

Responsibilities of the DC

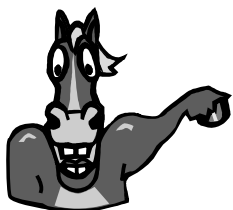
Club rating tests at the D-1 through C-2 levels should be offered at least twice a year, more often if the number of candidates warrants it. Since a club's instruction program is based on the Standards of Proficiency, a rating test measures a child's progress in that program. Every child must be given the opportunity to test at an appropriate level after one month of joining a club.

The DC's responsibilities are to:

1. Provide instruction programs based on the Standards.
2. Evaluate Pony Club members as to their readiness for a testing. Candidates should have a good attendance record and be competent in all requirements of the rating level prior to the testing.
3. Select and contract to use a site that is appropriate for the requirements of the rating level. Complete the List of Locations to secure insurance for the landowner and the activity.
4. Choose examiners from the local area or invite them from a neighboring Pony Club. An examiner should be someone who is not overly familiar with the candidates. If possible, select someone who has attended a recent Standards and Ratings Clinic. Compensation for the examiner is at the discretion of the DC or may be stated in the Club Policy, but reimbursement for all travel expenses should be offered. Treat examiners with consideration and provide them with a quiet place for lunch and for writing up test sheets.
5. Well ahead of the test, provide examiners with a copy of the Standards being tested, test sheets, time schedule, and these guidelines. Ask how they interpret a certain skill or requirement about which you may have a question. Discuss with them any local conditions and financial arrangements. Inform them if any candidate has a learning, physical, or other disability if this information is known by DC by reason of disclosure to DC by candidate or candidate's parent or other legal guardian and with their written permission.
6. Notify candidates and parents about the schedule and details of the test at least four weeks before the testing date. Send each a copy of the relevant Standard and Test Sheet.
7. Be present to oversee proceedings and handle any unusual circumstances or conflicts that might disrupt the test. These are your Pony Club members— know what your examiners expect of them. (If your own child is a candidate, an impartial observer should be appointed.) As much as possible, be available to answer questions. Be aware of the nearest emergency medical facility and its phone number.

8. Be sure that examiners, candidates, parents and other spectators understand that there will be no unauthorized assistance, misuse of equipment, carelessness while working with horses or ponies, or unsportsmanlike behavior. Candidates are expected to show courtesy to one another, to examiners, and to their mounts.
9. Provide lunch and refreshments for examiners, and fluids for candidates and mounts. Inform parents of meal arrangements for candidates prior to testing.
10. Make sure that after the test the landowner (and anyone else involved) was thanked and the property left as it was found.

Member Readiness – Are we ready yet?



TIP: Develop a club rating application form and establish deadlines for their return to you. Consider a self-evaluation question as a part of the rating application. It will provide an opportunity for the member to do some goal setting and learn to plan ahead.

The Standards of Proficiency describe the specific requirements for each level. A Pony Club member is ready for a rating test if he or she is able to regularly perform the requirements for that level in a **supervised teaching situation**.

Because D-1 is an introductory level, there will be no fail on the D-1 test sheet. After meeting the Standards, a Pony Club member may or may not be ready to attempt skills required at the next rating level. If not, he or she will continue to receive instruction appropriate to the earlier level until a greater degree of proficiency is achieved.



TIP: Start using the Flowcharts at the D-1 level. This gives everyone a clear picture of where the member is in relation to pursuing the next rating level.

All Pony Club members should be encouraged to progress at a pace that is comfortable for them. Pony Club instructors should be very familiar with the Standards of Proficiency, so that the instruction program is based on the clear progression of skills described in the Standards. The candidates should have the assistance of an older Pony Club member or knowledgeable adult in preparing for the rating test.