

## Club Responsibilities and Procedures for D1 - C2 Ratings

### At least one month before the rating:

1. Read the [USPC Guidelines for Club Ratings](#).
2. Evaluate your candidates with the help of the new flowcharts and your instructors.
3. Set a date for the rating. Choose an examiner(s) appropriate for the rating levels and the number of candidates being tested. Preferably one that is not overly familiar with the candidates and that has attended a recent Examiner's Seminar. [Examiner List](#).
4. Make sure the examiner you are hiring is familiar with the most recent [USPC Standards](#) and reads the [USPC Guidelines for Club Ratings](#).
5. Agree on fees, and if necessary, accommodations. See *Suggested Fees* on next page.
6. Procure a facility capable of accommodating the rating levels being tested. [Facility List](#).
7. As soon as possible, give notice of the rating to the RIC, Donna Baxter at [dncnbear@centurytel.net](mailto:dncnbear@centurytel.net) or 206-463-4632. The RIC will then email the most recent standards & test copies to the examiner so they can be reviewed before the testing.

#### Provide the following information to the RIC -

- ❖ Name of club(s) participating in the rating
  - ❖ Date of rating
  - ❖ Name, email address, & phone number of DC or Rating Coordinator
  - ❖ Name and email address of examiner
8. Order Rating Certificates from the USPC Bookstore (can be done online or by phone). Allow plenty of time for delivery.

### 2 Weeks before the scheduled rating:

1. Call examiner to confirm date, time, number of candidates, and rating levels being tested. Check to see if examiner has any dietary restrictions (you will be providing lunch during the rating).

#### Request the following from your examiner -

- ❖ Schedule for the day
  - ❖ Jump course diagram
  - ❖ A list of any misc. equipment needed for the rating (bedding, farrier tools, etc.)
2. Put together rating paperwork packet. All forms can be found at Instructions, which can be found at [northwest.ponyclub.org](http://northwest.ponyclub.org) under the D1 - C2 section of "Standards & Ratings".

#### Packet includes -

- ❖ 1 [test sheet](#) per rating level being tested for each candidate
  - ❖ 1 [Candidate Evaluation](#) form for each candidate
  - ❖ 1 copy each of the [Impartial Observer Instructions](#), [Impartial Observer Evaluation](#), [Examiner Evaluation](#), and [Test Organizer Evaluation](#)
  - ❖ 1 copy of the [Ratings Update Form](#)
  - ❖ 1 Rating Certificate per candidate
3. Arrange for someone to be the Impartial Observer and for some parents/other adults to be onsite during the testing. Designate an adult to be in charge of providing lunch for the examiner and refreshments/snack for the candidates. *Be sure to have plenty of water on hand for the day.*
  4. Put together a file of candidates' completed [Medical Releases](#) and a blank [Accident Report form](#). Include in the file the telephone number of and a few copies of driving directions to the medical facility/trauma center nearest to the rating site. This file must remain on site during the testing.
  5. Make arrangements to have the examiner's fee on hand the day of testing.

### ***Suggested Fees for Club Ratings***

<u>Per Day</u> 8 hours	<u>Examiner with 2 or less yrs. of experience</u>	<u>Examiner with more than 2 yrs. of experience</u>
<u>Per Candidate</u>		
D1	\$15	\$20
D2	\$20	\$25
D3	\$25	\$30
C1	\$30	\$35
C2	\$35	\$40

*\*Remember to include compensation for ferry fares, etc. The 2007 mileage rate is 0.485/mi.*

#### **Rating day:**

1. Meet and greet your examiner. Discuss with the examiner any past or present injuries/disabilities that candidates may have or any other important information they may need to know before starting.
2. Go over Impartial Observer Instructions with your IO.
3. Give all paperwork to the Impartial Observer, including medical releases and accident report form. Inform everyone of the location of nearest the medical facility/trauma center, contact information, & driving directions.
4. After the rating, before results of the testing are discussed, have each candidate complete an evaluation form and return it to the Impartial Observer.
5. Have the Examiner sign rating certificates for all successful candidates.
6. Pay your examiner promptly and remember to thank her!
7. Collect the test sheets after the 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. Fill out the Rating Update Form and make 2 copies (DC keeps original, 1 copy to RIC, 1 copy to National Office).
2. Make copies of the test sheets. DC keeps a copy and the originals are returned to the candidates.
3. DC signs the Rating Certificates and gives them to the successful Pony Clubbers.
4. Mail Evaluations and a copy of the Ratings Update Form to the RIC.
5. Mail a copy of the Ratings Update Form to the National Office.

#### **Send Regional Paperwork to:**

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

#### **Send National Paperwork to:**

United States Pony Club  
4041 Iron Works Parkway  
Lexington, KY 40511

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