

1 **Policy VIII. RATINGS**

2 PHILOSOPHY -In accordance with USPC national policy, the Standards of Proficiency and the Test Requirements
3 developed by the national Instructional Council will be used as means of measuring the progress and level of achievement
4 of its members. The current ratings guidelines and rules for eligibility as presented in the current USPC Standards of
5 Proficiency and/or the USPC Handbook will be used by Oregon Region.

6 ***Section 8.01 Club Ratings D 1 through C2***

7 Candidates for the D1, D2, D3 and C 1 and C2 ratings are evaluated by the member club.
8 Although these in-club ratings are conducted by the club, the Region strongly recommends using different
9 examiners from one rating to the next.

10 Specific and clear requirements and procedures should be expressed in club's policy statements.

11 USPC Guidelines for Club Rating D1 though C2, current USPC Publication, should guide planning for DC and
12 examiners.

13 Tests should be low-key for lower ratings and become progressively more structured as ratings become higher.

14 There must be at least two candidates participating in a testing. They may be testing for different levels, but
15 separated by not more than one rating level.

16 Any retest must be handled in accordance with the requirements for the Standard.

17 Ratings should be offered twice per year when candidates are qualified.

18 Unrated members should be tested within six weeks of becoming a member, if possible.

19 Examiners

20 The Clubs acknowledge that, while D1-C2 ratings are club ratings, evaluation at the Standards is important.
21 Examiners should be selected who are qualified for a particular testing level. They should study the Standards of
22 Proficiency and test sheets and be familiar with the texts studied by candidates. They should be sensitive to
23 young people and be able to conduct the test in a positive, educational framework. Attendance at a local USPC
24 Standards and Ratings Clinic, whenever possible, is highly recommended.

25 In order to ensure consistent evaluation of members being tested, the Region strongly recommends that an
26 examiner from within the Region, but not associated with the candidates' clubs, shall conduct all D2 through C2
27 ratings as organized by the Member Club. Rating examiners for D1's maybe members of the organizing Member
28 Club.

29 The Region strongly recommends that 2 examiners conduct D1-C2 ratings. An examiner should not conduct
30 the test alone. At least two examiners should be used for every testing.

31 The Regional Rating Coordinator will have a list of qualified individuals who are willing to conduct club testings.
32 In support of this goal, and when requested by the club, the Rating Coordinator will attempt to arrange
33 examiner exchanges between clubs that have approved examiners, to improve resource sharing with the Region.

34 ***Section 8.02 Regional Ratings (C3)***

35 (See USPC Policy Statement 3120)

36 Candidates for the C3 rating are recommended by the DC and examined by a qualified core of examiners,
37 preferably from out of region. The National guidelines will be followed regarding ratio of examiners to
38 candidates and duration of test. The region will schedule the C3 tests each year as required.

39 DCs must keep the RS and the C3 Test Coordinator notified as to numbers of candidates, and the C3
40 Coordinator will notify DCs of test sites, dates and procedures early in the year. See the current Standards and
41 application form for further information. Applications must be received by the RS or designee C3 Testing
42 Coordinator by the deadline dates as specified in order to be considered for the requested tests.

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1 The region requires all candidates to attend at least one mounted and one unmounted prep clinic prior to
2 scheduled test. The RIC will coordinate these clinics and she will notify DCs and candidates of times, places and
3 expense.
4

5 The optimum number of candidates for a testing is six (6), and the region will not schedule a test for fewer than
6 two (2) candidates.
7

8 There will be a fee levied on the candidates to cover all test expenses. If a candidate must withdraw from testing
9 he may do so up to four weeks prior to the test and receive a refund. If he withdraws less than four weeks
10 before the test date for any reason including medical or veterinary reasons, a statement of such must be
11 produced to receive any refund, after administrative cost.
12

13 The candidate must be a "Member in Good Standing" of his local club with experience in assisting in instruction
14 and other duties within the club.
15

16 A candidate may retest as per the C3 standard. If candidate must retake entire test due to failure of any riding
17 section, a waiting period of three (3) months is required.
18

19 The site chosen should accommodate all phases of the test, including jumps sufficient to the height and number
20 required. Stabling and housing and feeding of candidates must be considered. A host for the visiting examiner is
21 necessary, and the various personnel to assist at the testing must be assured. Volunteers from throughout the
22 region will be expected to help.

23 ***Section 8.03 National Ratings (B) (H-A) (A)***

24 (See USPC Policy Statement 3121)

25 Candidates for the B, HA and A ratings are recommended by their DCs and the RS, and are examined by
26 National Examiners of the USPC. Such testings are arranged by USPC. See current Standards and application
27 forms for further information.
28

29 Prep clinic requirements for B, H-A, and A candidates will be determined annually by the Regional Council.
30 Candidates are expected to get instruction and experience outside Pony Club to further their understanding and
31 proficiency in addition to regular Pony Club lessons. Candidates are expected to develop teaching skills and to
32 contribute to their local and regional Pony Club. Candidates are expected to arrange for suitable mounts for the
33 test.
34

35 Applications must be received by the RS no later than April 1st for all the national ratings. Applications will not
36 be considered received until they are complete with all essays and pertinent information included. Application
37 fees are payable to USPC and must be by a club check, one separate check for each applicant. Coordination and
38 close contact with the National Ratings Coordinator and the RS is important to be sure all details are attended
39 to.

40 ***Section 8.04 Evaluating Readiness for a Rating***

41 The Standards of Proficiency describe the specific requirements for each level. A Pony Clubber is ready for a
42 rating test if he or she has demonstrated an ability to perform the requirements for that level in a supervised
43 instruction situation, and the Pony Clubber has met all the "Member in Good Standing" criteria established by
44 the club.
45

46 The Region strongly suggests that the individual candidate request review and consideration for a rating to the
47 DC of his or her club, having established that requirements set by club policy for the rating have been met.
48

49 The DC should seek respected opinions in a candidate's readiness. Approving a candidate to test would be
50 considered a validation that the DC and the instructors have witnessed that every requirement of the standard
51 has been covered and that the candidate demonstrates adequate proficiency to test plus the emotional stamina to
52 deal with the testing situation.

1 **Section 8.05 Pony Clubber's Responsibility**

2 Pony Clubbers should always maintain good communication with the DC regarding their preparation and
3 readiness for the next rating. Pony Clubbers should be familiar with the policy of their local club regarding the
4 process for stating their intent to rate.
5

6 It is the Pony Clubber's responsibility to be aware for the requirements for the desired rating and to develop
7 skills and understanding to the level of the test. They should be familiar with all the information in the standard,
8 not only the level at which they are to test, but a review of all the levels below the desired rating.
9

10 Pony Clubbers should take advantage of all possible opportunities to improve their skills. They should be active
11 in their local club program and in the Region, taking on more responsibility as they progress through the ratings.
12

13 The upper level candidates should be helping with club and region activities, such as teaching and assisting at
14 rallies. They should take advantage of the educational opportunities that their club and region provide for them
15 and should also study and make arrangements to develop expertise outside of Pony Club.

16 **Section 8.06 DC/Club Responsibilities**

17 The DC is responsible for organizing (or appointing a coordinator to organize) a progressive instructional
18 program for D 1 through C2 levels according to the USPC Standards of Proficiency.
19

20 The DC is also responsible for organizing all in-club ratings through C2, making ratings available when
21 candidates are prepared. Specific and clear requirements and procedures should be expressed in club's policy
22 statements. The DC must be thoroughly familiar with the requirements of the Standards.
23

24 The DC should make opportunities available for teaching and oversee the candidate's preparation and planning.
25 The DC should encourage the club's regional participation and support.
26

27 The DC or designee should take active part in preparation for the test including:

- 28 ▪ Select examiners qualified to conduct a rating at the particular level.
- 29 ▪ Have test sheets and ratings certificates available for the examiner. Pencils, paper and a clipboard should be
30 on hand to offer to examiner.
- 31 ▪ Carefully choose test site to accommodate all phases of test, including adequate jumps.
- 32 ▪ Communicate necessary information to candidates, parents, and examiners prior to test, during test and
33 after test
- 34 ▪ Provide necessary comforts such as drinks, shade, rest rooms and snacks for candidates and examiners.
- 35 ▪ Provide assistance to examiners as required.
- 36 ▪ Provide private place for examiners to finish paperwork and/or confer with candidates or others.

37 It is the DC's responsibility to follow through on any retesting necessary.
38

39 The DC is responsible for recommending C3 and up candidates to the RS and for keeping the RS informed
40 about the number of candidates that the DC intends to recommend. See the current Standards and application
41 form for further information. Applications must be received by the RS or designee by the deadline dates as
42 specified in order to be considered for the requested test.
43

44 **Section 8.07 Region's Responsibilities**

45 The Region is responsible for organizing C3 Ratings each year as required.
46

47 The RS or designee National Testing Coordinator will request B, H-A and A testings from the National Office.
48 If there are not enough candidates at these levels for a testing in the Region, the RS will make arrangements for
49 the candidates to be tested in another region.
50

51 The RS or designee must secure an appropriate site for the national and regional ratings, making all
52 arrangements for necessary equipment.
53

54 The RS has the responsibility for recommending candidates for national ratings and for endorsing only those
55 who meet the requirements as listed in the Standards.

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1 The RS and designee C3 Testing Coordinator are responsible for selecting examiners for all C3 tests and the
2 Impartial Observe for all national testings.
3

4 The Region will establish a deadline for receipt of all testing applications, fees and paperwork must be received
5 by this deadline or there will be no guarantee of a spot in that rating test.
6

7 The Region shall charge a fee for C3 and up prep clinics and C3 testings to cover expenses.
8 The Region shall charge a fee for upper level testings to cover expenses not covered by national fees.
9

10 The C3 Testing Coordinator will be responsible for dissemination of all pertinent information relative to a test
11 date regarding location, lodging, stabling, meals and cost thereof at least one month prior to the date of the test.
12

13 All regional and national testings that are conducted in the Oregon Region that require
14 overnight stay will have the appropriate number of adult chaperones to assist candidates with problems,
15 emergencies, procuring meals, snacks and drinks, etc. and special efforts will made to be a gracious host to
16 visiting examiners and candidates.

17 ***Section 8.08 Parents and Other Interested Observers***

18 It is the parent's responsibility to help the child organize for the rating at home, showing enthusiasm and
19 support.
20

21 The parent should get the Pony Clubber to the rating in plenty of time and in a frame of mind to perform up to
22 his/her best abilities, being sure that the child has the proper equipment and supplies and checking beforehand
23 to see that any written requirements are done on time and are complete. To help the Pony Clubber in the future
24 the parent should see that the child is assuming more and more of the responsibility for preparation for the
25 rating.
26

27 To make a Pony Clubber's participation a positive, successful experience, the parents (or guardians) need to
28 understand that ratings are not competitive events, but an examination of the child's knowledge and skills on a
29 particular day in accordance with the Standards of Proficiency. Pushing a child beyond a safe skill level or a
30 psychological maturity level is not only mentally destructive but physically dangerous.
31

32 Special direction should be given to all observers regarding their participation at a rating. No one should
33 interfere with the Pony Clubber's display of his/her skills. Usually an examiner will allow spectators from a
34 distance, but the rating organizer shall dictate procedure to be followed by observers. Any questions regarding
35 the test can be addressed to the organizer or the Impartial Observer who in turn will ask the examiner at an
36 opportune time.
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