



PROSPECTUS

Master Saddle Fitting Consultant

INTRODUCTION

Welcome to the International Course for Master Saddle Fitting Consultant.

Thank you for choosing a study at The MSFC, an international training institute where unique and recognised professional training is given in the field of the well-being for horse and rider, saddle fitting and saddle making. By choosing to study at the International College of the MSFC you are investing in an education that will help you to build a successful future. We will support your learning by providing an educational experience, designed to help you unlock your full potential.

The aim of this study guide is to inform you about:

- how our modular (distance learning) courses work
- what can you expect at the practical week
- supply information concerning assessments

We wish you many interesting study hours!

TIMETABLE PRACTICAL STUDY WEEK

School times:	09.00 – 10.30 h
	10.30 – 11.00 uur coffee break
	11.00 – 12.30 h
	12.30 – 13.30 h lunch
	13.30 – 15.00 h
	15.00 – 15.30 h coffee break
	15.30 – 17.00 h

After official school hours you need to practice together; horses and saddles are available.

Location: The international school for saddle fitting and saddlery in Deux-Sèvres, France:

La Boutinière, 79320 Moutiers-sous-Chantemerle

Dates Saddle Fitting Course:

May 22-28, 2023

September 4-10, 2023

May 20-26, 2024

Additional Reflocking course for saddle fitters:

May 29 – June 1, 2023

May 27-30, 2024

What is distance learning?

Distance learning allows students to study away from the college in their own time.

Distance learning is also referred to as 'home study' and 'flexible learning'. It frees people who want to study from the restrictions and limitations found in many areas of traditional education and training, and is an ideal method of learning for people whose work and family commitments prevent them from attending college on a regular, full-time or part-time basis.

Equal opportunities

The MSFC, but also students among each other, will not discriminate against students or staff on the grounds of sex, colour, race, age, religion, sexual orientation or physical disablement.

Student evaluation

We constantly aim for improving our standards, services and course material offered to students. To assist us in providing high quality courses which meet the needs of both the equine industry and the students, you are asked to complete the Evaluation form upon completion of the course.

ASSESSMENT

The student will be tested for his knowledge and skills by:

- a computer exam with short open questions
- practical assessment
- written paper of a case you handled at home (including pictures), send by email

The practical assessment encloses:

- assessment of the horse's conformation and movement; making templates of the horse's back;
- saddle assessment and fault identification
- practical saddle fitting

If you have passed all three parts of the assessment, you will receive the well respected diploma of the Academy of MSFC and you use the registered title and logo of "Master Saddle Fitting Consultant".

LEARNING AIMS (also assessed during written and practical exam)

A. Anatomy

The student must have knowledge about:

- the built of a skeleton and the muscular system
- the function of muscles, ligaments and tendons
- locomotor system

The student need to be able to palpate the most important structures which is needed to make an effective analyses of the saddle and/or back problem.

B. Fysiology

The student must have knowledge of:

- existing training methods
- muscle function
- recognize pain behaviour

C. Conformation

The student must have knowledge about:

- normal conformation
- describe conformation abnormalities
- describe the consequences for saddle fitting
- describe hoof abnormalities

D. Locomotor system and biomechanics

The student must have knowledge about:

- normal locomotion
- recognize and appoint different gaits
- recognize and appoint locomotion abnormalities and lameness
- describe the biomechanics of the horse's back

E. Saddle knowledge

The student need to have knowledge of:

- how a saddle is built
- how to recognize adjustable trees
- recognize saddle faults
- recognize and appoint the influence of a crooked (twisted) saddle
- appoint the influence of different forms of saddle trees
- appoint the possibilities of adjustments to the saddle
- recognize the different type of flocking
- how to do a complete safety check on a saddle

F. Saddle fitting

The student need to have knowledge about:

- the fit of a saddle
- the balance of the saddle
- the suitability of a saddle for that horse/rider
- find the best fitting saddle
- use of different measurement systems (e.g. templates)
- when and how to use therapeutical pads

G. Influence of the rider

The student needs to have knowledge about:

- correct anatomical posture on the horse
- recognize and appoint conformation faults
- influence of a crooked rider on the horse's back

G. Recognize problems caused by a saddle

The student needs to have knowledge of:

- Physical evidence of an ill fitting saddle
- Mental evidence of an ill fitting saddle
- Recognize training problems caused by an ill fitting saddle
- When to send in to a vet or physio

H. Nutrition

The student needs to have knowledge about:

- the feeding condition of a horse
- be able to measure the horse's condition
- basic nutrition protocol

THE PRACTICAL EXAM

The practical exam consists of three parts:

- complete check of the horse and making templates (30 min)
- checking for saddle faults (30 min)
- finding the best fitting saddle (30 min)

During the practical assessment you will be judged on your knowledge, skills, insight in a difficult case and professional attitude. The exam will be in English.

We will explain at every part of the exam what you need to do:

Part 1: complete check of the horse and making templates (30 min)

Introduce yourself to the horse and rider. Ask about history of the horse, management, level of ridingetc. Describe the horse that is standing in front of you (e.g. sex, colour, type, scars, typical marks). Describe the conformation and mention the conformation faults if there are, and what the influence is on your saddle fit. Check the symmetry of the shoulders. Check the horse's back /girth groove / ears superficial and deep. Make the templates, measure and check the condition of the horse. Never make templates or tape measurements before you checked the back! Check for lameness and locomotion. Check the bridle/bit. Write everything down on your saddle fitting form.

Part 2: saddle fitting (30 min)

You will see 10 saddles in total, which will be a mix of dressage, GP and Jump saddles.

Put **every** saddle short on the horse's back, tell what you think of it (what is good / what is bad / what can be altered) and shortlist maximum 3 saddles which you would like to fit more closely and see girthed up. Try to find the best fitting saddle and explain why. When it is not perfect yet, explain what you would like to see changed (for example: smaller size for the horse, deeper panel, bigger seat for rider, longer flap...). Fill in all details of the saddle and adjustments if needed on your *saddle fitting* form.

Part 3: checking for saddle faults (30 min)

You will be presented with 6 saddles with faults. Check the saddles according to the protocol (safety check) and mention every fault you see.

You will get the results as soon as possible, depending if the outcome of your online exam and case study is already known too, you will receive your diploma.

The assessment is done without any prejudice towards any candidate. The results of every part of the exam will be discussed first with all the assessors. A final conclusion and advice will be given at the end of the morning or afternoon group. There is no discussion possible about the outcome. Marks will be given between 1-10. The mark 6 or higher for every part means you passed your practical exam.

Rules for passing, failing and retakes

A candidate is passed if he/she has a mark of minimal 6 or higher for every part of the exam (theoretical and practical).

The candidate has the right to get a retake if one of the exam parts was less than a 6, taking in mind that:

- the candidate will be planned in for the next available time to do the retake of the part they failed, unless the candidate don't want to make use of that

possibility. Candidates who also join the saddlery course, will have the chance to practise the part they failed and do the retake in that period. No extra costs.

- On the day **if possible** (or during the saddlery/reflocking course) we offer you a retake for the part you failed. If you fail again, you need to come back another time. In that case you need to retake all three parts.
- you can do the online exam as many times as needed to pass; no time limit

HEALTH AND SAFETY

Liability

The MSFC is not responsible for theft of personal belongings. MSFC hold no liability for accidents and calamities during the course, unless carelessness is proven. In case of an emergency during the course, you need to contact the course coordinator immediately.

Safety

During the practical course week you are advised to dress properly and safe to be around horses, e.g. safety shoes. When riding is involved, a safety helmet is obligatory.

Privacy

The privacy of students is guaranteed. Student information is only available for the staff of the Academy of MSFC.

FREQUENTLY ASKED QUESTIONS

How do the courses work?

The Saddle Fitting Course is divided into a theoretical part and a practical part. The theoretical part consists of:

- Detailed illustrated text in your course map
- Handouts received during the practical

The course is designed for people to combine it with a full time job. You can sign in at any time that suits you. The theoretical part you can do at home in your own tempo, so it can fit in your family situation. The exam will be online, so you can do that also at a time that suits you best. For the practical part, you will be scheduled on the first available place. If something comes up, let us know in time (at least 4 weeks before, except emergencies of course) and we will reschedule you to the next possible date.

Is there any e-learning involved?

The majority of the course material at this moment is in hard copy, but in future courses will also be available on-line through e-learning.

What are the costs?

For the year 2023-2024 the following fee is due: € 2.400,00. You will receive an invoice for the total amount. The whole amount is due when you want to start the

course. It is possible however, to pay in two parts of € 1225,00 incl. administration fee (one instalment before your books are send, and one before you enter the practical weeks), or in three parts of € 835,00 incl. administration costs (one part before your books are send, one part half way and the last part a month before you come over for your practical part).

Our bank details: IBAN NL66INGB0004871530 BIC: INGBNL2A in name of MSFC, Assen, The Netherlands

ING Bank N.V.

Foreign Operations

PO Box 1800

1000 BV Amsterdam

You can also pay with PayPal to info@msfc.nl. **Make sure you choose the option without costs for us, otherwise we don't receive the correct amount!**

In the college fee is included: a course map, template set, coffee/tea, lodging onsite.

For the meals, we charge 35,- euros a day.

Is funding available?

Regrettably, distance learning courses do not automatically qualify for government funding or student loans. If you have a business, you can book it as study costs. Also look into the possibilities (different in every country) to get a part back with your tax.

Can anyone become a student?

Yes, you can! The only requirements you need are:

- English speaking
- age 18 or more - there is no upper age limit
- experienced with handling horses
- some riding experience; you need to be able to mount a horse for a few minutes to be able to check if the selected saddle is the correct one.

Can I study from overseas?

Yes, you can! You can study from anywhere in the world. There may be additional overseas postage fees when outside the EU. Please contact the office for details.

Are there any time limits?

The time taken to complete courses will depend on how many hours you spend on your studies each week. You can take your theoretical exam any time you want. But after the practical week, otherwise you would not be able to answer all the questions.

When can I enrol?

Enrolments for the theoretical part of the course are taken throughout the year. There are no term times as such. You will be scheduled for the first available place on the Practical part, unless you require differently; this way you can still fit it into your own schedule.

How do I enrol?

* The course fees are quoted on the website. Fees listed include EU postage and packing. There is no VAT payable.

* If paying in two instalments you will receive the course map and books after we received the first instalment. The last instalment needs to be paid a month before you

come to the practical week.

* If paying in three instalments, the second part needs to be paid halfway and the third part a month before the practical week will start.

* See also our terms & conditions on the website

What will I receive as a student?

- Course modules - fully illustrated with drawings and photographs, printed on A4 bound within MSFC ring binders. The modules (including the handouts provided during the lectures in the practical week) contain all of the information needed to gain a pass grade in the course.
- A Saddle Fitting Kit, which contains of a saddle fitting block, a flexible ruler to make templates and a weight and height measurement tape. You will receive during the practical week.

What level are the courses?

Our courses are on academic level. To successfully complete a course on this level, you need to have a certain way of thinking and learning, and the capability of analysing and solving problems to get a professional and lasting result. Keywords are: professional, multidiscipline integration scientific views creativeness, problem solving, social and communicative qualities

When will I receive my course material?

Course material will (normally) be despatched within 2 working days of receipt of payment (holidays excepted).

A signature is normally required upon delivery; if no one is available to accept and sign for the parcel, the driver will leave a card and take the parcel back to the depot. You can arrange with them how to collect the parcel or when it can be delivered again.

If you do not collect the parcel within the time specified on the card it will be returned to us. You will then have to pay us the cost of sending the parcel to you for a second time (€ 25,00 for EU parcels. Other countries vary).

Alternatively, you can leave a signed note for the driver, explaining where to leave the parcel, e.g. in a garage, with a neighbour, etc. The place must be secure – neither the shipper nor the MSFC accept responsibility for parcels that are damaged or go missing if you ask the driver to leave the parcel. The driver must be able to take the note with him as proof of delivery and it must be signed by you.

If the material cannot be delivered to you because you have moved or given us an incorrect or incomplete address, a charge will be made for the second delivery as above.

How many times do I have to come over?

The course is designed for students from all over the world. Which means you only have to come over once, and finish with your practical exam. It might feel like a boot camp, since it will be very intensive!

What happens during the Practical Study Week?

The goal of the practical week is to provide you with the best basic knowledge and skills which you need to become a good and decent saddle fitter, including the scientific background. There are many practical 'hands-on' aspects to saddle fitting. You are expected to take responsibility for acquiring the various practical skills. To assist you in this we will teach you the best way to examine a horse, to handle a horse and to fit and check a saddle. You need to practise together after school hours.

You will learn to subscribe a horse's signalement, conformation and condition; to do a proper back exam and check the horse for lameness and know when to send it in to a vet; to measure a horse's back to be able to find the correct saddle; to fit a correct saddle; know when and how to use therapeutic pads and girths correctly; recognize the influence of poor movement to your saddle fit; the influence of the rider and how to deal with it.

In addition to practical skills, lectures are given by highly qualified lecturers. The lectures aid understanding of the subject and back up the distance learning material studied.

At the end of the Practical Study Week practical skills are assessed.

Is lodging and transport included in the course fee?

Basic lodging is included if there is space (max 10 sleeps available, so first come first stay), but you have to share in two bedrooms (with comfortable beds) and two bathrooms in our cosy guesthouse. It might feel like pony camp again, but it is for free! You would only have to pay extra for the meals which will be provided (about € 35,- per day for 3 meals excl. drinks in restaurants). European students can fly best to Poitiers, Nantes or La Rochelle. International students to Nantes. You need to rent a car however to get here, but costs might be shared with other students. Especially for the many students from the UK it will be very convenient, since there are many cheap flight from the UK to France, you have many ferries and the tunnel, so you could easily come by own car (and maybe share the fuel costs with other students) since we are not that far from the coast. The area of Deux-Sevres (part of the Poitou-Charente) is very popular among the British for holidays and second houses.

For those who would like to have a private room, there is always the possibility to book accommodation nearby yourself (for example at the Domaine Chantemerle, just “around the corner” so you can walk to the school). And you can still join us with the meals together (which is very much advised). We also have some dinners at the Domaine.

How is the atmosphere at a Practical Study week?

You will meet a mixed and interesting group of people. Our students' ages range from 18 to 60 and all are from different types of background. Everybody is keen to learn; we always find that our students soon get to know each other and often

become friends. 'Horsey' people always seem to have lots to talk about! So although you will work hard, the atmosphere is friendly and informal!

We start with dinner on Sunday night; this is a great way to get to know the other students and teachers. Some lectures are class-room based, but it will mainly be of a practical 'hands-on' nature. All of the lecturers are experts and welcome your participation in the sessions through asking questions; don't miss this opportunity to broaden your knowledge. Study Weeks include assessment of practical skills.

When you have studied the high quality distance learning materials, and completed the Theoretical (online exam) and Practical Assessments, students will possess the skills and knowledge needed to make a valuable contribution to the equine industry.

Can I also reflock or repair a saddle after the course?

No, not after only the saddle fitting course. But we offer additional courses if you also want to learn how to reflock and rebalance a saddle. Our Reflocking Course for Saddle Fitters is a 4 day course following the saddle fitting practical week in which reflocking and rebalancing will be trained, so you would only need to travel once to France.

Reflocking course for saddle fitters

In this module you will be trained in the basic saddlery skills you need as a saddle fitter, which means you need to be able to reflock (also with double lining) and rebalance a saddle and that you are capable to replace a girth strap in the proper way. Highly recommended if you want to work as an independent saddle fitter.

What will you learn during this course?

- Remove the panel from the saddle
- Carrying out safety checks on the saddle
- Check the tree / check the rivets
- remove the flock and reflock the panel
- use of new flocking techniques and materials
- correct flocking of a saddle with and without lining
- lacing the panel back on
- adjust the flock when panel is back on
- prepare a new girth strap and stitch on a webbing

If you want to join, please ask for the special application form. Costs: € 1100,00

This is including using materials at location, lodging on side (group accommodation), coffee/tea/cookies and all meals (excl. drinks). Bring two saddles to work on. If absolutely not possible, we will provide one.

Extra costs to consider (not included):

The costs for the starters toolset is about € 500,00. Besides that you will need to bring some standard tools like hammer, scissor, plier etc.

TERMS AND CONDITIONS

Article 1 General

1. Enrollment by the student is possible by sending the enrollment form by email. You must place your signature and date of signing on the form.
2. The agreement resulting from the registration takes effect when the signed registration form has been received.
3. After registration, you will receive a confirmation and invoice by separate email.
4. Registration takes place in order of entry.
5. By registering, the student indicates that he has read and accepts our general terms and conditions.
6. Your name and address details will only be used by us to keep you informed of our activities and the progress of the training. For each course group, a list of participants will be drawn up with name and address details, which will be provided to the participants in question, unless you indicate your objection to this.
7. The MSFC BV training institute is registered in the Netherlands.

Article 2 Financial conditions

1. Payment is due in advance. After receipt of your (first) payment, your books will be send to you.
2. The MSFC is entitled to exclude students from participation in the event of non-payment or late payment of tuition fees.
3. When paying in installments, fees will be increased by a maximum of 5% with a minimum of € 50.00.
4. All costs incurred to collect the overdue amounts will be borne by the negligent student.
5. Cancellation is no longer possible after transfer to the collection agency

Article 3 Cancellation by student

1. Enrollment is valid for the duration of the individual module or program for which the student has registered.
2. The student has a cooling-off period of 14 working days starting on the enrollment date for the degree program. Within this cooling-off period, the student can cancel the registration free of charge. As soon as the student has (partially) paid the invoice and thus received the course material, the training has started and cancellation of the theoretical part is no longer possible and no refund of the first installment will be made, if applicable.
3. If the student no longer wishes to participate in the practical lessons due to circumstances, this part can be canceled up to 4 weeks before the start. This must be done in writing no later than 4 weeks before the start of the practical lessons.
4. In the case of a lump sum payment, the student will receive half of the tuition fee refunded within 4 weeks; if payment is made in two installments, the student is exempt from paying the second installment.
5. In case of cancellation after those 4 weeks, the full tuition fee remains due; if payment is made in two installments, the student still owes the second installment.
6. In the event of death during the course, that part of the tuition fees for which the student has not yet received any services will be refunded.

Article 4 Liability

1. The MSFC program is not liable for theft. The program is not liable for accidents or calamities during study activities, unless gross negligence can be made plausible. In the event of accidents and calamities, the teacher or training coordinator must be called in.
2. In the unlikely event that the MSFC should be legally liable for any damage, the liability is limited to a maximum of the amount of the tuition fees.

3. The liability of the MSFC is in any case always limited to the amount of the payment from its insurer, if applicable.

4. In the event of liability, the MSFC is only liable for direct damage.

5. Direct damage is exclusively understood to mean the tuition fees paid by the student. The MSFC is never liable for indirect damage, including consequential damage, lost profit, lost savings and damage due to business interruption.

6. Dutch law applies to all agreements concluded with the student, regardless of the student's place of residence.

Article 5 Cancellation by MSFC and force majeure

1. In case of insufficient participants, the MSFC reserves the right to suspend the practical lessons to a later date.

2. The MSFC is not obliged to fulfill any obligation towards the student if he is prevented from doing so as a result of a circumstance that cannot be attributed to his fault, nor by virtue of the law, a legal act or generally accepted views for his bill comes.

3. In these general terms and conditions, force majeure is understood to mean, in addition to what is understood in this regard by law and jurisprudence, all external causes, foreseen or unforeseen, over which the MSFC cannot exert any influence, but as a result of which the MSFC is unable to fulfill obligations.

4. The MSFC can suspend the obligations under the agreement during the period that the force majeure continues. If this period lasts longer than 12 months, then each of the parties is entitled to dissolve the agreement, without any obligation to pay damages to the other party.

Article 6 Copyright and ownership of course material and name

1. The copyright and ownership rights of the course materials are vested in the MSFC.

2. The material may not be reproduced or disclosed by print, photocopy, microfilm or any other means without the prior written permission of the MSFC.
3. It is not permitted to make the course material available to third parties.
4. Infringement of copyright or property rights is considered a crime.
5. The MSFC name and logo are protected by law and may only be used by people who are MSFC certified saddle fitters.
6. In the event of misuse of the name or logo of the MSFC, the student may be denied access to the program.
7. If, with the permission of the lecturer, video is taken during the lesson, this video may only be used for one's own study and may not be made public in any way or distributed via social media.

Article 7 Quality

1. The MSFC makes every effort to ensure good quality of the training. Should the student nevertheless have complaints about the quality of the course, the student can turn to the management of the program by signed letter.
2. Any claim for compensation will never exceed the tuition fees owed by the student.
3. If the student is guilty of misconduct in any form towards fellow students, lecturers or the program coordinator, the student will be held accountable and access to the program may be denied immediately.
4. Misconduct is understood to mean all behavior that is considered socially unacceptable, such as intimidation, sexual harassment, threats, blackmail, causing damage to property or persons not due to an accident, as well as putting the program or its organization in a bad light.

Article 8 Suspension, dissolution and premature termination of the agreement

1. The MSFC is authorized to suspend compliance with the obligations or to dissolve the agreement if the student does not, not fully or not timely fulfill the obligations under the agreement.

2. The MSFC is furthermore authorized to dissolve the agreement if circumstances arise of such a nature that compliance with the agreement is impossible or if other circumstances arise of such a nature that unchanged maintenance of the agreement cannot reasonably be of the MSFC may be required.

3. If the MSFC suspends or terminates the agreement, the MSFC is in no way obliged to compensate damage and costs incurred in any way as a result.

4. If the agreement is terminated prematurely by the MSFC, the MSFC will refund that part of the course fee for which the student has not yet received any service. This unless the cancellation is attributable to the student, such as in case of misconduct or misuse of the name or logo of the MSFC.

5. In the event of special and serious circumstances such as a terminal illness or an accident resulting in such disability that the student will not be able to follow the course for a longer period of time, that part of the course fee will be refunded at the request of the student. for which no delivery has yet taken place.

(subject to change)