

**For: Clinician/Examiner, Regional Supervisor, C-3 Testing Coordinator,  
Regional Instructional Coordinator**

### **Guidelines For Conducting C-3 Prep Clinics** (Supplement to the USPC Examiner Handbook)

A “prep” clinic is an organized time when potential candidates are assessed as to how they meet the standard **on that day—not the day of the testing**. The clinics take on several formats in ways to prepare the potential candidate for what is expected at a C-3 testing. Prep clinic clinicians are encouraged to evaluate and to help organize future progress, but they are not to make commitments to passing or failing a candidate. Potential candidates need to keep track of recommendations and accomplishments given to them by the prep clinic clinicians.

1. The C-3 Coordinator or RIC asks DCs for a list of active C-2s in the region.
2. The C-3 Coordinator or RIC contacts each C-2 or club DC to answer:
  - a. Will the C-2 be testing for the C-3 this Pony Club calendar year?
  - b. When does the C-2 want to rate—spring, summer, fall?
  - c. What is the C-2’s willingness to participate in a prep program?
3. The C-3 Coordinator or RIC sets an orientation meeting for potential C-3 candidates. A rider/mount profile sheet is completed to include possibly:
  - a. candidate’s completed the C-2 Flow Chart, minimum rating level
  - b. current riding strengths-weaknesses
  - c. current horse management strengths-weaknesses
  - d. current horse(s) to take to testing
  - e. possible prep and test dates that could be made
  - f. further preparation that needs to be made
  - g. testing experience by an active C-3 could be made

Profile sheets could be used to glean what needs are to be addressed during prep clinics.

4. The C-3 Coordinator or RIC schedules a clinician/examiner for a prep clinic. It is strongly suggested to choose the prep’s clinician from the **current** C-3 Examiner’s List, available from a C-3 Program Committee member or the National Office.
5. Clinicians/Examiners interested in conducting prep clinics should attend, minimum once every two years, an Instructor’s Clinic, and/or Standards and Ratings Clinic for current rating information. To become a C-3 Examiner, consult the RIC or RS, the USPC Examiner Handbook, and the Guidelines For Becoming a C-3 Examiner. Some regions have in place very successful programs for potential C-3 Examiners that should be followed.
6. To be a C-3 Examiner PIP, completing the C-3 Examiner Training is mandatory.

## Guidelines For C-3 Prep Clinics

P.2

7. The clinician should not be one who does the Pony Clubbers' regular instruction. The point is to have objective suggestions help the Pony Clubbers. A suggested fee is determined between the region and clinician.
8. The clinician who preps a region **cannot test** a candidate from that clinic for 90 days.
9. The C-3 Coordinator or RIC secures a site for the prep. The site should have:
  - a. indoor facilities for the horse management phases/discussions
  - b. enclosed arena for longeing, with appropriate footing
  - c. arena with adequate footing /size to accommodate the number of potential candidates to complete flat, gymnastics and show jumping fences
  - d. cross country fences to prepare the potential candidate
  - e. water for riders, clinicians and horses; bathroom facilities for all people
  - f. accommodations for candidates, examiners and horses Refer to USPC Examiner Handbook for further guidelines.
10. The prep should be held once a year, minimum; at least six weeks prior to each test. Some regions hold a second clinic a few weeks prior to the testing as a check-in for the potential candidates.
11. Preps can be organized several ways. Two common formats are mock testing schedule and concentration on areas of particular interest/need.
  - a. A mock testing format provides potential candidates with the layout of the testing, and verbal or written feedback in each testing phase. The drawback is that potential candidates do not have as much time to practice a weak skill.
  - b. A concentrated area format allows the candidates to hone their skills in specific areas. The drawback is the potential candidates do not prep each testing phase. For example, split prep clinics to have an unmounted and mounted, or to have a separate flat and a separate jumping prep.
  - c. To compensate, some regions hold two clinics using both formats, and having two clinicians. One preps the horse management phases, while the other preps the riding phases. When a participant is not riding, s/he is prepping the horse management phases.
12. It is suggested the schedule have sufficient time to cover all the topics on the C-3 test sheet. Allowing for questions and concerns could provide a potential candidate with a better understanding of the testing's requirements.

13. An emphasis should be placed on ample practice of bandaging, longeing, teaching and self-critiques. Candidates should keep self-evaluations of their readiness.
14. An emphasis should be placed on instruction/evaluation of the basic balanced position; and, its effectiveness to the horse's way of going for that particular rider/ride.
15. Candidates, parents and others involved should thank the C-3 Testing Coordinator and/or RIC for all the work completed towards the prep clinic and testing.
16. After the clinic, candidates must declare themselves officially by presenting an application, self-evaluation, and medical releases to the Test Coordinator at least four weeks prior to the test. Any fees charged by the region to cover expenses to the testing should be included.