

## Club Ratings (D1 - C2)

### Offer a minimum of 2 ratings per year

- Set rating dates well in advance so candidates can prepare.
- Give candidates appropriate flowchart to work on.
- Evaluate candidates periodically with the help of your pony club instructor(s).
- If you don't have enough candidates for a rating consider combining with another club.
- If you have to cancel a rating notify examiner well in advance.

### At least one month before the rating:

1. Read **USPC Guidelines for Club Ratings**.
2. Choose an examiner or examiners appropriate for the rating levels and number of candidates being tested with a maximum of 5 candidates to 1 instructor. It is recommended you choose an examiner who is actively doing ratings and has attended a recent Examiner's Seminar.  
\*Examiner should not be overly familiar with candidates being tested. **Examiner List**.
3. Choose an examiner that is familiar with the most recent **USPC Standards**.
4. Agree on number of candidates, location, fees, etc. Remember to include compensation for mileage, ferry fare, etc.
5. Read the standards carefully. Procure a facility capable of accommodating all levels testing.
6. As soon as possible, notify RIC, Donna Baxter at [dncnbear@centurytel.net](mailto:dncnbear@centurytel.net) of the your rating. RIC will email copies of the standards and test sheets to the examiner for review. Provide RIC with the following information:
  - Rating date and location
  - Examiner's name and email address
  - Rating Coordinator's name and email address
  - Name of club(s) participating in the rating
7. Order rating certificates from the USPC Bookstore. Allow plenty of time for delivery.

### 2 weeks before rating:

8. Confirm with examiner date, time, # of candidates, and rating levels to be tested. Check to see if examiner has any dietary restrictions, you will be providing lunch during the rating. Request the following from the examiner:
  - Schedule for the day
  - Jump course diagram
  - List of misc. equipment needed for the rating (trailer, farrier tools, etc.).
9. Arrange for an Impartial Observer and give a copy of the Impartial Observer Instructions. Designate an adult to be in charge of lunch for the examiner and water/snacks for candidates. *Be sure to have plenty of water on hand.*
10. Make arrangements to have examiner's fee on hand the day of testing.
11. Put together the following information to have on hand at the rating: completed **medical release** for each candidate; blank **accident report form**; name and address of facility; a few copies of driving directions from facility to nearest medical facility/trauma center.
12. Put together the rating paperwork. This should include:
  - 1 **test sheet** per candidate, per rating level being tested.
  - 1 **candidate evaluation** form per candidate
  - 1 Rating Certificate per candidate, per rating level being tested.
  - 1 copy each of **Impartial Observer Instructions, Impartial Observer Evaluation, Examiner Evaluation**, and **Test Organizer Evaluation**.
  - 1 copy of the **Ratings Update form**.

**Rating day:**

1. Meet and greet examiner. Discuss any past or present injuries/disabilities that candidates may have and any other information they may need to know before starting.
2. Go over Impartial Observer Instructions with IO before test begins.
3. Give all paperwork to IO, including medical releases and emergency information.
4. After rating is finished and before test sheets are discussed have each candidate complete an evaluation form and return it to the IO. *If a candidate withdraws from the testing they must complete an evaluation form before they leave.*
5. Get examiner's signature on rating certificates of successful candidates.
6. Pay examiner promptly and remember to thank her/him!!!!
7. Collect test sheets after candidates have had some time to review them.
8. Return all evaluations, test sheets, rating certificates, and medical releases to the DC or Rating Coordinator.

**Follow up to the rating:**

1. Complete Rating Update form and make 2 copies (DC keeps original, 1 copy to RIC and 1 copy to the National Office).
2. Make copies of test sheets. DC keeps copy, original is returned to candidate.
3. DC signs rating certificates and they are given to the successful pony clubbers.
4. Mail evaluations and a copy of the Rating Update form to the RIC.
5. Mail a copy of the Rating Update form to the National Office.

**Mailing addresses:**

**RIC**  
**Donna Baxter**  
**9402 SW 183<sup>rd</sup> Place**  
**Vashon, WA 98070**

**National Office**  
**United States Pony Club, Inc.**  
**4041 Iron Works Parkway**  
**Lexington, KY 40511**

**If you have any questions, concerns, or suggestions please contact Donna Baxter, Co-RIC at: [dncnbear@centurytel.net](mailto:dncnbear@centurytel.net) or 206-463-4632 (H) or 206-851-4634 (C).**

**\*\*\*Items in red/bold can be found under D1 – C2 ratings on the regional website at [www.northwest.ponyclub.org](http://www.northwest.ponyclub.org)**