

## Examiner Responsibilities for D1 - C2 Ratings

### Prior to the rating:

1. Reach an agreement with the club on your fees, the location of the rating, levels you are capable of rating, and the number of candidates you are comfortable handling. Request an assistant if you would like one.
2. Provide the club with your current contact email address.
3. Read the [USPC Guidelines for Club Ratings](#).
4. Be familiar with all of the most recent [USPC Standards](#) and specifically those levels that you will be testing.
5. Prepare a jump course and a list of any misc. equipment you would like the club to have on hand at the rating (bedding, farrier tools, tape measure, etc.).

### Two weeks before rating:

1. Review standards, [test sheets](#), and any other important materials.
2. Confirm with club the date, time, number of candidates and rating levels being tested.
3. Provide club with a schedule for the day, a jump course, and list of any misc. equipment you will need at the rating.
4. Get together a copy of the standards and test sheets, Pony Club Manuals, and any other reference materials you may want to bring to the rating.

### Rating day:

1. Bring a copy of the standards and test sheets, Pony Club Manuals, and any other reference materials you might need.
2. Dress appropriately and arrive on time.
3. Find out who is your Impartial Observer.
4. Discuss with DC/Rating Coordinator any past/present injuries or disabilities that candidates may have. Include the Impartial Observer in this discussion!
5. Find out what is the nearest medical facility/trauma center and where the directions are, also know the location of the candidates' medical releases.
6. Give an initial briefing to candidates, parents, Impartial Observer and any other adults helping out for the day.
7. Begin rating on time and try to stay on schedule throughout the day.
8. At some point before the jumping portion of the test, walk the jump course and notify volunteers if anything needs to be changed. This will help keep you on schedule.
9. Request that the Impartial Observer fill out an Accident Report if any type of accident, no matter how small, occurs during the testing.
10. When the rating test is over, complete the test sheets as quickly and thoroughly as possible.
11. Meet with candidates to discuss rating test and give results.
12. Sign Rating Certificates for the successful candidates and give them to the DC/Rating Coordinator.
13. Complete the Examiner Evaluation form and return it to the Impartial Observer. If you would rather mail it directly to the RIC you may do so.

### *Suggested Fees for Club Ratings*

<u>Per Day</u> 8 hours	<u>Examiner with 2 or</u> <u>less yrs. of experience</u>	<u>Examiner with more</u> <u>than 2 yrs. of experience</u>
	\$125	\$200
<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.*