.
2	Describe various types of leg protection for shipping and discuss other safety gear the horse may be outfitted with for trailering.	<p>Shall describe at least two types of leg protection – manufactured shipping boot style and shipping bandages. Shall demonstrate correct application of a shipping boot and a shipping bandage. Boots and bandages should be applied carefully to prevent slipping, unwrapping or dislodging of the protection while enroute. Shall state that wraps should be applied just before transport and removed promptly after arrival. Shall identify the need to apply wraps to clean, dry legs. Should describe other protective equipment such as tail wraps and bumper caps. Shall describe when to blanket a horse for transport taking into consideration factors such as whether the horse is clipped or not, the ambient temperature, the number of horses being carried in the trailer and the amount of ventilation a given trailer can provide.</p>
3	Demonstrate (or describe if a suitable trailer is not available) a safe method to load a	<p>Shall describe the need to train a horse to load prior to the event or outing. Shall explain that the trailer must be hooked to the tow vehicle before a horse is loaded. Shall discuss ensuring the loading area is safe – level, free from</p>

	horse in a trailer.	unnecessary equipment and obstructions. **should not have to demonstrate or explain trailer training**.
4	Discuss a pre-trip inspection of a the trailer and tow vehicle.	<p>Shall describe a pre-trip inspection of trailer and towing vehicle:</p> <ul style="list-style-type: none"> • Proper hitch capacity/tongue weight for trailer; • Spare tire properly inflated; jack and tools for changing tires; • Tires on tow vehicle and trailer inflated to proper pressure and with adequate tread; • Check wheel lug nuts for tightness; • Clearance, signal and brake lights in working order; • Proper license displayed; • Trailer floorboards in good condition; • Inspection for sharp edges/hazards in horse stall area; • First aid kit for humans/equines; • Trailer riding as level as possible; • Safe footing in trailer.
5	Briefly discuss safe driving techniques when towing a loaded horse trailer.	Points such as taking extra care when braking, slowing before corners, accelerating only when on the straight-aways, giving extra following distance between vehicles and taking regular breaks to allow the horses to rest should be touched upon. Demonstration not required – discuss only.