

PROCEDURE FOR RATINGS

1. Obtain a copy of the **USPC Manual of Horsemanship** (“pony club manual” for your rating level (ex: **Basics for Beginners: D Level, Intermediate Horsemanship: C Level**) from www.ponyclub.org, www.amazon.com, or local bookstores).
2. Print out 2 copies of the Prep Guide for your rating from the LSPC website (*Prep Guides*). All of the information in the Prep Guide correlates with the Standards of Proficiency and will be covered at your rating. All answers can be found in the pony club manual.
3. Give 1 copy of the Prep Guide to your personal riding instructor so that he/she knows what riding skills you need to accomplish. Set aside some lesson time to work on the rating requirements. Your instructor needs to initial and date the **riding portion** requirements after you have consistently demonstrated them. In addition, the DC, or someone designated by the DC, must observe you in at least one mounted lesson or meeting before rating up.
4. Read (or have someone read to you) the pony club manual for answers to **horse management** written portion of the prep guide. (*Suggestion: Choose a few answers or section to answer at a time. You don't have to fill the whole thing out at once. Unmounted meetings will also address most of the horse management requirements.*) Write out your answers on the Prep Guide in a neat fashion. (*Some members may need to tell the material to an adult who will write answers down **in the Pony Clubber's own words.***)
5. Have another knowledgeable person like your instructor or another upper-level Pony Clubber go over the written part with you.

6. Practice answering the written part aloud with your parent or another adult. **You will be asked to discuss these answers (without a written copy) at your rating.**

7. Make a copy of your completed Prep Guide and return it to your Rating Coordinator. Keep one copy to study. Call the Rating Coordinator to schedule your rating. Turn in your Prep Guide and call according to the schedule below:
 - D-1 to D-2: 4 weeks prior to rating**
 - D-3 to C-1: 6 weeks prior to rating**
 - C-2: 3 months prior to rating**

8. For **D-3 and up**, keep your rulebook up-to-date. Have the DC or an upper-level member review it well before your rating.

9. After your rating, print out 2 copies of the next level Prep Guide!