



# DuneRidersPonyClub

## Testing Procedure

The Dune Riders Pony Club (DRPC) will offer testings at least twice a year, generally in the spring and fall. Certificates reflect the Pony Clubber's achievements in Horse Management and riding skills – completing each

rung in the certification standards ladder encourages confidence, independence, and good equine safety habits.

An integral part of the Pony Club experience is goal setting, and then reviewing and evaluating progress on an ongoing basis. The Pony Club member should work with the DC, Testings Coordinator and their personal instructors to set riding and horse management goals, but responsibility for achieving the goals is the Pony Club member's.

### Eligibility/Readiness to Rate Up

- **Unrated through C2:** Candidates must meet the regional and national eligibility requirements to rate up, as specified by USPC (see Exhibit A). In addition, members of DRPC must have demonstrated proficiency as specified by intended certification level according to the following with a plan or a road map type written agreement made between the candidate and the DC, Testings Coordinator or Regional Instructional Coordinator (RIC).
- **Declare Your Intent to Rate Up:** After the Testings Coordinator sets the date for testing, Pony Clubbers need to declare their "Intent" to rate up (form provided) and present it to the DC at least 8 weeks prior to the testing date.
- **Be a member in Good Standing:** The Pony Clubber must be a "Member in Good Standing" with DRPC: all local, regional and national fees must be paid in full and the attendance policy of 50% of mounted and unmounted meetings must be satisfied for the six months prior to the testing date. Please Note: In the event that multiple clinics are offered per month, a member need only attend one clinic/month to meet the 50% attendance criteria. Regional mounted and unmounted activities may be used to meet the 50% attendance policy.
- **Demonstrate Readiness:** Candidates should have demonstrated competency in all requirements of the certification level prior to the testing.

Each member will be provided with a checklist, and all USPC Standards of Proficiency must be demonstrated at proficiency level as stated for the certification level and signed off. The completed checklists must be presented to the Testings Coordinator on or before deadline dates. **Please Note:** Although opportunities will be made available at each mounted meeting, it is the member that should initiate/take responsibility to organize these sign-offs for themselves.

An explanation for the demonstration of competency for the standards of proficiency is as follows:

**Riding Standards** – Each riding standard must be observed as being demonstrated at the level of certification expectation, then signed and dated by the DC, Jt. DC, Testings Coordinator or PC qualified instructor(s).

- **Horse Management Standards** – Each horse management standard must be observed as being demonstrated at the level of expectation, then signed and dated by a qualified individual. The qualified individual for Horse Management Standards may include a Pony Clubber at or above the C2 certification level, an DRPC Officer, PC Instructor knowledgeable in the field, RIC, HMO, or a professional in the field knowledgeable of the particular standard(s).
- **Certification Prep Guides and Record Books:** Should be completed and submitted to the Testings Coordinator at least one month prior to the testing date. (Hint: once you have had a skill checked off on your Flowsheet, it should be a snap to fill in that section of your prep guide – these are valuable study tools and should not be neglected). Candidates are encouraged to turn them in early!
- **Teaching Requirements:** C-1 Candidates must have assisted with at least 3 safety checks, and prepare and present 1 unmounted lesson. Signatures for safety checks and lessons must be presented to Testings Coordinator with the standards requirements. Unmounted lesson plans should be presented to the DC one week before presentation. C-2 Candidates must have assisted with at least two D-1/D-2 turnouts (i.e., at mounted clinics, Certification Preps, Rallies), and prepare and present 2 unmounted lessons. Signatures for turnouts and lessons must be presented to Testings Coordinator with the standards requirements. Unmounted lesson plans should be presented to the DC one week before presentation.

**NOTE:** At no level is it appropriate for a candidate or parent to make arrangements for testing outside the club or region. In accordance with USPC rules, regulations, and policies, all arrangements for testings must be completed by the DC, and through the DC for testings outside the club.

**C-3 to A:** Candidates must meet the regional and national eligibility requirements to rate up, as specified by USPC (see Exhibit A). In addition, members of DRPC must have demonstrated proficiency as specified by intended certification level according to the following with a plan or a road map type written agreement made between the candidate and the RIC or Testings Coordinator.

### **C-3 Candidates:**

- **Riding Standards** - 1 signature for each standard by a qualified individual as stated for C-2 and lower standards.
- **Horse Management Standards** – 1 signatures for each standard by a qualified individual as stated for C-2 and lower standards, i.e. a Pony Clubber at least one level up, an DRPC Officer, PC Instructor knowledgeable in the field, RIC, HMO, or a professional in the field knowledgeable of the particular standard(s).
- **Teaching Requirements** – Prepare and present 3 unmounted lessons and teach 3 simple

mounted lessons under adult supervision. Signatures for lessons must be presented to RIC with the standards requirements. Unmounted and mounted lesson plans should be presented to the DC one week before presentation.

## **B Candidates:**

- **Riding Standards** – 1 signature for each standard by a qualified individual as stated for C-2 and lower standards.
- **Horse Management Standards** – 1 signature for each standard by a qualified individual i.e. a Pony Clubber at least one level up, an DRPC Officer or Instructor knowledgeable in the field, RIC, HMO, or a professional in the field knowledgeable of the particular standard(s).
- **Teaching Requirements** – Assist in 5 mounted and unmounted meetings for the D and C level lesson program. Both the candidate and DC will keep a record of the lessons.

**H, HA, and A Candidates:** 1 signature for each standard by a DC approved qualified individual defined by the B standard as stated above. All H/HA rated members must all so demonstrate proficiency of all B level standards at the same level required for B candidates to rate to higher certification levels.

- **Teaching Requirements** – Develop and instruct 5 mounted and unmounted lessons for the D/C lesson program. As an upper level Pony Clubber (C-3 and above), it is the responsibility of the Pony Clubber to “give back” to members of the club at lower certification levels through your mentorship, as you have once benefited from the tutelage of previous upper level members. This requirement can be fulfilled by assisting members in preparation for testing, teaching unmounted and mounted lessons, assisting to develop a lesson program for D and C levels, being examiner or assisting for club testings, and assisting the adult leadership of the club (i.e. club business, social/promotional activities etc). For upper level members that are working or away at college a written agreement between the Pony Clubber and the DC can be arranged to fulfill this requirement.

## **Summary of Testing Procedure**

1. Discuss your plan to achieve your Standards with the DC/Testing Coordinator/RIC as defined above.
2. Complete and turn in the “Intent to Rate Form” to the DC at least two months prior to the set testing date.
3. Have your Standards for Certification checklist items signed off by a qualified individuals at least one month prior to the testing date.
4. Complete and turn your Flowsheet, Prep Guide and Record Book at least one month prior to the testing date to the testings Coordinator.
5. After consultation with the Testings Coordinator, the DC issues an invitation to rate at least three weeks prior to the testing date.

6. Remember that responsibility is a cornerstone of the Pony Club curriculum. Get things in on time. Mark your calendar to avoid schedule conflicts. If you do not take responsibility for your own work, then it is a clear sign that you are not ready to test.

## **Day of Testing**

Parents or guardians of Pony Clubber(s) testing up must attend the testing. Members needing special considerations may make accommodations with DC for a chaperone at least one week before testing. Non-testing members are encouraged to attend, however, nervousness and feelings of anxiety do have an impact on most Pony Clubbers at all certification levels, so individuals other than a candidate's parent/guardian, family members or those involved in the testing must make arrangements with the DC to attend/assist at least one week before testing and abide by the following requirements:

- All candidates, parents and other spectators must understand that there will be no unauthorized assistance once the candidate and his/her mount arrives on the testing grounds and the mount is unloaded safely.
- All spectators must be seated in a designated area established by DC and Examiner(s).
- No spectators are allowed in the area designated for the unmounted testing.
- Candidates must groom and prepare themselves and their mount for formal inspection and all requirements of the testing on their own accord, with the exception of D1s, who may receive assistance from a parent or other qualified Pony Club member with preparing for their formal inspection.
- The DC may authorize members to assist in the testing as a scribe, jump crew, etc. Requests to assist with a testing must be made to the DC at least one week prior to the testing.
- **Most importantly, candidates are expected to show courtesy to one another, to examiners, and to their mounts. There will be no misuse of equipment, carelessness while working with horses or ponies, or unsportsmanlike behavior allowed.**

## **Exhibit A**

### **Lake Shore Region's Testing Policies and Responsibilities**

#### ***Pony Clubber's Responsibility***

- Maintain good communication with the DC regarding their preparation and readiness to apply for the next testing.
- Be aware of all the requirements for their testing.
- Help with club and regional activities, such as teaching and assisting at rallies.

## ***Active Participation***

Participation for C3, B, H, HA and A candidates

This policy establishes only a minimal acceptable level of participation. The expectation is that most Pony Clubbers at this level will be far more active and will have “given back” to Pony Club part of what they have received.

The Lake Shore Region will adhere to USPC policy with the following additions.

- In the 12 months prior to the deadline date for applying for a C3, B, H, HA or A certification, the Pony Clubber must have participated in at least four Pony Club sponsored activities as either a participant, instructor, or official. These activities would include, but not limited to, the following:

Unmounted instructional meetings

Mounted instructional meetings

Regional know-downs

Regional rallies (team member of Assistant Horse Management Judge)

USPC championships

Clinics

Testings (conducted by the Pony Clubber)

Club-sponsored competitions

- The candidate must have competed as a rider and stable manager at a rally prior to taking the C3 test. The candidate is responsible for documenting their accomplishments in a letter to the DC at the time of application. All Candidates are required to attend a prep-clinic. This provision may be waived at the discretion of the RS. The Candidate must be a member in good standing without any outstanding regional debts.

The USPC Standards of Proficiency can be found on the USPC website.