



CanTRA's CTRBI Rubrics

What is a Rubric?

Rubrics, which are now commonly used in Canada's school system are essentially charts that list the varying levels of skills in various areas. A rubric is used for judging, evaluating or assessment of the levels of skills attained. Strong candidates will meet the higher descriptors; weak candidates will meet the lower descriptors. It is possible, using this tool, for an individual to score highly on some skill areas and lower on others and is helpful to identify these variances.

Why Did CanTRA Develop CTRBI Rubrics?

In 2007, CanTRA struck an ad-hoc committee charged with the task of creating a set of rubrics for the CTRAI level of CanTRA certification. This committee was formed in light of the fact that Equine Canada (EC) and all other sports disciplines affiliated with the Coaching Association of Canada had begun to move towards a competency based evaluation system using rubrics. Although therapeutic riding certification is a 'specialization' rather than a sports discipline, CanTRA has a strong relationship with EC and we also use their instructor certification system as a pre-requisite for our CTRSI certification and their rider levels as a pre-requisite for the CTRBI and CTRII certification. In keeping with the direction of a competency based system, CanTRA has developed a set of rubrics specifically for the CTRBI level.

How Can the CTRBI Rubrics Be Used?

The eleven CTRBI Rubrics are designed to give the certification candidate indicators of performance that are expected in a qualified CTRBI. The charts allow candidates to see what skills are required to achieve the minimum standard, as well as those skills that would be considered above standard. This guide will help the candidate in preparing for both a technical evaluation and an examination, and will also help to maintain the excellent standards for therapeutic riding instruction across the country.

There are many areas where it will be impossible for candidates to achieve an "above standard" mark; since the correct method will be the *only* safe method accepted. To achieve an "above standard" mark will require that a candidate demonstrates the "at standard" requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the "correct" methods of performing a task. Candidates should refer to the designated publications for acceptable "correct" methods.



LEADING DEMONSTRATION (no rider or sidewalkers)

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada.

This is intended to be a demonstration of your horse handling ability & was introduced when lunging was removed from the CTRBI level. CanTRA’s Examiners expect to see you handle the horse the way you would your own horse at home.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Leading	Responsibilities of a leader. (May be asked)	<input type="checkbox"/> N/A.	<input type="checkbox"/> Knows the responsibilities.	<input type="checkbox"/> Weak or insufficient explanation.
	Holding horse.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct hold of lead line with both hands. <input type="checkbox"/> Allows horse suitable amount of lead so he does not feel restricted.	<input type="checkbox"/> Hand too close or touching clip. <input type="checkbox"/> Extra line wrapped around hand or allowed to drag on ground.
	Position of leader at halt, walk, trot & turning	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct position of leader throughout halt, walk, trot & turn. <input type="checkbox"/> Demonstrates correct methods plus horse is comfortable.	<input type="checkbox"/> Leader ahead of horse, dragging, or too far back. <input type="checkbox"/> Incorrect position at halt, walk or trot. <input type="checkbox"/> Pushing or pulling horse around the turn.
	Active Walk	<input type="checkbox"/> Active walk achieved <i>all</i> the time.	<input type="checkbox"/> Active walk achieved <i>most of</i> the time – good strong marching walk.	<input type="checkbox"/> Walk, slow, inactive. <input type="checkbox"/> Leader pulling ahead of horse.
	Active Trot	<input type="checkbox"/> N/A.	<input type="checkbox"/> Active, forward trot achieved. <input type="checkbox"/> Appropriate use of end of lead line or whip if necessary.	<input type="checkbox"/> Trot, too slow, inactive. <input type="checkbox"/> Leader pulling ahead of horse.

	Voice commands/body language.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Appropriate use of clear voice commands with different inflection for upward & downward transitions. <input type="checkbox"/> Tone of voice that can calm the horse. <input type="checkbox"/> Reads horse's mood & reacts appropriately. <input type="checkbox"/> Voice commands may not be necessary if leaders body language is such that the horse understands.	<input type="checkbox"/> No voice commands when required. <input type="checkbox"/> Inappropriate use of voice commands. <input type="checkbox"/> Aggressive, incorrect body language.
	Changing sides	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe, smooth, efficient method of changing sides through halt & walk.	<input type="checkbox"/> Unsafe method used <input type="checkbox"/> Failure to change sides when called for.
	Transitions	<input type="checkbox"/> N/A.	<input type="checkbox"/> Smooth, timely transitions. <input type="checkbox"/> Horse does not show any signs of stress during the transitions (throwing head up, pulling back).	<input type="checkbox"/> Transitions take too long to happen or are not achieved. <input type="checkbox"/> Transitions are not smooth.
	Turns	<input type="checkbox"/> N/A.	<input type="checkbox"/> Wide, smooth turns observed. <input type="checkbox"/> Activity of pace maintained through the turn.	<input type="checkbox"/> Turns too sharp. <input type="checkbox"/> Horse slows down.
	Straightness	<input type="checkbox"/> Horse is kept straight <i>all</i> of the time.	<input type="checkbox"/> Horse is kept straight <i>most</i> of the time. <input type="checkbox"/> Head is not bent towards leader.	<input type="checkbox"/> Horses head is pulled around to the leader.
	Distance between horses (if a group demonstration)	<input type="checkbox"/> N/A.	<input type="checkbox"/> Horse kept a minimum of 1-1.5 horses lengths behind the horse in front. <input type="checkbox"/> Lead horse sets a suitable pace. <input type="checkbox"/> Leader can maintain the correct distance at all times.	<input type="checkbox"/> Horse too close to or too far behind one in front.

	Presentation of horse to mounting block/ramp	<input type="checkbox"/> N/A.	<input type="checkbox"/> Straight approach & departure from block/ramp. <input type="checkbox"/> Correct set up of horse (close & square) with minimal interference. <input type="checkbox"/> Wide turn upon departure.	<input type="checkbox"/> Approach not straight or too hurried. <input type="checkbox"/> Horse not close enough to block/ramp. <input type="checkbox"/> Horse not standing square. <input type="checkbox"/> Too much fiddling with horse to achieve proper set up when he should have been re-presented.
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe demonstration.	<input type="checkbox"/> Unsafe practice/s demonstrated e.g. <input type="checkbox"/> wrapping leadline around hand. <input type="checkbox"/> holding too close to clip. <input type="checkbox"/> walking too far back. <input type="checkbox"/> dragging horse. <input type="checkbox"/> letting go of leadline. <input type="checkbox"/> too close to horse in front. <input type="checkbox"/> walking or trotting in front of the horse etc.

LEADING DEMONSTRATION (no rider or sidewalkers)

Adopted: May 25, 2008



VOLUNTEER TRAINING - SIDEWALKING

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the only safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Side Walking	Responsibilities of a sidewalker.	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Knows the responsibilities. <input type="checkbox"/> Knows when to offer support to the rider. 	<input type="checkbox"/> Weak or insufficient explanation.
	Supporting the rider.	<input type="checkbox"/> Aware of the role of the PT in advising on the best support for riders on an individual basis.	<input type="checkbox"/> Can demonstrate & talk about support at the pelvis, thigh, knee & ankle.	<ul style="list-style-type: none"> <input type="checkbox"/> Incorrect technique. <input type="checkbox"/> Failure to demonstrate the 4 basic supports.
	Changing sides	<input type="checkbox"/> N/A.	<input type="checkbox"/> Smooth, safe, effective change of sides through halt with reasons for.	<ul style="list-style-type: none"> <input type="checkbox"/> Unsafe method used. <input type="checkbox"/> Failure to talk about/demonstrate changing sides.
	Awareness of leader	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Aware of rider/leader/instructor at all times & communicates with when necessary. <input type="checkbox"/> Knows the difficulties that could arise for a sidewalker on the same side as the leader. 	<input type="checkbox"/> Inattention to rider/leader/instructor
	Emergency Procedure	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of sidewalker’s responsibilities in an emergency. <input type="checkbox"/> Thorough knowledge of complete emergency procedure is evident. 	<input type="checkbox"/> Insufficient knowledge of emergency procedure.

	Involvement of volunteer.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Volunteer can demonstrate correct methods of support once properly demonstrated. <input type="checkbox"/> Candidate can detect & correct errors. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking	<input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<input type="checkbox"/> <i>Good use of the correct terminology.</i>	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. <input type="checkbox"/> walking behind riders' leg, interfering with horses hindquarters, <input type="checkbox"/> leaning on horse, <input type="checkbox"/> inattention to leader/instructor.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteers.	<input type="checkbox"/> Incomplete, incorrect presentation.

VOLUNTEER TRAINING – SIDEWALKING

Adopted: May 25, 2008



SIDEWALKING DEMONSTRATION (rider & leader present)

There are many areas where it will be impossible to achieve an “Above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the “Above standard” column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Side Walking	Responsibilities of a sidewalker.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Knows the responsibilities. <input type="checkbox"/> Knows when to offer support to the rider.	<input type="checkbox"/> Weak or insufficient explanation.
	Methods of support.	<input type="checkbox"/> Aware of the role of the PT in advising on the best support for riders on an individual basis. <input type="checkbox"/> Aware that placement of the stirrup iron can effect muscle tone.	<input type="checkbox"/> Effective demonstration of the following methods of support: <input type="checkbox"/> Hip. <input type="checkbox"/> Thigh. <input type="checkbox"/> Knee (Palm of hand used on knee). <input type="checkbox"/> Toe-ankle. <input type="checkbox"/> Knee-ankle. <input type="checkbox"/> Aware of the effect the support has on the rider.	<input type="checkbox"/> Incorrect technique. <input type="checkbox"/> Failure to demonstrate the supports. <input type="checkbox"/> Fingers used on knee.
	Changing sides.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Smooth, safe, effective method of changing sides through halt. <input type="checkbox"/> Aware of the procedure for 1 or 2 sidewalkers & of their role in conjunction with the leader. <input type="checkbox"/> Good communication with other side walker & leader.	<input type="checkbox"/> Unsafe method used. <input type="checkbox"/> Failure to talk about/demonstrate changing sides. <input type="checkbox"/> Leaving rider unattended. <input type="checkbox"/> Lack of teamwork if 2 sidewalkers.
	“What if” situations.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Able to demonstrate what to do if: - <input type="checkbox"/> Rider’s upper body tips forward & lower legs slides back. <input type="checkbox"/> Rider’s upper body tips back, lower leg slides forwards.	<input type="checkbox"/> Failure to recognize rider is not in correct position. <input type="checkbox"/> Failure to correctly re-position rider.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
	Awareness of leader & rider.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Aware of rider/leader/instructor at all times. <input type="checkbox"/> Communicates with when necessary. <input type="checkbox"/> Knows the difficulties that could arise for a sidewalker on the same side as the leader.	<input type="checkbox"/> Inattention to rider/leader/instructor
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. walking behind riders' leg, interfering with horses' hindquarters. <input type="checkbox"/> leaning on horse. <input type="checkbox"/> inattention to leader/instructor.

SIDEWALKING DEMONSTRATION (rider & leader present)

Adopted: May 25, 2008

VOLUNTEER TRAINING - BRIDLING

There are many areas where it will be impossible to achieve an “Above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the “Above standard” column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada. **Candidates are expected to teach the volunteer about all safety practices.**

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Bridling	Organization of tack.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Bridle and any other equipment required, properly “put up”, close to but out of reach of the horse.	<input type="checkbox"/> Tack left in tack room requiring numerous trips. <input type="checkbox"/> Tack placed on floor incorrectly.
	Putting on & adjusting.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct & effective placement/adjusting of bridle accompanied by <input type="checkbox"/> Knowledge of “how” it should fit.	<input type="checkbox"/> Method used clumsy, slow or uncomfortable for horse.
	Reins	<input type="checkbox"/> N/A.	<input type="checkbox"/> Securing reins by either knotting or through the throatlash.	<input type="checkbox"/> Failure to secure reins.
	Involvement of volunteer.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Volunteer allowed to “try” each step of the bridling process once demonstrated. <input type="checkbox"/> Good knowledge demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteer only watches. <input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<input type="checkbox"/> <i>Good use</i> of the correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated. e.g. bumping bit against teeth, reins not over horses head etc.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.



VOLUNTEER TRAINING - DISMOUNTING

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada: Aspects and Answers – A Manual for Therapeutic Horseback Riding Programs.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Dismounting (croup dismount)	Dismounting technique.	<ul style="list-style-type: none"> <input type="checkbox"/> Aware of the role of the P.T in choosing a particular dismount for individual riders. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct dismounting technique for simple croup dismount. <input type="checkbox"/> Correct # of volunteers. <input type="checkbox"/> Good communication with rider & volunteers. <input type="checkbox"/> Smooth, easy dismount. 	<ul style="list-style-type: none"> <input type="checkbox"/> Incorrect dismounting technique used. <input type="checkbox"/> Insufficient volunteers. <input type="checkbox"/> Lack of communication with rider & volunteers. <input type="checkbox"/> Insufficient directions given to volunteers.
	Position of leader & sidewalkers	<ul style="list-style-type: none"> <input type="checkbox"/> N/A. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct position of leader & sidewalkers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Leader not in control of horse or incorrectly positioned. <input type="checkbox"/> Sidewalkers not briefed on how to assist. <input type="checkbox"/> Assistive devices not ready for use.
	Involvement of volunteers.	<ul style="list-style-type: none"> <input type="checkbox"/> N/A. 	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteer/s provide correct assistance once properly instructed. <input type="checkbox"/> Good rapport with volunteers. <input type="checkbox"/> Volunteers are made to feel at ease & not asked to perform any tasks they are not comfortable undertaking. 	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteers only watch or not used <input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Good use</i> of the correct terminology. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.

	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated e.g. not enough volunteers used for the dismount, failure to have wheelchairs/canes to hand before dismount, horse not in a safe area for dismount.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteers.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – DISMOUNTING

Adopted: May 25, 2008

VOLUNTEER TRAINING - GROOMING

There are many areas where it will be impossible to achieve an “Above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the “Above standard” column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada. **Candidates are expected to teach the volunteer about all safety practices.**

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Grooming	Moving around horse while grooming	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct method of moving around horse while on cross ties, using voice, touch and slow, deliberate movements. <input type="checkbox"/> Horse shows no signs of discomfort.	<input type="checkbox"/> Ducking under horse’s neck. <input type="checkbox"/> Moving around rear end at maximum reach of horse’s hind feet. <input type="checkbox"/> Leaving horse unattended on cross ties.
	Demonstrate/explain proper use of basic grooming equipment	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct area of application & technique for use of curry comb, dandy brush, body brush, hoof pick. <input type="checkbox"/> Handling/brushing horse’s mane & tail	<input type="checkbox"/> Use of brushes on wrong part of horse. <input type="checkbox"/> Incorrect technique.
	Picking out horses hooves	<input type="checkbox"/> N/A	<input type="checkbox"/> Demonstration of safe method of picking up horses feet. <input type="checkbox"/> Correct technique for picking out. <input type="checkbox"/> Explanation of why we pick out the feet.	<input type="checkbox"/> Incorrect handling of horses feet &/or picking out (e.g. picking towards heel). <input type="checkbox"/> Incorrect handling of horse’s leg causing him to be off balance resulting in him snatching the leg away.
	Keeping work area tidy	<input type="checkbox"/> N/A	<input type="checkbox"/> All brushes/tools kept close by, but away from the horses reach & in a position where the volunteer will not step on them. <input type="checkbox"/> Swept up.	<input type="checkbox"/> Tools not clean. <input type="checkbox"/> Tools not put away after use. <input type="checkbox"/> Not swept up.
	Involvement of volunteer	<input type="checkbox"/> .N/A	<input type="checkbox"/> Volunteer allowed to “try” each step of the grooming process once demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteer only watches.

	Terminology	<input type="checkbox"/> <i>Good use</i> of correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety	<input type="checkbox"/> N/A	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. ducking under horses neck, leading without a leadline, approaching from blind spot, kneeling on ground etc.
	Overall presentation	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident. <input type="checkbox"/> High comfort level.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – GROOMING

Adopted: June, 2015



VOLUNTEER TRAINING - LEADING

There are some many where it will be impossible to achieve an “above standard” mark; since the correct method will be the only safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Leading	Responsibilities of a leader.	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Knows the responsibilities. <input type="checkbox"/> Knows when to take charge of the horse. <input type="checkbox"/> In tune with the rider. 	<input type="checkbox"/> Weak or insufficient explanation.
	Holding horse.	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Correct hold of lead line with both hands. <input type="checkbox"/> Allows horse suitable amount of lead so rider can be effective & horse does not feel restricted. 	<ul style="list-style-type: none"> <input type="checkbox"/> Hand too close or touching clip. <input type="checkbox"/> Extra line wrapped around hand or allowed to drag on ground.
	Position of leader at halt, walk, turning	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Correct position of leader throughout halt, walk & turn, without crowding the horse. 	<ul style="list-style-type: none"> <input type="checkbox"/> Leader ahead of horse, dragging, or too far back. <input type="checkbox"/> Incorrect position at halt. <input type="checkbox"/> Pushing or pulling horse around the turn.
	Pace	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Good consistent marching pace. 	<ul style="list-style-type: none"> <input type="checkbox"/> Inactive walk. <input type="checkbox"/> Inconsistent pace. <input type="checkbox"/> Horse walking too slow/sharp turns.
	Awareness of sidewalker/s	<input type="checkbox"/> N/A.	<ul style="list-style-type: none"> <input type="checkbox"/> Aware of rider/sidewalkers/instructor at all times. <input type="checkbox"/> Communicates with them when necessary. <input type="checkbox"/> Aware of the difficulties that could arise for a sidewalker on the same side as the leader. 	<input type="checkbox"/> Inattention to rider/sidewalkers/instructor.

	Voice commands/body language.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Appropriate use of voice commands so as not to make rider feel like a passenger. <input type="checkbox"/> Voice commands may not be necessary if leaders body language is such that the horse understands. <input type="checkbox"/> Knows when not to interfere & to allow the rider to take control	<input type="checkbox"/> No voice commands when required. <input type="checkbox"/> Inappropriate use. <input type="checkbox"/> Aggressive, incorrect body language
	Changing sides	<input type="checkbox"/> N/A.	<input type="checkbox"/> Smooth, safe, effective change of sides with reasons for through halt & walk.	<input type="checkbox"/> Unsafe method used. <input type="checkbox"/> Failure to talk about changing sides.
	Emergency Procedure	<input type="checkbox"/> Thorough knowledge of complete emergency procedure is evident. <input type="checkbox"/> Obvious experience. <input type="checkbox"/> High comfort level with emergency procedure.	<input type="checkbox"/> Knowledge of leader's responsibilities in an emergency.	<input type="checkbox"/> Insufficient knowledge of emergency procedure.
	Involvement of volunteer.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Volunteer can demonstrate correct leading techniques once properly demonstrated. <input type="checkbox"/> Candidate can detect & correct errors. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<input type="checkbox"/> <i>Good use of the correct terminology.</i>	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.

	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated e.g. wrapping leadline around hand, holding too close to clip, walking too far back, dragging horse, letting go of leadline, etc.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteers.	<input type="checkbox"/> Incomplete, incorrect presentation.

VOLUNTEER TRAINING – LEADING

Adopted: May 25, 2008



VOLUNTEER TRAINING - MOUNTING

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada: Aspects and Answers – A Manual for Therapeutic Horseback Riding Programs.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Mounting (croup mount)	Preparation of horse for mounting.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Check tack fitting. <input type="checkbox"/> Pad, girth, bridle, stirrups down, reins secured. <input type="checkbox"/> Stirrups at approx. correct length for rider.	<input type="checkbox"/> No tack check. <input type="checkbox"/> Girth not checked. <input type="checkbox"/> Reins not secured.
	Mounting technique.	<input type="checkbox"/> Aware of the role of the P.T in choosing a particular mount for individual riders.	<input type="checkbox"/> Correct mounting technique for simple croup mount. <input type="checkbox"/> Correct # of volunteers. <input type="checkbox"/> Clear directions from candidate instructor.	<input type="checkbox"/> Incorrect mounting technique used. <input type="checkbox"/> Insufficient volunteers. <input type="checkbox"/> Lack of communication with rider & volunteers.
	Stirrup length adjustment.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct technique performed in a safe area away from mounting block/ramp. <input type="checkbox"/> Proper use of volunteers. <input type="checkbox"/> Good communication with rider & volunteers. <input type="checkbox"/> Correct stirrup length achieved.	<input type="checkbox"/> Incorrect technique. <input type="checkbox"/> Doesn't accomplish correct stirrup length. <input type="checkbox"/> Discomfort to rider or horse. <input type="checkbox"/> Failure to recognize correct stirrup length. <input type="checkbox"/> Attempts to adjust stirrups without a spotter on the other side.
	Involvement of volunteers.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Volunteer/s provide correct assistance once properly instructed. <input type="checkbox"/> Good rapport with volunteers. <input type="checkbox"/> Volunteers are made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteers only watch or not used. <input type="checkbox"/> Insufficient or incorrect information given to volunteer.

	Terminology.	<input type="checkbox"/> <i>Good use of the correct terminology.</i>	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated e.g. <input type="checkbox"/> not enough volunteers used for the mount. <input type="checkbox"/> failing to secure wheelchairs/canes etc after mount, <input type="checkbox"/> proceeding with the mount when the horse is not positioned correctly. <input type="checkbox"/> adjusting stirrups in an unsafe manner or area. <input type="checkbox"/> instructor not in control of mounting procedure.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteers.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – MOUNTING

Adopted: May 25, 2008

VOLUNTEER TRAINING – HELMET FITTING, HALTERING, CROSS TIES

There are many areas where it will be impossible to achieve an “Above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the “Above standard” column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study; Manual of Horsemanship – British Horse Society and Pony Club; Stable Management in Canada. **Candidates are expected to teach the volunteer about all safety practices.**

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Fitting Helmet	Fitting helmet	<ul style="list-style-type: none"> <input type="checkbox"/> Good knowledge of types of helmets for different head shapes <input type="checkbox"/> Awareness of shelf life of helmet 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct method of fitting helmet <input type="checkbox"/> Knowledge of adjustments, ie, padding, slide connection under ear <input type="checkbox"/> Correct placement for peak of helmet <input type="checkbox"/> Correct measurement re chin strap <input type="checkbox"/> Rider’s hair secured neatly, dealing with elastics/clips/braids to ensure comfortable fit 	<ul style="list-style-type: none"> <input type="checkbox"/> Lacks knowledge of correct fitting and positioning of helmet. <input type="checkbox"/> Not adjusted to fit <input type="checkbox"/> Chin strap too loose
Haltering	Taking horse out of stall	<ul style="list-style-type: none"> <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct method of approach (how & to which part of horse). <input type="checkbox"/> Correct method of turning horse. <input type="checkbox"/> Quiet, effective, timely, especially if horse has rear end facing door. <input type="checkbox"/> Check both ways before proceeding from stall 	<ul style="list-style-type: none"> <input type="checkbox"/> Approaches via blind spots. <input type="checkbox"/> Leading from wrong side. <input type="checkbox"/> Loud, brash approach. <input type="checkbox"/> Startling horse. <input type="checkbox"/> Not checking both ways before taking horse from stall
	Use of halter & lead shank	<ul style="list-style-type: none"> <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct placement of halter on horse. <input type="checkbox"/> Correct method of holding lead shank. <input type="checkbox"/> Minimal interference with horses “space” but still effective. 	<ul style="list-style-type: none"> <input type="checkbox"/> Halter on too loose, too tight, or incorrectly placed. <input type="checkbox"/> Awkward or too time consuming a method used. <input type="checkbox"/> Lead shank held at clip. <input type="checkbox"/> Leadline wrapped around hands.

Putting horse in cross ties	Use of cross ties	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct attachment to halter <input type="checkbox"/> Correct method of moving around horse while in cross ties, using voice, touch and slow deliberate movements <input type="checkbox"/> Moving to highest point of cross ties before going under <input type="checkbox"/> Horse shows no signs of discomfort	<input type="checkbox"/> Incorrect attachment to halter. <input type="checkbox"/> Ducking under horse's neck <input type="checkbox"/> Moving around rear end at maximum reach of horse's hind feet <input type="checkbox"/> Leaving horse unattended in cross ties
Quick Release Knot	Ability to tie quick release knot	<input type="checkbox"/> N/A	<input type="checkbox"/> Use of a knot that comes undone when loose end is pulled.	<input type="checkbox"/> Not familiar with quick release knot.
	Involvement of volunteer	<input type="checkbox"/> .N/A	<input type="checkbox"/> Volunteer allowed to "try" each topic once demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteer only watches.
	Terminology	<input type="checkbox"/> <i>Good use</i> of correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety	<input type="checkbox"/> N/A	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. ducking under horses neck, leading without a leadline, approaching from blind spot
	Overall presentation	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident. <input type="checkbox"/> High comfort level.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – HELMET FITTING, HALTERING, CROSS TIES

Adopted: June, 2015



VOLUNTEER TRAINING - SADDLING

There are many areas where it will be impossible to achieve an “Above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the “Above standard” column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada. **Candidates are expected to teach the volunteer about all safety practices.**

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Saddling	Organization of tack.	<input type="checkbox"/> N/A	<input type="checkbox"/> Saddle, saddle pad, girth all properly “put up” close to but out of reach of the horse	<input type="checkbox"/> Tack left in tack room requiring numerous trips. <input type="checkbox"/> Tack placed on floor incorrectly.
	Placing/fitting of saddle pad/blanket.	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct placement/fitting of pad/blanket accompanied by reasons why.	<input type="checkbox"/> Saddle pad incorrectly placed. <input type="checkbox"/> Uneven. <input type="checkbox"/> Wrinkled.
	Placing/fitting of saddle.	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct placement/fitting of saddle accompanied by reasons why.	<input type="checkbox"/> Saddle placed too far forward /too far back. <input type="checkbox"/> Saddle and pad not slid back into place. <input type="checkbox"/> Pad not pulled up into gullet. <input type="checkbox"/> Stirrups not run up or crossed before saddling.
	Fitting of girth.	<input type="checkbox"/> Knows type of girth.	<input type="checkbox"/> Correct fitting of girth with an explanation of why.	<input type="checkbox"/> Girth uneven. <input type="checkbox"/> Done up wrong side/wrong way round. <input type="checkbox"/> Too loose, too tight.
	Involvement of volunteer.	<input type="checkbox"/> N/A	<input type="checkbox"/> Volunteer allowed to “try” each step of the saddling process once demonstrated. <input type="checkbox"/> Good knowledge demonstrated. <input type="checkbox"/> Good rapport with volunteer, volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteer only watches. <input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<input type="checkbox"/> <i>Good use</i> of the correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.

	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. <input type="checkbox"/> Saddle not in good repair. <input type="checkbox"/> Girth too tight, not tight enough. <input type="checkbox"/> Stirrups not run up or crossed before or after saddling etc.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation. <input type="checkbox"/> Fails to demonstrate confidence or familiarity with equipment.

VOLUNTEER TRAINING – SADDLING

Adopted: June 2015



VOLUNTEER TRAINING – TAKING HORSE OUT OF STALL

There are many areas where it will be impossible to achieve an “Above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the “Above standard” column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: -

CanTRA Instructor Manual: CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Taking horse out of stall	Method of approaching horse.	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct method of approach (how & to which part of horse). <input type="checkbox"/> Quiet, effective, timely, especially if horse has rear end facing door.	<input type="checkbox"/> Approaching via blind spots. <input type="checkbox"/> Loud, brash approach. <input type="checkbox"/> Startling horse.
	Placement/fitting of halter.	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct placement of halter on horse. <input type="checkbox"/> Minimal interference with horses “space” but still effective.	<input type="checkbox"/> Halter on too loose, too tight, or incorrectly placed. <input type="checkbox"/> Leadline allowed to hang to the ground. <input type="checkbox"/> Awkward or too time consuming a method used.
	Method of holding leadshank.	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct method of holding leadshank in 2 hands.	<input type="checkbox"/> Leadshank held at clip. <input type="checkbox"/> Leadline wrapped around hand.
	Method of turning (before catching & whilst leading.)	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct methods demonstrated, with an explanation of why.	<input type="checkbox"/> Incorrect or unsafe method used. <input type="checkbox"/> Horse treads on handler due to unsafe method of turning.
	Use of cross ties.	<input type="checkbox"/> N/A	<input type="checkbox"/> Correct attachment to halter.	<input type="checkbox"/> Incorrect attachment to halter. <input type="checkbox"/> Use of cross ties in an unsafe location (e.g. other horses can bully horse on ties, equipment in the way etc.)
	Involvement of volunteer.	<input type="checkbox"/> N/A	<input type="checkbox"/> Volunteer allowed to “try” each step of the process once demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks the instructor feels they are not safe or experienced enough to undertake.	<input type="checkbox"/> Level of involvement of volunteer is not appropriate to the volunteer’s level of experience.

	Terminology.	<input type="checkbox"/> <i>Good use</i> of correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety.	<input type="checkbox"/> N/A	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. leading without a leadline, approaching from blind spot, horse bangs hips against door, failure to close door after horse has exited etc.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident. <input type="checkbox"/> High comfort level.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.



VOLUNTEER TRAINING - UNTACKING

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada. **Candidates are expected to teach the volunteer about all safety practices.**

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Untacking	Removing bridle	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct & effective method of removing bridle & replacing halter. <input type="checkbox"/> Bridle “put-up” correctly.	<input type="checkbox"/> Reins not over horse’s head. <input type="checkbox"/> Noseband not undone. <input type="checkbox"/> Banging bit against horse’s teeth.
	Use of cross ties	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct attachment to halter.	<input type="checkbox"/> Incorrect attachment to halter.
	Removing saddle	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct method of removing saddle. <input type="checkbox"/> Saddle, pad & girth put away correctly.	<input type="checkbox"/> Girth released too abruptly. <input type="checkbox"/> Girth dropped so it bangs on horses legs or left to drag on ground. <input type="checkbox"/> Pad placed dirty side down on saddle.
	Removing saddle marks	<input type="checkbox"/> N/A.	<input type="checkbox"/> Brushes horse to remove saddle marks. <input type="checkbox"/> Correct type & technique in the use of brushes. <input type="checkbox"/> Evidence of knowledge of how to deal with a hot sweaty horse.	<input type="checkbox"/> Failure to recognize saddle marks or the need to remove. <input type="checkbox"/> Wrong brushes or incorrect technique demonstrated.
	Picking out horses feet	<input type="checkbox"/> N/A.	<input type="checkbox"/> Demonstration of safe method of picking up horses feet. <input type="checkbox"/> Correct technique for picking out. <input type="checkbox"/> Explanation of why we pick out the feet.	<input type="checkbox"/> Incorrect handling of horses feet &/or picking out (e.g. picking towards heel). <input type="checkbox"/> Incorrect handling of horse’s leg causing him to be off balance resulting in him snatching the leg away.
	Putting horse back in stable	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct method of leading & turning demonstrated. <input type="checkbox"/> Quiet, effective, timely.	<input type="checkbox"/> Failure to turn the horse in the box stall so he’s facing the door. <input type="checkbox"/> Door left too wide open so horse can escape.

	Involvement of volunteer.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Volunteer allowed to “try” each step of the un-tacking process once demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking.	<input type="checkbox"/> Volunteer only watches. <input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<input type="checkbox"/> <i>Good use</i> of the correct terminology.	<input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis.	<input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.
	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. <input type="checkbox"/> reins not over horses head. <input type="checkbox"/> stirrups not run up or crossed. <input type="checkbox"/> girth allowed to bang against horses legs. <input type="checkbox"/> attaching cross-ties to bit, etc.
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – UNTACKING

Adopted: June 2015



VOLUNTEER TRAINING – CLEAN STABLE AND EQUIPMENT

There are many areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: CanTRA Instructor Manual; CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada. **Candidates are expected to teach the volunteer about all safety practices.**

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Cleaning Tack	Clean saddle & bridle	<ul style="list-style-type: none"> <input type="checkbox"/> Good knowledge of various cleaning treatments for leather saddles and neoprene or other synthetic tack. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct & effective method of cleaning saddle and bridle following use <input type="checkbox"/> Checking tack for wear & tear <input type="checkbox"/> Bridle “put-up” correctly. <input type="checkbox"/> Saddle/pad/girth put away correctly 	<ul style="list-style-type: none"> <input type="checkbox"/> Incorrect information on cleaning leather, ie use of water, dirty sponge, etc. <input type="checkbox"/> No check for loose stitching, cracked leather, elastic on girth <input type="checkbox"/> Bit not washed after use. <input type="checkbox"/> Pad placed dirty side down on saddle
Clean Stable	Swept floors	<ul style="list-style-type: none"> <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Sweep floors <input type="checkbox"/> Remove any droppings or dirt from hoof cleaning 	<ul style="list-style-type: none"> <input type="checkbox"/> Alley unswept <input type="checkbox"/> Droppings and/or dirt on floors
Storing Equipment	Equipment put away	<ul style="list-style-type: none"> <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Barn tools put away safely, forks with prongs towards wall <input type="checkbox"/> Wheelbarrow empty and put away safely 	<ul style="list-style-type: none"> <input type="checkbox"/> Barn tools left in alley, not put away <input type="checkbox"/> Wheelbarrow left with droppings, not put away safely
	Tidiness in stable & tack room	<ul style="list-style-type: none"> <input type="checkbox"/> N/A. 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintains neat & tidy environment at all times. 	<ul style="list-style-type: none"> <input type="checkbox"/> Failure to sweep up after themselves. <input type="checkbox"/> Tack not correctly put away, grooming kit not put away.
	Involvement of volunteer.	<ul style="list-style-type: none"> <input type="checkbox"/> N/A. 	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteer allowed to “try” each step of the un-tacking process once demonstrated. <input type="checkbox"/> Good rapport with volunteer. <input type="checkbox"/> Volunteer is made to feel at ease & not asked to perform any tasks they are not comfortable undertaking. 	<ul style="list-style-type: none"> <input type="checkbox"/> Volunteer only watches. <input type="checkbox"/> Insufficient or incorrect information given to volunteer.
	Terminology.	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Good use</i> of the correct terminology. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct terminology used. <input type="checkbox"/> Evidence from the demonstration that candidate does this on a regular basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> Poor terminology. <input type="checkbox"/> Insufficient correct terminology.

	Safety.	<input type="checkbox"/> N/A.	<input type="checkbox"/> Safe presentation.	<input type="checkbox"/> Unsafe practice/s demonstrated, e.g. <input type="checkbox"/> Equipment not stored safely <input type="checkbox"/> Feed room and tack room doors not secured <input type="checkbox"/> Tack not checked for loose stitching, leather cracks, etc.. <input type="checkbox"/> Stall doors not secured
	Overall presentation.	<input type="checkbox"/> In-depth &/or additional knowledge of subject evident.	<input type="checkbox"/> Well-organized, concise, clear, accurate & complete delivery of topic. <input type="checkbox"/> Good rapport with volunteer.	<input type="checkbox"/> Untidy, slow, incomplete, incorrect presentation.

VOLUNTEER TRAINING – CLEAN STABLE AND EQUIPMENT

Adopted: June, 2015



CTRBI TEACHING EVALUATION

There are some areas where it will be impossible to achieve an “above standard” mark; since the correct method will be the *only* safe method accepted. To achieve an “Above standard” mark will require that a candidate demonstrates the “At standard” requirement PLUS any additions mentioned in the above standard column.

In some areas, this rubric refers to the “correct” methods of performing a task. Please refer to the following publications for acceptable “correct” methods: -

CanTRA Instructor Manual: CTRBI Home Study: Manual of Horsemanship – British Horse Society and Pony Club: Stable Management in Canada: Teaching Disabled Riders – Mary Longden: Coach with Courage – Mary Longden.

Topic	Evidence	Above required standards (3)	At required standards (2)	Below required standards (1)
Preparation	Written Lesson Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Concise, complete lesson plan that shows practical experience. 	<ul style="list-style-type: none"> <input type="checkbox"/> Lesson plan contains all required elements. <input type="checkbox"/> Must include ALL the aids, i.e. inside hand, outside hand, inside leg, outside leg. 	<ul style="list-style-type: none"> <input type="checkbox"/> Missing elements, e.g. the aids, a diagram of the arena setup, explanations of what why, how etc.
	Equipment (arena setup)	<ul style="list-style-type: none"> <input type="checkbox"/> N/A. 	<ul style="list-style-type: none"> <input type="checkbox"/> Effective use of pylons, poles, other equipment that makes for a good visual aid. 	<ul style="list-style-type: none"> <input type="checkbox"/> Equipment used in incorrect locations. <input type="checkbox"/> If equipment is required, failure to set up arena before lesson starts.
	Mounting	<ul style="list-style-type: none"> <input type="checkbox"/> N/A. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct mounting technique specific to the rider. <input type="checkbox"/> Smooth, easy mount performed proficiently. <input type="checkbox"/> Good communication between instructor & volunteers. 	<ul style="list-style-type: none"> <input type="checkbox"/> Incorrect or unsafe technique used. <input type="checkbox"/> Insufficient volunteers. <input type="checkbox"/> Lack of communication with rider & volunteers.

	Dismounting	<input type="checkbox"/> N/A.	<input type="checkbox"/> Correct dismounting technique specific to the rider, to the ground in a safe part of the arena. <input type="checkbox"/> Smooth, easy dismount performed proficiently. <input type="checkbox"/> Good communication between instructor & volunteers.	<input type="checkbox"/> Incorrect or unsafe technique used. <input type="checkbox"/> Insufficient volunteers. <input type="checkbox"/> Lack of communication with rider & volunteers. <input type="checkbox"/> No volunteer on offside.
	Tack Check	<input type="checkbox"/> N/A.	<input type="checkbox"/> All tack checked prior to the rider mounting. Girth needs rechecking immediately after mounting, about 5 minutes into the lesson & before any trot work. <input type="checkbox"/> Ability to recognize unsuitable tack or tack failings & having the confidence to do something about it.	<input type="checkbox"/> Failure to perform a complete tack check prior to mounting, failure to check girth after mounting or prior to any trot work.
	Position of horse/rider for tack check	<input type="checkbox"/> N/A.	<input type="checkbox"/> Horse/rider safely moved away from the mounting block/ramp & located on the centre line for tack check.	<input type="checkbox"/> Horse/rider in an unsafe location for tack check e.g. too close to mounting block/ramp, too close to arena wall etc.
	Introduction	<input type="checkbox"/> Demonstrates the ability to assess how the rider is likely to perform.	<input type="checkbox"/> Introduction of yourself, horse, rider & volunteers to each other.	<input type="checkbox"/> Failure to make introductions.

Lesson Structure	Structure of the lesson	<ul style="list-style-type: none"> ❑ Optimal use of available time to promote practice & learning. ❑ Uses teachable moments. ❑ Quickly adapts to the needs of the rider. 	<ul style="list-style-type: none"> ❑ Lesson is organized into segments that include introduction, warm up, explanation, demonstration, practice, progression and evaluation. 	<ul style="list-style-type: none"> ❑ No clear lesson segments. ❑ Time allotments are too long/too short.
	Warm up	<ul style="list-style-type: none"> ❑ N/A. 	<ul style="list-style-type: none"> ❑ Sufficient, quality, warm up exercises demonstrated for rider. 	<ul style="list-style-type: none"> ❑ Too many exercises. ❑ Quantity over quality. ❑ Unsuitable or incorrect warm up.
	What, how, why	<ul style="list-style-type: none"> ❑ Content is clearly aimed at the age & ability level of the student. 	<ul style="list-style-type: none"> ❑ Clearly states what is going to be done in the lesson. ❑ Uses the aids to explain how the goal will be accomplished ❑ Explains why this goal/topic is important. 	<ul style="list-style-type: none"> ❑ Does not identify what the goals of the lesson are. ❑ Doesn't use the aids ❑ Provides an overload of, or incorrect aids
	Progression & Correction	<ul style="list-style-type: none"> ❑ Candidate is able to suggest how they would progress with this rider over a longer period of time. ❑ Candidate identifies root problems. 	<ul style="list-style-type: none"> ❑ Error detection & correction is effective. ❑ Some progression demonstrated within the lesson. 	<ul style="list-style-type: none"> ❑ Rider errors not detected or correctly assessed.
	Evaluation	<ul style="list-style-type: none"> ❑ Accurate evaluation of riders' effort/performance with excellent eye for detail. ❑ Evidence that the candidate has experience of teaching this lesson. ❑ Aware of the things that are likely to be performed well/badly. 	<ul style="list-style-type: none"> ❑ Evaluation presented with positive criticism with at least 1 good point and 1 area that requires improvement. 	<ul style="list-style-type: none"> ❑ Failure to recognize "effort" by the rider. ❑ Incorrect assessment of good points & areas that require improvements.

Teaching Skills	Explanation/demonstration	<ul style="list-style-type: none"> <input type="checkbox"/> Explanation of aids clearly match the demonstration provided. <input type="checkbox"/> Adapts to the needs of the rider. 	<ul style="list-style-type: none"> <input type="checkbox"/> What, why, how, when & where are all correctly covered in the explanation. <input type="checkbox"/> Candidate sets up & executes a suitable visual demonstration that can be seen by the rider. 	<ul style="list-style-type: none"> <input type="checkbox"/> Explanation incomplete. <input type="checkbox"/> Incorrect information given. <input type="checkbox"/> No visual demonstration provided. <input type="checkbox"/> Not presented in a clear concise manner. <input type="checkbox"/> Rider not in a suitable location to see the demonstration.
	Terminology	<ul style="list-style-type: none"> <input type="checkbox"/> <i>Good use</i> of correct terminology with explanation where appropriate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Correct terminology used which is appropriate to the rider's cognitive level. 	<ul style="list-style-type: none"> <input type="checkbox"/> Does not use correct terminology. <input type="checkbox"/> Terminology over the riders head.
	Technical knowledge of the topic taught	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes why things are not working, whether it's the rider for not giving the correct aid, or the horse for not giving the correct response to the aid. 	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence that the candidate has experience of teaching & riding this school <input type="checkbox"/> Knows the aids & can recognize when they are being used correctly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Candidates' actions demonstrate that this topic has not been understood or experienced sufficiently to achieve the desired result.
	Skill correction/error detection	<ul style="list-style-type: none"> <input type="checkbox"/> Observes all the rider errors but has the ability to know when too much correction would be detrimental to a "functional" rider performance. 	<ul style="list-style-type: none"> <input type="checkbox"/> Observes rider errors & provides the appropriate correction. 	<ul style="list-style-type: none"> <input type="checkbox"/> Rider errors not detected or correctly assessed.
	Rider Position Evaluation	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes & corrects incorrect rider position <i>every</i> time it occurs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes incorrect rider position <i>most of the time</i> & adjusts rider as necessary with "hands-on". 	<ul style="list-style-type: none"> <input type="checkbox"/> Riders' position is never corrected when required.
	Voice, tone	<ul style="list-style-type: none"> <input type="checkbox"/> Can <i>always</i> be heard by everyone. <input type="checkbox"/> Easygoing, engaging manner. <input type="checkbox"/> A joy to listen to. 	<ul style="list-style-type: none"> <input type="checkbox"/> Voice projects well. <input type="checkbox"/> Good tone, using appropriate inflection when required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Voice, very quiet <input type="checkbox"/> Rider & volunteers are struggling to hear. <input type="checkbox"/> Monotone. <input type="checkbox"/> Not motivational.

	Enthusiasm/Motivation	<ul style="list-style-type: none"> <input type="checkbox"/> Candidate has the ability to captivate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Enthusiastic manner. <input type="checkbox"/> Motivation achieves results. 	<ul style="list-style-type: none"> <input type="checkbox"/> Lack of motivation. <input type="checkbox"/> Candidate does not project enthusiasm.
	Communication (verbal language, body language or tactile).	<ul style="list-style-type: none"> <input type="checkbox"/> Recognizes & adapts to the form of communication the rider understands. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clear & appropriate for the age & ability of the rider. <input type="checkbox"/> Communicates well with rider, leader & sidewalkers. <input type="checkbox"/> Observes & acts on errors in the volunteers & does so in a manner that does not make them feel inadequate. 	<ul style="list-style-type: none"> <input type="checkbox"/> Language used too advanced or simple for rider comprehension. <input type="checkbox"/> Errors by volunteers not corrected, e.g. poor leading or S/W skills.
	Control	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates confidence in their coaching/teaching. 	<ul style="list-style-type: none"> <input type="checkbox"/> Remains in control at all times, without being overpowering. <input type="checkbox"/> Rider is allowed to make “safe” mistakes from which he/she can learn. 	<ul style="list-style-type: none"> <input type="checkbox"/> Loses control. <input type="checkbox"/> Leader takes horse on the wrong path. <input type="checkbox"/> Sidewalkers give too much or too little support. <input type="checkbox"/> Rider loses interest.
	Attitude	<ul style="list-style-type: none"> <input type="checkbox"/> Tactfully able to deal with difficult or sensitive situations if they arise. 	<ul style="list-style-type: none"> <input type="checkbox"/> Displays the ethical behavior & attitude expected of a coach. 	<ul style="list-style-type: none"> <input type="checkbox"/> Lack of empathy.
	Feedback from student	<ul style="list-style-type: none"> <input type="checkbox"/> Use of questions to help rider reflect on own performance. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to get feedback from the rider – need not be verbal. <input type="checkbox"/> Able to interpret/assess how successful the lesson was via feedback. 	<ul style="list-style-type: none"> <input type="checkbox"/> No attempt made to get feedback from rider.

<p>Evaluation of teaching objectives (self evaluation)</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Candidate is able to provide an <i>accurate</i> self-assessment of the lesson. 	<ul style="list-style-type: none"> <input type="checkbox"/> Candidate is able to provide an <i>adequate</i> self-assessment of the lesson. <input type="checkbox"/> Has the ability to recognize whether the rider understood the content of the lesson, what was the objective of the lesson, was the level of the lesson appropriate for the rider, what would be your next progression. 	<ul style="list-style-type: none"> <input type="checkbox"/> Inability to assess whether the lesson went well, i.e. was there any evidence of learning, how you would progress from here, would you change anything if you could do it again.
<p>Safety</p>		<ul style="list-style-type: none"> <input type="checkbox"/> N/A 	<ul style="list-style-type: none"> <input type="checkbox"/> Safe lesson. <input type="checkbox"/> Doors closed. <input type="checkbox"/> Uncluttered surroundings. <input type="checkbox"/> Good organization & supervision of volunteers. <input type="checkbox"/> Girth checked. <input type="checkbox"/> Dismount & tack check completed in a safe part of the arena. 	<ul style="list-style-type: none"> <input type="checkbox"/> Unsafe practice/s demonstrated, e.g. door(s) left open, other, horses/dogs in arena, volunteers not paying attention, rider placed in danger.

TEACHING EVALUATION

Adopted: November 2008