



# Horse *Sense* Pony Club

## Club Policies

Adopted November, 2005

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### 1. Purpose

The **Horse Sense Pony Club** (or HSPC) has established the following policies to extend the policies set forth in the *Bylaws of The Registered Clubs of The United States Pony Clubs, Inc.* (or USPC). Taken in conjunction with the *USPC Registered Clubs Bylaws*, this document (*HSPC Policies*) provides the framework for the organization and management of Horse Sense Pony Club.

### 2. Goals and Philosophy

The Horse Sense Pony Club is dedicated to upholding the USPC Mission Statement and Guiding Beliefs, as outlined in the *USPC Manual of Horsemanship*.

### 3. Organizational Structure

#### 3.1 Sponsors

In accordance with the *USPC Bylaws*, HSPC Family Sponsors may include those individuals who executed the Articles of Organization; a parent of a child in HSPC who has paid the annual Sponsors' fee; and other interested individuals who have been approved by the District Commissioner and have paid the annual Sponsors' fee. In addition to the Sponsor's responsibilities set forth in the *Registered Club Bylaws*, HSPC requires the following:

3.1.1 Family Sponsorship. Each family represented by HSPC membership is encouraged to designate at least one adult (parent, guardian, or other interested individual) to serve as the club Family Sponsor of Record for that family.

3.1.1.1 Family Sponsors' Dues. Sponsors pay annual dues, which entitle them to one vote in all Sponsors' meetings and at the Annual Meeting.

3.1.1.2 Membership in Good Standing. Each family's Sponsor must be willing to offer appropriate financial, educational, and moral support for their child(ren). Because HSPC is a volunteer organization, Sponsors are strongly encouraged to take an active part in all Club activities.

3.1.2 Sponsors' Term. The deadline for closing Sponsor membership shall be September 1 of each year, and the Annual Sponsor's Meeting shall be held in October of each year. Anyone who becomes a Sponsor after the closing date shall be a Sponsor for the following year. Sponsor membership terminates at the close of the Annual Sponsor's Meeting.

#### 3.2 Administrative Officers

The following is a list duties of HSPC Administrative Officers, in addition to the duties set forth in the *Registered Club Bylaws*. Although all Administrative Officers and Club Officers serve terms of one year, HSPC encourages, but does not require, an average tenure in these positions of three years.



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### 3.2.1 District Commissioner

- attends DC Meetings regionally
- oversees all activities conducted by HSPC
- selects teams for Regional and National Pony Club competitions
- ensures that all team participants have satisfied their attendance requirements
- maintains attendance sheets and monitors participation levels for each Sponsor and child

### 3.2.2 Joint District Commissioner(s)

- assists D.C.
- fills capacity of D.C. in the event that the D.C. is unavailable

## 3.3 Club Officers

3.3.1 Secretary. In addition to the duties set in the *Registered Club Bylaws*, the HSPC Secretary shall:

- act as Entry Secretary for HSPC-hosted rallies and events
- send thank-you notes to instructors, clinicians, etc. after club activities

3.3.2 Treasurer. In addition to the duties set in the *Registered Club Bylaws*, the HSPC Treasurer shall:

- prepare an informal Treasurer's Report at each Sponsors' Meeting
- perform other duties as assigned by the District Commissioner

## 3.4 Volunteer Positions

The following positions shall be filled by HSPC Sponsors and members according to the needs of the club as determined by the Administrative Officers. Volunteers shall serve a one-year term of office that shall extend from January 1<sup>st</sup> to December 31<sup>st</sup>.

### 3.4.1 Volunteer Positions.

- 3.4.1.1 Fundraising Coordinator
- 3.4.1.2 Mounted/Unmounted Instruction Coordinator
- 3.4.1.3 Activities Coordinator
- 3.4.1.4 Equipment Coordinator
- 3.4.1.5 Communications Coordinator
- 3.4.1.6 Librarian
- 3.4.1.7 Helpers At Clinics/Shows/Rallies
- 3.4.1.8 Other positions as determined by the Officers

3.4.2 Job Descriptions for Volunteer Positions. Written job descriptions for each volunteer position will be maintained by the DC and updated periodically by the Officers. Job descriptions are also listed in the *Horse Sense Parent's Guide*. A copy of the appropriate job description will be given to each volunteer who fills that position.

## 3.5 Junior Board

Junior Advisors act as a liaison for their peers, helping communication between the members and the HSPC Officers.



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3.5.1 Selection of Junior Board Advisors. The DC, upon the recommendation of the JDC's, shall appoint Junior Board Advisors. Criteria for selection include membership in Good Standing, demonstrated leadership abilities and communication skills, attitude and commitment.

3.5.2 Junior Board Term. Junior Advisors serve a one (1) year term, from January 1<sup>st</sup> to December 31<sup>st</sup>.

3.5.3 Junior Board Responsibilities. The HSPC Junior Board duties include:

- attending Sponsors Meetings and Officers Meetings as directed by the DC
- communicating with Officers and members
- submitting articles, photos and artwork to the Newsletter Coordinator
- other duties as assigned by Officers

## 4. Membership

In order to participate in ratings and rallies, all HSPC members must be **members in Good Standing**, which requires payment of dues and participation in Club activities as follows:

### 4.1 Payment of Dues

Payment of dues must be made in full at least one month before any rally in which the member wishes to compete (except for new members).

### 4.2 Attendance Requirements

4.2.1 Children's Attendance. Children must attend Club meetings as follows:

4.2.1.1 A-Level Pony Clubbers. Must conduct at least four (4) mounted meetings for junior club members during each year.

4.2.1.2 B-Level Pony Clubbers. Must conduct at least two (2) mounted meetings and two (2) unmounted meetings for junior club members during each year.

4.2.1.3 C-Level Pony Clubbers. Must assist in instructing junior pony clubbers at four (4) mounted meetings and conduct two (2) unmounted meetings during each year. [C-Level riders may substitute service as a C-advisor at a Rally for one (1) unmounted meeting.]

4.2.1.4 D-Level Pony Clubbers. Must attend a total of at least ten (10) mounted or unmounted meetings during the year.

4.2.2 Sponsors' Participation. Parents and/or Sponsor(s) representing each HSPC family are expected to attend a minimum of ten (10) club-sponsored activities each year OR to fill one or more of the Club Officer or Volunteer positions as outlined in the *HSPC Policies 3.2 – 3.4*. Exceptions may be made at the DC's discretion.



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### **4.3 Records of Participation**

It is the responsibility of the HSPC member to sign the attendance sheet at each meeting to ensure participation credit. It is the responsibility of the DC to maintain attendance sheets and to monitor participation levels for each Sponsor and child; however it is the parent or Sponsor's responsibility to track his/her family's participation to make sure that attendance requirements are met to maintain Good Standing.

### **4.4 Resignation and Termination of Membership**

A HSPC member may resign membership in HSPC at any time by delivering written notice of resignation to the District Commissioner.

## **5. Rally Team Selection**

Rally teams are selected by the DC, with recommendations from the JDC's. Criteria for team selection include:

- ability of horse and rider to perform the task at hand
- safety
- membership in Good Standing
- good sportsmanship
- effort and serious work
- good attitude
- Horse Management skills
- individual's ability to be a good team member
- availability of parent to participate in event/overnight event

## **6. Ratings Eligibility**

In addition to those expectations set down in the *USPC Standards of Proficiency* for progressing from one rating to the next, HSPC requires the following of its members:

### **6.1 New Member Rating**

New members must attend two (2) club meetings before receiving their initial rating from the DC.

### **6.2 Current Member Rating**

Current members must be in Good Standing to advance to a higher rating.

## **7. Financial Policy**

HSPC has adopted the following policies to supplement the guidelines for financial policy outlined in the *Registered Clubs Bylaws*:



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### 7.1 Club Revenue

HSPC income can be attributed to one of the following sources: Dues, Donations, Rallies, and Fundraising.

7.1.1 Membership Dues (Riders). Membership dues are determined from time to time by a vote of the Sponsors at the Annual Meeting. Dues are payable in full by Nov. 1 of each year. Membership dues are not prorated. Dues shall be comprised of the following fees:

- o National and Regional dues
- o New member initiation fees (new members only)
- o HSPC dues

7.1.2 Sponsor Dues. Sponsors pay an annual fee to the Club for voting privileges. Sponsors dues are not prorated. Sponsors dues are payable in full at the annual renewal date (Nov.1), or at least thirty days before a meeting in which the Sponsor wishes to vote.

7.1.3 Donations. Donations of cash, goods, or services to HSPC are always welcome! Donations may be allocated for specific purposes or deposited in the general treasury as determined by the Officers.

7.1.4 Rallies. Profit from HSPC-hosted rallies, in accord with Regional and National policies.

7.1.5 Fundraising. HSPC will conduct such fundraising events as shall be deemed necessary to help finance the educational and competitive programs budgeted each year. Active participation of all club members and Sponsors in these events is encouraged. Revenue may be allocated for a specific purpose or deposited in the general treasury as determined by the Officers.

### 7.2 Reimbursement of Expenses

The USPC has been and must remain essentially a volunteer organization. DC's and other Officers must donate their time and talents while serving in their administrative capacities. In keeping with the volunteer nature of the USPC, Officers and others are encouraged to pay for minor HSPC-related expenses themselves.

7.2.1 Reimbursable Expenses. HSPC will endeavor to reimburse (at least in part), if funds are available from its treasury, any Club-related expenses incurred and submitted by DC, JDC, Officers, and Volunteer Positions, including but not limited to:

- rally expenses
- corporate membership fees for Officers
- outside PC-sanctioned group lessons for members
- trip mileage in excess of 100 miles
- long distance phone charges
- copying
- postage

7.2.2 Reimbursement Exclusion. HSPC will not reimburse a Club Officer or Volunteer for expenses related to events in which his or her child(ren) participate unless those expenses are directly related to services covered by the officer's position.



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7.2.3 Other Reimbursements. Other expenses may be reimbursed with prior approval of the HSPC Officers.

## **8. HSPC Equipment & Pony Club Materials**

All equipment donated to or purchased for the Club belongs to HSPC. Members that borrow club equipment, or USPC materials maintained in the Club library, are responsible for returning items in a timely manner. Items that are damaged or lost by a HSPC member will be replaced by that member at his/her own cost.

## **9. Safety**

The safety of horse and rider are a priority at all mounted meetings and events. All policies contained in USPC handbooks, policy manuals, and rulebooks are to be upheld at HSPC events.

### **9.1 Medical Release Forms**

The DC or JDC shall be present at all mounted sessions. This person shall have the Club's file of current Medical Release Forms in his/her possession.

### **9.2 Rider Safety**

Members must adhere to the following safety guidelines to be eligible to participate in ANY mounted activity:

9.2.1 Medical Release Form. The member must have a current Medical Release Form on file with the DC. Sponsors should alert the DC to any medical changes (i.e., new doctor, insurance coverage, or prescription medication) on the Medical Release Form.

9.2.2 Safe Attire. Members not wearing appropriate attire, safe footwear, and headgear that meet the current standard of the USPC (ASTM-SEI certified) will not be permitted to ride.

9.2.3 Safety Inspections. There will be a safety inspection before all mounted sessions to confirm the safety and appropriateness of saddlery, mounts, and attire. The member will have the opportunity to correct the problem before being refused permission to ride.

### **9.3 Transportation Safety**

9.3.1 Medical Release Form. Sponsors who transport riders on Club activities shall have in their possession a current Medical Release Form for each rider in the vehicle.

9.3.2 Responsibility of Members. Sponsors and members should be aware that USPC Insurance does not cover transportation to or from a USPC activity, and the safety of riders and mounts during transportation is a matter of personal responsibility. All appropriate releases must be signed.

### **9.3 Equine Safety**

9.4.1 Coggins Tests. Each HSPC member is required to provide (3) copies of a current negative Coggins test for each mount participating in any HSPC-sponsored activity.



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9.4.2 Appropriateness of Mount. Each pony or horse used for mounted instruction or rallies must be approved by a DC or JtDC to insure that it meets the USPC standards for training and safety.

## **10. Conflict Resolution**

HSPC has developed materials to guide Sponsors and members through HSPC-related problems.

### **10.1 HSPC Parents's Pledge and Member's Code of Conduct**

Members shall read and sign a copy of each of these documents for inclusion in the DC's files. Members shall also retain a copy of each document for their own records.

### **10.2 HSPC Conflict Resolution Guidelines**

Individuals should refer to these materials, contained in the *Horse Sense Pony Club Parents' Guide*, as required to resolve HSPC problems in a timely, appropriate manner.

## **11. Waivers**

The HSPC Officers may grant, if special circumstances warrant, exceptions to the above policies. Waivers shall be consistent with the history and philosophy of the policies and bylaws of the Horse Sense Pony Club and The United States Pony Clubs, Inc.

## **12. Modification**

Sponsors may modify HSPC policies and the bylaws.

## **Addendum to HSPC Club Policies: Volunteer Opportunities**

### **3.4.1.1 Fundraising Coordinator**

- coordinates all fundraising activities for the club, working in conjunction with the club Officers
- reports at Sponsor's meetings

### **3.4.1.2 Mounted/Unmounted Instruction Coordinator**

- attends Officers' Meetings
- obtains schedule of unmounted and mounted meetings and discusses topics and appropriate instructors with DC
- determines place, time, topic, any preparation (quizzes, lesson plans, etc.) or equipment required
- contacts instructors at least two months ahead of meeting and works with DC to determine whether a fee is to be paid
- maintains contact with instructors to provide logistical information
- reviews educational material to ensure that our lesson plans adhere to the Horse Management Handbook, Discipline Rulebooks, and Manuals of Instruction, and creates and revises lesson plans as needed
- maintains written records and a Lesson Plan Book for future reference
- updates page references and ensures HSPC educational information is current
- prepares instructional binders and educational packages for each student and each instructor
- notifies Communications Coordinator of dates, times, fees, and pertinent meeting information
- ensures that instructors have copies of the Standards of Proficiency and Flow Charts and ensures that they "teach to the Standards"
- establishes riding groups and their schedules accordingly for the meetings based on the RSVP's that were received on time. Assigns mounts for those students who are riding donated mounts
- evaluates progress of riders with assistance of instructors; keeps records of progress
- supervises safety inspection of riders which may be done by upper level Pony Clubbers and parents who are scribes or AHMJ's
- determines which upper level PC'ers should be helping with instruction, directs and keeps records of their help
- keeps clipboards for use by upper level PC'ers in working with lower level riders
- keeps the Attendance Signup Sheets and gives copy to DC
- is familiar with basic safety and first aid
- knows where telephone is located as well as First Aid Kits and Emergency Phone Number List ---has available Medical Releases for all Pony Clubbers
- has available Medical Releases for all Pony Clubbers
- discusses with the DC the program and evaluates the instructor after the meeting
- reports at Sponsor's meetings
- works with Regional HMO (Horse Management Organizer) and RIC (Regional Instruction Coordinator) in establishing and updating instruction goals
- if possible, observes other clubs' programs and consults with other instructors

### **3.4.1.3 Activities Coordinator**

- distributes information packages for kids/parents
- organizes application forms for kids and turns over completed forms to DC
- sets up initial planning info meeting for team members and parents
- ensures that all equipment is available and in order
- organizes equipment to get to Rally and back home
- coaches competitors and parents in rally preparation
- organizes jobs for all participating parents

## **Addendum to HSPC Club Policies: Volunteer Opportunities**

### **3.4.1.4 Equipment Coordinator**

- responsible for equipment storage and items contained therein
- keeps written inventory records of equipment and kits
- keeps any properties , i.e. tack boxes, jumps, etc. that belong to the club in good repair
- oversees storage of supplies and keeps track of Club equipment when it is used for rallies
- arranges for work days for repairing equipment about two months ahead if possible
- sets up and dismantles equipment needed for mounted and unmounted meetings

### **3.4.1.5 Communications Coordinator**

- maintains membership and monitors club egroup as our primary means of communication
- maintains website
- communicates with HSPC activity coordinators for information of past and upcoming club activities
- communicates with HSPC members to determine what the general membership and specific groups would like to appear in each issue
- publishes club events in local newspapers, with DC approval

### **3.4.1.6 Librarian**

- organizes and has possession of Pony Club books/videos that are available for borrowing by members
- distributes list of available Pony Club books/videos
- purchases books as required including books on the required reading list, the recommended list and any other materials considered appropriate and relevant to Pony Club education and enjoyment
- ensures the timely return of all borrowed materials

### **3.4.1.7 Helpers At Meetings/Clinics/Shows/Rallies**

- parking director
- snack provider/potluck coordinator
- warm-up steward
- runners
- scribes
- announcer
- ribbon and trophy organizer
- gatekeeper
- jump crew boss
- timers