

# The Horse **Sense** Pony Club



# Membership Guide

This guidebook to Horse Sense Pony Club is dedicated to all of our parent volunteers, who give their time and expertise generously so that our kids can experience the best that Pony Club has to offer.

**HSPC, rev. 2006**

# Eleven Commandments of an Enthusiastic Team

From the Canterbury Pony Club Newsletter

Help each other be right, rather than wrong.

Look for ways to make new ideas work, rather than for reasons they won't.

If in doubt, check it out; don't make assumptions.

Help each other win; take pride in others' victories.

Speak positively about each other and your organization at every opportunity.

Maintain a positive mental attitude no matter what the circumstances.

Act with initiative & courage, as if it all depends on you.

Do everything with enthusiasm -- it's contagious.

Believe in what you are doing; never give up.

Whatever you want, give it away.

And . . . .



**Have Fun!**

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This guidebook was prepared with the invaluable assistance of the following Pony Clubs:

*Difficult Run Pony Club, Virginia Region*  
*Great Circle Pony Club, Delmarva Region*

# About HSPC: who we are

The Mission of The United States Pony Clubs, Inc. (USPC) is to provide a program for youth which teaches riding, mounted sports, and care of horses and ponies, thereby developing responsibility, moral judgment, leadership and self-confidence.

## **USPC Mission Statement**

- ❖ USPC is an educational organization which progressively develops the well-rounded horseperson.
- ❖ The well-rounded horseperson is capable of riding safely and tactfully on the flat, over fences, and in the open.
- ❖ Knowledgeable care of horses and ponies (horse management) is basic to the well-rounded horseperson.
- ❖ USPC is committed to the well-being of the horse.
- ❖ Fair and friendly competitions develop teamwork and sportsmanship.
- ❖ Fun and friendship are part of Pony Club.
- ❖ USPC requires parental and volunteer involvement and support.
- ❖ USPC is committed to safety.
- ❖ The local club is the core of USPC.

## **USPC Guiding Beliefs**

As a member of the United States Pony Club, I stand for the best in sportsmanship as well as horsemanship. I shall compete for the enjoyment of the game well played and take winning or losing in stride, remembering that without good manners and good temper, sport loses its cause for being. I shall endeavor to maintain the best tradition of the ancient and noble skill of horsemanship, always treating my horse with the consideration due a partner. I shall strive at all times to uphold the high ideals of the Pony Club and of my country.

## **USPC Pony Club Pledge**

**Horse Sense Pony Club** is a local club in the **South Region** of the United States Pony Club. The South Region currently has 22 other clubs, in Alabama and Georgia. Each region in USPC is presided over by a Regional Supervisor.

## **Our Region**

Horse Sense Pony Club was chartered in Ellijay in 2006 as a satellite of Cohutta Highlanders Pony Club, which originally began in Ellijay in 1998 but now centers most of its membership in the north Atlanta Metro area. Our local HSPC membership covers a broad area of Georgia, from Pickens county up through the counties of the Georgia /North Carolina Blue Ridge mountains. We are a relatively new club, and are still in the process of growing and learning together. Our club is led by our District Commissioner (DC), with the assistance of one or more Joint DC's (Jt. DC), club officers (Secretary and Treasurer) – and the invaluable contributions of parent volunteers like you!

## **Our Local Club**

What distinguishes Horse Sense from other clubs in our Region? We display our club pride in our banners, polo shirts, caps, etc.

## **HSPC Colors**

- ❖ Our colors: Teal and purple

# *Expected Behavior*

## **HSPC Behavior Code**

### **Horse Sense Pony Clubbers show respect for others.**

- ◆ They keep their hands and feet in their own space.
- ◆ They do not pick, poke, push, hit, threaten or fight with one another.
- ◆ They do not tease, call people names, or do things that might hurt other people's feelings.
- ◆ They do not use profane language, derogatory slang or gestures.
- ◆ They do not demean others regarding race, religion, physical ability or economic status.

### **Horse Sense Pony Clubbers are team players.**

- ◆ They let every member feel welcome as part of the team.
- ◆ They work together to help each member to do his or her best.
- ◆ They are supportive of their team members when something goes wrong.
- ◆ They show respect for officials and chaperones, or others in authority.
- ◆ They take pleasure in the competition and are gracious in victory or defeat.
- ◆ They are responsible for knowing and complying with the rules of the sport and/or activity.
- ◆ They do not cheat, steal or intentionally destroy property.
- ◆ They do not possess, use or distribute any illegal drugs or alcohol.
- ◆ They do not use tobacco at any Pony Club activity.
- ◆ They do not possess any object intended to be used as a weapon.

### **Horse Sense Pony Clubbers show respect for themselves.**

- ◆ They set goals for themselves.
- ◆ They come to Pony Club activities properly and safely prepared, with the correct equipment and correct dress.
- ◆ They do not judge their own ability by what others are doing but rather by their own progress.

### **Horse Sense Pony Clubbers show respect for their horses.**

- ◆ They care for their horses in a safe and timely manner.
- ◆ They do not physically abuse their horses.
- ◆ They use good judgment in determining if mounted activities are too difficult or too strenuous for their horse.
- ◆ They do not demean others' horses regarding looks, breed, age or athletic capabilities.

Horse Sense Pony Club is proud of its reputation for good sportsmanship, teamwork, and well-behaved members. HSPC expects appropriate behavior for all members participating in any Pony Club activity. Any member not conforming to this Behavior Code is subject to the following actions:

**Immediate suspension from the activity with possible expulsion from Horse Sense Pony Club will occur for:**

- ◆ Possession, use, or distribution of any illegal drugs or alcohol
- ◆ Possession of any object considered to be a weapon
- ◆ Assault

The above illegal behaviors will have immediate consequences.

**Reprimand or suspension of participation from Pony Club activities may occur as punishment for:**

- ◆ Use of tobacco at a Pony Club activity
- ◆ Profanity - vulgar language or gestures
- ◆ Harassment - using words that intimidate, threaten or persecute another
- ◆ Stealing or cheating
- ◆ Defiance of authority or of the stated rules
- ◆ Abusing a horse
- ◆ Intentionally destroying property

I have read the Code of Behavior and I understand the Consequences of Inappropriate Behavior.

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(Pony Clubber's signature)

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(date)

---

(Parent's signature)

---

(date)

# *Parent's Pledge*

## **HSPC Parent's Pledge**

I pledge to provide positive support and encouragement for my child who is participating in Pony Club activities by following this Code of Behavior.

- ◆ I will encourage good sportsmanship by demonstrating positive support for all members, coaches and officials at every activity.
- ◆ I will ask my child to treat other members, coaches, and officials with respect regardless of race, sex, creed or ability.
- ◆ I will place the emotional and physical well-being of the members ahead of any personal desire for my child to win.
- ◆ I will promise to help my child enjoy the activity and will do my best to assist with whatever I may be asked to do.
- ◆ I will remember that Pony Club activities are for the members and not for the adults.

I will do my best to make Pony Club fun for my child.

---

(Parent signature)

---

(date)



# *HSPC Membership*

A Pony Clubber's age is deemed to be the age as of January 1st of the current year. For example, a Pony Clubber who turns 10 on February 6th would be considered to be 9 years of age for all rallies and activities from January 1st through December 31st of that year. Although there is no minimum age for HSPC membership, all new members must be able to control their mounts at a walk and trot, and be able to pass the D1 rating requirements within 6 months of joining HSPC. New members of HSPC must not be older than 21 years by December 31 of the current year; current members may continue through age 25.

## **Age Requirement**

A new HSPC member enters the club at the "unrated" level and must pass the D1 or above rating standard by the second scheduled D1 or above rating test. This is usually between 6 and 12 months of joining HSPC. Failure to do so could result in the HSPC member being suspended from regional or national rallies until the HSPC membership requirements are met. All new "unrated" Pony Clubbers are allowed to compete in regional rallies only for the first year. "Unrated" Pony Clubbers are not allowed to compete at the national level.

## **New Member Requirement**

Members of HSPC are not required to own their mounts. However, HSPC members must have regular access to a horse or pony to participate in mounted activities such as lessons, camp, rallies and clinics. HSPC is under no obligation to provide members with mounts. Often HSPC members are able to assist other HSPC members in finding suitable mounts. However, any lease conditions are between the pony lessee and the pony lessor.

## **HSPC Mounts**

Even though there is no minimum age requirement for HSPC Pony Clubbers, there is an age requirement for their mounts. **Ponies and horses are eligible for USPC, regional or HSPC activities in the year they turn five. All mounts must be approved by the DCs and be suitable and safe for the rider. Any mount deemed unsuitable or unsafe will not be allowed at any mounted activities.** Stallions are considered to be unsuitable mounts.

It is the responsibility of the Pony Clubber's family to arrange for the trailering of their mount. Because all lessons are not at the same time, it is often an inconvenience and an imposition on other HSPC members to ask for trailering assistance on a regular basis. All members should plan on arranging for a trailer to be at their disposal.

To be a HSPC member in good standing, the Pony Clubber must have paid his HSPC dues for the current year and must not be delinquent in any fees or dues from the previous year. Each HSPC pony clubber must pay national, regional and HSPC club dues. Dues are paid annually and entitle members to participate in national and regional pony club activities sponsored by or financially supported by HSPC such as riding lessons, clinics, rallies, and ratings. Some activities (rallies, ratings, etc) require an additional participation fee. All dues are payable on or before November 1st and are usually collected at the annual Sponsors Meeting in the Fall. Fees not reaching the national office on time will result in an additional late fee, payable by the member. Dues amounts are set at the discretion of the DC and the HSPC Board and are subject to change at any time. All dues are approved by the HSPC Sponsors.

## **Paperwork**

*COGGINS TESTS:* Each HSPC member is required to provide two (2) copies of a current negative Coggins test for each mount participating in any HSPC sponsored activity. A Coggins test is a simple blood test, which assures that the animal is not infected with, or carrier of Equine Infectious Anemia (EIA). Annual testing is required.

*MEDICAL RELEASE FORM:* Each HSPC member is required to provide two (2) signed medical release forms annually for club records, and an additional two forms for each rally or outside club activity. The medical release forms authorize emergency medical treatment for injury or illness incurred at a Pony Club activity or during transportation to and from that activity.

*BEHAVIOR CODE AND PARENT'S PLEDGE:* Each HSPC member is required to read and sign the HSPC Behavior Code annually. Parents must read and sign the Parent's Pledge.

The USPC Handbook states: "At each activity organized by a member club or by USPC, the person or persons responsible for the activity (e.g., Ground Jury at a competition, instructor at a clinic, District Commissioner at a meeting) shall have the authority to reprimand, penalize (if the activity is a competition or a test) or expel from the activity the Pony Clubber whose behavior is rude, unruly, or otherwise detrimental to the activity or to the reputation of USPC. If appropriate, due to continuing improper behavior, the District Commissioner may, after consultation with the Regional Supervisor, expel a Pony Clubber from membership in the club, in which event there will be no rebate of dues or other fees by such expelled Pony Clubber." HSPC strongly agrees with the USPC statement and will vigorously enforce this policy at all HSPC, regional and national sponsored activities. Furthermore, HSPC fully supports the USPC objectives of promoting safety and sportsmanship in an educational, supportive and fun environment and will not permit any HSPC Pony Clubber to cheat,

## **Expected Behavior & Penalties**

swear, be disrespectful, ride in an unsafe manner, show unsportsmanlike conduct, abuse their ponies, or show any other improper behavior at any HSPC, regionally or nationally sponsored activity. The person or persons in charge of the activity have the option of either issuing a warning to the offender or of excusing the offender from the activity or event immediately, depending upon the severity of the offense. Further improper behavior could result in the Pony Clubber being suspended from an extended list of activities including mounted and unmounted meetings, rallies, camp, clinics, etc. All club activity suspensions are issued by the DCs and the HSPC Board in writing. If the improper behavior continues after suspension, the DCs, in consultation with the Regional Supervisor, may expel the Pony Clubber for a minimum of one year. To continue to be a HSPC member in good standing, the HSPC Pony Clubber must abide by the policies of the USPC, the South Region and the HSPC. (See Behavior Code.)

## **Expected Behavior & Penalties, cont.**

Membership in Good Standing is maintained by Pony Clubbers who follow behavioral policies, pay all dues and fees promptly, and attend lessons, meeting, and other HSPC activities regularly. HSPC requires the following attendance from our members:

## **Membership in Good Standing**

- ◆ A Level Attendance: must conduct at least 4 mounted meetings for junior members throughout the year.
- ◆ B Level Attendance: must conduct at least 2 mounted and 2 unmounted meetings for junior members throughout the year.
- ◆ C Level Attendance: Must assist in instructing junior Pony Clubbers at 4 mounted meetings and conduct 2 unmounted meetings during each year. [C-Level riders may substitute service as a C-advisor at a D Rally for 1 unmounted meeting.]
- ◆ D Level Attendance: Must attend a total of at least ten (10) mounted and/or unmounted meetings during the year.

## **A Level Attendance Requirement**

## **B Level Attendance Requirement**

## **C Level Attendance Requirement**

## **D Level Attendance Requirement**

*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.*

# *Safety First*

## **Safety Guidelines**

One of the primary goals of the USPC is to teach children to ride and care for their horses safely. Our bylaws and club policies are written with these safety concerns in mind. To insure the safety of all who participate in HSPC activities, be sure that you and your child follow these guidelines:

- ◆ Current copies of the Medical Release Forms for every member must be available at all mounted activities; parents should make sure that the DC has current medical/health insurance information.
- ◆ **Both members and their parents should attend meetings regularly.** Inconsistent attendance will result in critical missed information.
- ◆ Members must read all the required manuals and rulebooks (see Appendix); parents should test their child's comprehension of the important safety procedures explained in these texts.
- ◆ Everyone participating in a club activity should be aware of safety issues; parents and members should bring safety concerns to the immediate attention of the DC, Jt. DC, or instructor.
- ◆ Parents should familiarize themselves with the USPC Insurance coverage (see Appendix).

# *Working Together Toward Resolutions*

**Where do I start when my child has a problem at Pony Club?** First, get the facts, and try to seriously reconsider your child's position; think about the circumstances, and allow for the possibility that you or your child may have misunderstood or missed a point of view. Second, try to resolve a problem between children or between parents by consulting with them in private, with an open and honest attitude. If the matter cannot be resolved privately, then bring it to the attention of the DC.

**Should I call the DC or go to my child's meeting in person?** Minor issues can generally be addressed successfully over the phone, but talking directly with the DC is probably better when a major problem arises. If you feel a face-to-face visit is necessary, be sure to schedule the meeting; appearing unannounced means that you may have to wait until the DC is available. It's a good idea to have prepared notes, including specific questions. Use a problem-solving approach, rather than one of confrontation.

**Who should I believe when told about an incident that happened at Pony Club?** Often, the conflict and emotions that arise from an incident cloud the retelling. You should try to look for the facts and suspend judgment until you have heard and considered all sides of the story.

**I'm afraid that using my name when I report a problem might lead to retribution directed toward my child.** On the contrary, DC's and other volunteers appreciate it when you present your concerns in a way that shows you are willing to solve problems, and they can assure you that retribution is not tolerated.

**What if my problem is not resolved by the DC?** If you are dissatisfied with the outcome of the discussion with the DC, you may tell the DC that you plan to bring the matter to the attention of the Regional Supervisor. Bear in mind that it's important to maintain civil contact with the DC about your child, and that the RS will not address your problem until he or she has spoken with the DC, who may be invited to sit in on future conversations with you.

**What if my problem concerns the DC?** The best place to begin is still with the DC, who will appreciate your

respect in bringing the problem thru the proper channels. If your problem cannot be resolved at the club level, then you should speak with the Regional Supervisor.

**How do I develop a good relationship with my DC and other volunteers in Pony Club?** Do remember that ALL positions in Pony Club are volunteer positions. Introduce yourself personally to others in the club before problems arise. Share information about your child and your family. Be an active participant in club activities. Building relationships early may help prevent problems later.

**Conflict      Resolution      Guidelines**

# Activities: what we do

The following list is a general outline of club events that occur throughout the Pony Club year. Things change: be sure to check the website and egroup messages to stay abreast of current scheduling information.

## Sept – Oct – Nov – Dec

**Autumn**

- ◆ Unmounted club lessons include: Pony Parts/  
Conformation/Lameness; Foot and Shoeing/Foxhunting
- ◆ Rating prep and Rating
- ◆ Annual Sponsor's Meeting
- ◆ Regional DC Meeting
- ◆ Junior Hunt instruction and practice – mounted
- ◆ Standards and Ratings Clinic/Bandaging & Longeing  
Clinic/Tetrathlon Clinic
- ◆ December Holiday party and Year End Recognition

## Jan – Feb – Mar

**Winter**

- ◆ Horse Management instruction for rallies – unmounted
- ◆ Quiz instruction and practice – unmounted
- ◆ Games instruction and practice – mounted and unmounted
- ◆ Dressage instruction and practice – mounted and unmounted
- ◆ Unmounted club lessons include: Conditioning; Trailer safety
- ◆ Horse Management Clinic
- ◆ Everything But the Horse (EBTH) Rally
- ◆ Quiz Competition

## Apr – May

**Spring**

- ◆ Show Jumping instruction and practice – mounted and unmounted
- ◆ Eventing instruction practice – mounted and unmounted
- ◆ Unmounted club lessons include: Nutrition, Tack
- ◆ Games & Dressage Combined Rally
- ◆ Rating Prep
- ◆ Spring Rating

## Jun – Jul – Aug

**Summer**

- ◆ Show Jumping Rally
- ◆ Unmounted club lessons include: Stable Management; Health  
Care/Veterinary/Bandaging; Ground Training/Longeing
- ◆ Regional camp
- ◆ USPC National Championships/Festival



# *Club Meetings*

- ◆ Unmounted: at least one each month, often in conjunction with the monthly mounted meeting
- ◆ Mounted: at least one each month; scheduling depends upon instructor and facility availability.

Dates, times and places are subject to change; watch HSPC egroup announcements and the HSPC website calendar for up-to-date information.

# *Instruction*

Horse Sense PC provides access to mounted lessons for all HSPC Pony Clubbers at group rates. The money generated by HSPC fundraising events may subsidize the instructor fees when possible. If the lessons are canceled due to inclement weather, the club will make every attempt to reach all HSPC Pony Clubbers in advance of the lesson. A pony or horse for mounted instruction must be a mare or gelding that is at least five years old. The mount should be safe in a group situation. HSPC lessons are not the appropriate place to bring a very green horse that has never been away from the farm. If a horse does not work out in a group setting, the horse and rider may be asked to leave by the instructor or the DC.

Proper attire for both rider and mount is required at all lessons. This means clean clothes, clean and safe tack, and well-groomed ponies. Before each lesson, every HSPC Pony Clubber will have a safety inspection prior to mounting. Proper dress for all mounted lessons includes breeches and boots or jodhpurs with straps, shirt with sleeves, and paddock boots. Jeans (esp. stretch jeans) or close-fitting slacks are acceptable if they fit properly.

Improper footwear is not appropriate at any time. Shirts must be tucked in. Long hair should be tied back securely. An ASTM-SEI approved helmet with a harness attached in the back is mandatory. Safety inspections will be conducted for both attire and tack; if unsafe tack is found, the Pony Clubber will be excused from mounted lessons until the tack is repaired.

## **Meeting Schedules**

## **Mounted Instruction**

## **Proper Attire**

## **Safety Inspections**

Members must sign up and pay for lessons in advance by the RSVP date, *and must inform the DC in advance if they are unable to attend a scheduled lesson*; lesson fees may or may not be refundable at the DC's discretion. Pony Clubbers are assigned to instructors based upon both the rider's skill and training level and the ability of the mount. The number of instructors hired by HSPC is based upon the number of Pony Clubbers with a regular attendance record. Lessons begin promptly at the appointed time. Members should plan to arrive early enough to allow time for a safety inspection and a mounted warm-up. Any Pony Clubber late to the lesson must warm-up independently and then ask permission from the instructor to join the class. Every attempt is made to assure that no Pony Clubber or mount is overfaced at any mounted meeting. Pony Clubbers may attend lessons unmounted if desired. All Pony Clubbers are expected to participate in their lessons and to give their full attention to the instructors. The instructors have complete authority during the lesson. Any Pony Clubber who is disrespectful, disruptive or is riding in an unsafe manner will be immediately excused from the lesson.

## **Lesson Structure**

Unmounted lessons, sometimes called 'ground school', are learning opportunities for both Pony Clubbers and their parents. In the past, topics such as horse management, proper dress for rallies, horse nutrition, and the finer points of dressage have been discussed at unmounted meetings. Any parent wishing to lead an unmounted meeting or who has an idea for an unmounted meeting should contact the DC.

## **Unmounted Lessons**

HSPC strongly encourages parents and sponsors to attend both unmounted and mounted lessons. There are numerous tasks that can be performed by parent volunteers, including active participation in unmounted lessons. During mounted lessons, parents are encouraged to help their children prepare for lessons, but may not enter the ring once the warm-up has begun unless asked to do so by the instructor. If mounts need to be longed by a parent or Pony Clubber, they should plan to arrive early enough to avoid interfering with others warming-up. Parents are encouraged to quietly observe lessons and avoid any disruptive activities.

## **Parent's Participation in Lessons**

# *Ratings*

The USPC Standards are divided into separate levels to provide a progressive program of rating Pony Clubbers from one level to the next in both horse management skills and riding skills. These levels begin at the fundamental level of D1 and progress through D2, D3, C1, C2, C3, B, HA and A. The last levels represent a degree of competence considered to be that of a professional horseperson.

## **Rating Levels**

Each Pony Clubber must be rated so that he/she may compete at rallies and Quiz competitions at the appropriate level. D1 through C2 levels will be rated by HSPC. If it is not possible to attend the regularly scheduled club rating, it is permissible for the Pony Clubber to attend a rating scheduled by another local area club, to be arranged by the DC. The C3 level rating is a regional rating and testing for it is arranged by contacting the DC. The B, HA and A level ratings are national ratings and must be arranged by contacting the DC.

HSPC club ratings are offered twice a year at a minimum; ratings may be scheduled more often if required. There may be a small fee charged for the D1 through C2 ratings. C3 and above rating fees are paid entirely by the Pony Clubber; one half of the fee may be reimbursed by HSPC after the rating is completed, depending upon the availability of funds.

To be eligible for a rating, the candidate must be a Pony Clubber in good standing, having paid both local and national dues. In addition, the candidate must have a record of regular attendance at lessons and activities; a thorough knowledge of requirements for each level to be tested; be able to discuss and/or demonstrate any requirements from all previous standards; be recommended by the DC for each rating; and have an up to date USPC Pony Health and Maintenance Record Book (D3 and above only).

## **Rating Requirements**

The D ratings are an introduction to the fun and challenge of riding, establishing a foundation of safety habits and knowledge of the daily care of a pony and tack. The D1 through D3 learns to ride independently, with control, maintaining a secure position, at the walk, trot, and canter and over low fences. Refer to the appendix for a complete description of the requirements for the D level standards. A candidate for the D level ratings must be a member in good standing of Pony Club for one month or more.

## **D Level**

The C Pony Clubber is a member learning to become an active horseman, able to understand the reasons for what he is doing, and to care for a pony and his equipment. The C1 through C3 learns to ride with confidence and control on the flat, over fences, and in the open; to develop an independent seat with coordinated use of aids; to initiate

## **C Level**

and maintain free forward movement; to make smooth transitions while maintaining a steady light feel of the pony's mouth.

**C Level, cont.**

C1 and C2 candidates must be members in good standing of Pony Club for at least three months.

The C3 is a national rating, reflecting a basis of competence in horse care and riding that will enable a lifetime of pleasure in a variety of equestrian sports. Refer to the appendix for a complete description of the C level standards.

**National Level Ratings**

C3 candidates must be members in good standing of Pony Club for at least six months, and be at least 13 years of age as of January 1. C3 candidates must be recommended to the Regional Supervisor by the DCs of HSPC.

**Requirement for the C-3 Level**

The B, HA and A levels are also national ratings, requiring further knowledge and proficiency as all around good horsemen. These Pony Clubbers are active and contributing members of USPC, Inc., participating in a variety of activities. National level Pony Clubbers are thoughtful leaders who set an example for all Pony Club levels.

The B Pony Clubber should be able to explain the reasons for what he/she is doing, properly care for a horse, and contribute to the education of younger Pony Clubbers under supervision. The candidate should be able to ride experienced horses with confidence and control at all gaits on the flat, over fences, and in the open. The B candidate should be able to demonstrate a secure seat and effective and tactful use of aids, and should be able to ride a horse forward while establishing and maintaining a regular pace. Please refer to the appendix for a complete description of the B level standards.

**B Level**

All B candidates must have held the C3 rating for at least three months and be able to discuss and/or demonstrate any requirements from all previously attained standards. The candidate must be at least 14 years of age by January 1 of the present year, a member in good standing for Pony Club for at least one year, and recommended by the DCs and the Regional Supervisor.

**Requirement for the B Level**

The A is the highest level awarded and is divided into two parts: the H/H-A, which covers horse management, teaching, and training, and the A, which tests the riding phase. The H/H-A has the knowledge, experience, and maturity to evaluate and care for a horse's needs efficiently and in a variety of circumstances, and to teach riding and horse care to others. The A is able to ride horses at various levels of schooling with judgment, tact and effectiveness; to train young horses; and to re-train spoiled horses.

**H/H-A and A Levels**

The A candidate must be at least 16 years old as of January 1 of the present year, have held the B rating, and be a member in good standing of Pony Club for at least one year. (Under certain conditions this may be waived.) The candidate must be able to discuss or demonstrate any requirements from all previous standards and be recommended to the USPC national office by the DC and the Regional Supervisor. A Pony Clubber must pass the HA test before taking the A test. There is no set time limit between the two tests but the A test must be passed before December 31st of the candidate's 21st year. Candidates who pass the HA tests are not obligated to take the A test

## **Requirement for the A Candidate**

All Pony Clubbers with the rating of D3 and above are required to keep an up-to-date USPC Pony Health and Maintenance Book. Information on obtaining the record book is located in the appendix of this handbook. This record book will be required at each and every rating at the D3 level and up. Any questions about filling out this record book should be directed to the DCs.

## **Health and Maintenance Book**

It is important to determine the correct rating for the Pony Clubber to take, whether he/she is taking the first rating or trying for the next level. The best way is to read the standards carefully. Pony Clubbers need to be honest about their own and their pony's abilities. At which level are they most comfortable and safe? Riding is not the only determining factor. Higher ratings require increased knowledge as well as riding skills. Candidates must demonstrate readiness in prep checklists and pre-tests. If there are questions, candidates should ask the DC and regular Pony Club instructor. The DC must approve all candidates for a particular rating. Members are strongly encouraged to attend camp or rally at each rating level before testing for the next level. Pony Clubbers may petition the DCs for exceptions.

## **Determining Rating Level**

Horse Sense Pony Club believes that all candidates should be well prepared to take each rating. The DCs will ensure that members have all the information and help needed. Three weeks prior to club ratings, candidates must submit, to the DC, a written rating request, rating flowchart checklist, and application fees. After notifying the DC, a member wishing to take part in the next rating will be called and asked to attend an important ratings prep meeting. At this meeting candidates will learn the steps for taking a successful rating. They learn how to clean tack and ponies, and how to present themselves to the rater.

## **Preparing for a Rating**

On the day of the rating, candidates should arrive early, well before the formal inspection. This assures time to do extra brushing or re-do a bandage, if necessary. HSPC will try to have an older, more experienced, Pony Clubber there to help. Remember, the rater is not rating the pony. The rater is only interested in what the rider is doing.

## **The Day of the Rating**

Riders should relax, keep breathing, and smile. If there is a question, candidates need to be polite but speak up, especially if they didn't hear directions. They should be respectful, just as they would be to any instructor. The rater is in charge for the day and riders must do what he or she requests. A positive attitude always helps.

## **Rating Day, cont.**

When the candidate has met the standards, he/she will receive a rating certificate. This indicates that on the day of the rating, the candidate was able to perform all of the necessary riding requirements and met horse management expectations at the correct level, and that the Pony Clubber was well prepared and turned out. When a candidate has met all but a few sections of the standards, the rater *may* give the candidate an opportunity to retake those sections again within 30 days. This is especially true when they are knowledge sections or when it is obvious that another mount may make a big difference in what the candidate can show. If this is the case, it is the responsibility of the Pony Clubber to prepare for the retesting and arrange the retesting through the DC. The expense of the retesting is the responsibility of the candidate's family.

## **The Conclusion of the Rating**

When a candidate must retake the entire rating, it indicates that on that particular day, the Pony Clubber did not meet the standards. The test sheet will indicate the areas that need work. Candidates should try to make the testing a learning experience. It is a disappointment at first, but there will be more opportunities to take the rating. Most Pony Clubbers have had to retake a rating at some point in their Pony Club careers.

# *Rallies*

A Pony Club rally is an opportunity for Pony Clubbers to compete on a team in one of the areas in which Pony Club instruction is given. These rallies are fair and friendly competitions organized at both the regional and the national level. Rally competitions are held in dressage, show jumping, eventing and mounted games. Additionally, every year "a ground school" rally is held. This rally is called Quiz and is an oral test of knowledge. Another type of unmounted rally, called Everything But the Horse (EBTH), teaches rally preparation and horse management; this rally is used to prepare younger Pony Clubbers for rally experiences.

At rallies, Pony Clubbers compete and earn final placement ribbons as a team in horse management and in the combined phases of riding and horse management. Regional rallies require team members to take written tests. The test scores are added to both the horse management scores and the final combined score. The horse management phase of each rally evaluates the competitor's knowledge of sound, practical horse care according to the competitors' rating levels. The horse management score is based on the team's combined written test scores, the formal inspection scores, the team's required equipment score and scores for additional team horse management spot inspections carried out during the competition. For more information on horse management rules and procedures, refer to the most current edition of the USPC Horse Management Handbook.

**PLEASE NOTE THAT ONCE THE RALLY BEGINS, PARENTS MAY NOT ASSIST ANY PONY CLUBBER IN ANY WAY.**

Rallies are for the Pony Clubbers. They gain valuable experience, knowledge and growth in responsibility by participating with the help of only their team members. Teams will be penalized if there is any unauthorized assistance given. Parents should try to relax and enjoy having only the responsibility of getting the Pony Clubber to the rally on time and volunteering to help.

Parents are responsible for getting their child and their mount to the rally at a time predetermined by the rally team. HSPC is not responsible for arranging trailering of mounts. Parents should assist their child in collecting the items that they have agreed to bring for their own personal use and those things to be shared by the team. Each parent is expected to volunteer at the rally in some capacity. Every rally is run by volunteers and the rally organizer counts on the clubs to provide volunteer help. Parents will be contacted by the HSPC rally

## **What is a Rally?**

## **Parent's Role at the Rally**

organizer to help at the rally. Parents are expected to arrange for their own overnight accommodations. Chaperones will stay with the team members.

## **Parent's Role, cont.**

Members of HSPC are encouraged to participate in Pony Club rallies whenever possible. Pony Clubbers compete on teams at rallies. Each team is made up of the team Captain and either three or four Pony Clubbers, depending upon the rally discipline. All teams, except Quiz and Games teams, have a Stable Manager assigned to assist in caring for riders and ponies. Each rally has a different set of criteria used to select team members. When HSPC sends a member to a rally, the DCs must be confident that the rally experience will be safe and fun for that member. For this reason, the Pony Clubber's age, experience, riding skill, rating, cooperativeness, and meeting attendance all enter into HSPC team placements. In the case of an overnight rally, the DC will also take into account the parent's ability to assist.

## **Selection of a HSPC Regional Rally Team**

In order to rally, a Pony Clubber's application must be approved by the DCs and he/she must be a HSPC member in good standing. The rider must be able to demonstrate, either through competition or other riding experience, that he or she meets or exceeds the riding level demanded by that particular rally. Pony Clubbers and parents should be aware that national championships and their qualifying rallies may be at the maximum scale of difficulty for a particular level of competition. Pony Clubbers who wish to be placed on a rally team need to review the particular rules for that rally, contact the HSPC rally coordinator to indicate they wish to participate, and to confirm that they are qualified to compete in that rally (ie, candidates for a regional/national championship team – except for Games and Quiz-- must be a C-1 or above). They should then send their rally application to the rally coordinator.

At a rally, every attempt is made to have a team made up of members from HSPC. However, occasionally there are not enough members participating to form a team and "scramble" teams are formed with the extra Pony Clubbers from local clubs.

Horse Sense Pony Club expects a rally to be an opportunity for Pony Clubbers to participate **on** a team **as** a team. Team members are expected to work together with an attitude of respect, cooperation and mutual encouragement, always remembering that they represent HSPC and that their actions are a reflection on HSPC.

## **Attitude**

At the national level, team membership is based on the rider's regional rally performance. Every three years there is a National Festival and Championship, traditionally held in Lexington, Kentucky at the

## **National Rallies**

Kentucky Horse Park. The festival includes opportunities for Pony Clubbers to participate in clinics and seminars. The Championships include teams from throughout the United States. Festival takes place after the Championships are completed and is open to all Pony Clubbers. USPC holds separate Championship Rallies for the East and the West in the two intervening years. The Eastern Championships usually take place in Lexington, VA.

## **National Rallies, cont.**

Horse care and stable management at rallies is based upon safe practices. Pony Clubbers are expected to have fun in a safe setting. Horses must be sound and must display a level of condition appropriate for the level of performance. All horses and ponies will be checked by a veterinarian for soundness during the "jog out" at the onset of the rally. Unsound horses will be excused from competition.

## **Stable Management**

A decision to commit to be part of a rally team is required by the date announced by the HSPC rally organizer. Once a Pony Clubber has committed to a rally team, he/she is expected to participate in the rally. If some unexpected emergency requires the member to withdraw from the rally at the last minute, no rally fees will be refunded unless a substitute can be found. Remember, the team will be left short and at a disadvantage if a member does not participate.

## **Rally Team Commitment**

All rally teams are charged a rally fee by the hosting regional club or the national office to cover the costs associated with hosting the rally. It is the rider's responsibility to pay these fees, unless club fundraising offers HSPC the opportunity to pay all or part of the rally fees. All other costs associated with a rally (ie, trailering expenses, meals, accommodations) are the rider's responsibility. Each team will have an adult chaperone that is responsible for maintaining Medical Release forms and supplying ice and drinks for the team. Members share in the expense and the chaperone should be paid in advance of the rally or before members leave the rally.

## **Rally Fees and Paperwork**

The team captain is selected by the DC and the HSPC Activities Coordinator. Age, experience, rating, leadership abilities and attitude are a few of the factors used to select the team captain. The team captain and Stable Manager can be the same person. The rally team captain has many responsibilities. He/she works with the team Stable Manager to insure the team has all the required equipment on hand for the rally. The team captain is the only team member authorized to protest rulings by the horse management judges and the riding phase judges. Other team members must not protest except to their captain or they will be penalized. Team captains should make their protests to the chief horse management judge or to other persons responsible for hosting the rally.

## **The Rally Team Captain**

The Stable Manager is an integral part of the Pony Club team and performs many important functions. The Stable Manager must assist the team captain in getting all the required equipment to the rally and also assist team members in setting up the tack area according to the specifications listed in the most current editions of the USPC Horse Management Handbook and Rules for Competition. The Stable Manager also helps insure that all team members are properly tacked up and on time for formal inspections and the riding phases of the rally. The Stable Manager is not a 'maid' or a 'slave' for the team members and all team members are expected to help the Stable Manager whenever possible. Non-riding Stable Managers are still required to take written tests at rallies.

## **The Stable Manager**

All members of HSPC are expected to take turns as Stable Manager at a rally. Failure to do so could result in the Pony Clubber not being selected as a riding member of a HSPC rally team until the requirement has been fulfilled.

For an extremely young team, a C level advisor may be assigned to the team. The C advisor assists the young Pony Clubbers as directed by the rally organizers. For the South Region Combined Training and Show Jumping rallies, a coach will be provided by HSPC.

Attire at all rallies must be neat, clean and in good repair. Long hair must be secured at all times. Hairnets are required for all Pony Clubbers with long hair. Jewelry can be hazardous to the rider and is inappropriate at all times. Pony Club pin, identification and pinney must be worn at all times during the competition. Proper headgear is required whenever the pony clubber is mounted, at all formal inspections and at "jog out". When riding, Pony Clubbers must wear a conventional type of riding footwear with a heel, such as leather or rubber riding boots or jodhpur boots. Muck boots and leather sneakers that cover the ankle are allowed only when not mounted. Pony Clubbers either dress formally or informally at all rallies. (See Appendix.)

## **Rally Attire**

Formal dress is defined as wearing a solid black, solid navy blue or solid dark gray coat; a white riding shirt; a white stock with gold pin fastened horizontally through the knot; white, canary, tan or buff breeches; black field or dress boots; white, black or brown gloves (optional); and a belt if breeches have belt loops.

## **Formal Dress**

Informal dress is defined as wearing a coat (any color other than black); shirt or turtleneck; a choker (pins optional), or necktie, or white or colored stock (optional with turtleneck); any color breeches or jodhpurs; garter and/or foot straps (required with jodhpurs); appropriate black or brown boots; white, black or brown gloves (optional); and a belt if breeches or jodhpurs have belt loops.

## **Informal Dress**

Exceptions to the rules arise during extreme heat and at the discretion of the organizers. If jackets are waived, competitors must wear a plain colored or white shirt with sleeves. Short sleeved, plain polo shirts are allowed. No t-shirts are permitted.

## **Dress Exceptions**

### *Sample Rally Schedule*

#### **First Day**

- ◆ Arrive, set up tack room and stalls
- ◆ Soundness jog
- ◆ Equipment check

#### **Second Day**

- ◆ Feed and stable chores
- ◆ Formal inspection
- ◆ Competition
- ◆ Turn back (post-ride check of horse and equipment)
- ◆ Written test (may be read aloud to younger PCers)
- ◆ Feed and stable chores

#### **Final Day**

- ◆ Feed and stable chores
- ◆ Complete competition
- ◆ Turn back
- ◆ Awards ceremony

## **Sample Rally Schedule**

A great deal of the fun and success at a rally depends upon the team's preparation, which begins well before the rally date. Rally team members will be given Rally Prep Checklists to insure that no areas of preparation are overlooked. HSPC Work Days, in which team members and volunteers meet to prepare equipment and supplies for rallies and other events, are an important part of this preparation. Attendance at these meetings is strongly encouraged.

## **Preparing for Rallies**

**The Everything but the Horse Rally** is a good way for D level Pony Clubbers to gain rally experience and horse management knowledge while learning about a Pony Club sport. EBTH rallies are one-day rallies where competitors bring all necessary equipment -- except the horse. C level Pony Clubbers act as advisors. Team members set up a team tack room and stall (or trailer), and participate in a jog out, formal inspection and written test. An EBTH rally might be a Games rally, Show Jumping rally, Dressage rally etc. Competitors will perform their course, test or game on foot and learn more about that particular discipline. Ribbons are awarded for the overall best score, and there is traditionally a hobbyhorse contest where stick horses are judged and prizes given. The emphasis is placed on learning good horse management habits and competing at a rally successfully, making EBTH a good practice rally before the mounted rallies begin.

## **Everything but the Horse Rally**

**The Dressage Rally** is the only mounted rally that allows all HSPC Pony Clubbers, regardless of age or rating, to compete together as a TEAM. We encourage older Pony Clubbers to assist the younger, newer members to make this a positive introduction to what it means to rally and to be a team member. Dressage Rally is open to all HSPC members in good standing. The regional competition is for all levels. The national competition is for C1 level and up. The competitors are free to ride at the level they feel is appropriate for both their abilities and that of the horse or pony. The competitor is judged on a specific set of dressage tests. Pony clubbers receive a bonus for riding more difficult tests, but it is also generally true that it is easier to get better scores by riding less demanding tests. HSPC encourages the D's to start with simple dressage tests showing the rider's equitation skills and the rider's control of his mount. As the competitor moves up the ratings levels, riders are encouraged to choose tests where the amount of skill necessary to perform the dressage test also increases. The tests used by competitors at USPC dressage rallies have been developed either by the USDF or by the American Horse Show Association. A copy of each dressage test is available from the USPC Bookstore.

## **Dressage Rally**

At the option of the Pony Clubber, they may choose to compete in the musical freestyle (kur, pas de deux or quadrille) section of dressage rally. These are dressage rides choreographed to music with specific movements required. Participation in the kur or pas de deux is required to qualify for National Championships. Riders at the C1 and above levels, who are 13 years old on the first of January, and participate in a musical freestyle are eligible to qualify for the National Championships in dressage.

Preparation for the South Region Dressage Rally, which is usually in March or April, begins in December.

**Show Jumping** is a very exciting rally with riders and their mounts attempting to jump courses, set in a ring, with the fewest number of knock-downs, refusals, and run-outs. The jumps are often very colorful with a wide variety of flowers, and brightly painted jumps. Bushes and other props are used to add to the difficulty. These courses are considerably more technical and difficult than "stadium" rounds at combined training events. The jumping rounds are timed with an optimum time limit for preliminary rounds and the fastest speed determining the winner of the jump off. Members of HSPC in good standing who have expressed an interest and have acquired some experience in show jumping may be considered for this rally upon approval by the DC. Preparation for the Show Jumping Rally begins with lessons in March or April.

## **Show Jumping Rally**

The height of the jumps for the regional show jumping rally is determined by the size of the mount, the skill of the both rider and mount, and whether the competitor is attempting to qualify for the South Region Show Jumping Team. Requirements for qualifying for the National Championships in show jumping are rider must be 12 years old as of January, a C1 or above and compete in the qualifying rounds at the regional rally.

**Mounted Games** competition gives Pony Clubbers the opportunity to have fun and improve their riding and balance skills while working as a team. All games are played as team relay races, with four riders in each race. Teams may include four or five members, with the exception of Advanced teams, which only have two members. Races are won by speed and precision. Examples of races include pole bending, ball and cone, egg and racket, Old Sock, mug and the five-flag race. Mounted Games is a sport that Pony Clubbers at all ages and levels can enjoy.

## **Games Rally**

Divisions for the Games rally are as follows: *Walk/Trot/Non-Q*, for riders under the age of 10 who need assistance with their horse management; *Juniors*, for riders under the age of 13; *Seniors*, for riders under the age of 16; and *Advanced*, for riders aged 17-20. To qualify for Championships all members of a team must be at least ten years old and have a D2 or higher rating. Preparation for the Games rally begins in February or March.

**Eventing** rallies offer the opportunity for all Pony Clubbers to show the skills they have developed during their lessons. Eventing rallies test the participants in horse management and the riding phases of dressage, cross-country, and stadium jumping. All team members except stable managers must participate in all phases of the competition. To qualify for the National Championships in Eventing at the preliminary, training, or novice level, the Pony Clubber must be 13 years or older with at least a C2 rating.

## **Eventing Rally**

To progress through each Pony Club level, the Pony Clubber must not only exhibit the riding skills necessary to achieve the next level but also the horsemanship and horse management required. Quiz competition is a fun way of making this task more enjoyable.

## **Quiz Rally**

Quiz is a one-day competition between Pony Club teams in the South Region. It tests the Pony Clubber's knowledge of riding, horsemanship and horse management. Each team member must answer verbally and correctly numerous questions to score points for the team. The regional Quiz rally is open to all D and C level Pony Clubbers.

HSPC offers winter ground schools and practice sessions as preparation for Quiz Rally. The information offered at these study sessions is helpful to all levels of Pony Clubbers and is extremely useful as preparation for ratings or written tests at all rallies.

## *Other Activities*

HSPC participates in many other mounted and unmounted activities throughout the year. Clinics in a variety of disciplines are offered for riders to improve their skills and knowledge. Unless fundraising efforts provide otherwise, fees for clinics are the responsibility of the participant.

## **Clinics**

We also plan activities that allow for fun and social interaction, such as trail rides, beach parties, potluck dinners, and the December Holiday party. Members and their families are encouraged to participate in all of these activities.

## **Social Activities**

# Recognition

Horse Sense Pony Club holds an annual Holiday Dinner and Year End Recognition party in December to give achievement awards to HSPC Pony Clubbers participating in the activities over the year. HSPC recognizes the following achievements:

Ratings: Attainment of upper level rating levels by Pony Clubbers is recognized by the presentation of the National Rating Standard Certificates.

**Ratings Certificates**

Membership: Fifteen, ten and five year award certificates for members of USPC-HSPC who have been active in Pony Club for 5, 10, and 15 year periods.

**Membership Certificates**

Meeting Participation: Blue ribbons are given to all HSPC members who participate in 100% of the club meetings.

**Meeting Participation Awards**

Most Improved: The most improved in riding skill at the D & C level, based lessons and competition. Given at both the C & D level.

**Most Improved Awards**

Pony Club Spirit Award: The one who has done most to promote sportsmanship, good fellowship, and who demonstrates the meaning of a "good Pony Clubber". This is normally given as one award but may be given to both a D and C or above.

**Pony Club Spirit Award**

Most Promising: Awarded to the Pony Clubber who has accomplished the most in riding competitions not limited to pony club activities. The recipient is the one who is most likely to advance to high levels and further achievements.

**Most Promising Award**

Most Outstanding Pony Clubber Award: This award is given to the most outstanding HSPC Pony Clubber, based upon Pony Club participation, leadership, years of service, responsibility outside of Pony Club as well as Pony Club riding achievement, and the potential to represent Pony Club ideals beyond Pony Club membership.

**Most Outstanding Pony Clubber Award**

Most Outstanding Pony Award: Awarded, not necessarily annually, to a horse or pony ridden by several members of Pony Club in many activities and of which it can be truly said, "he taught the children."

**Most Outstanding Pony Award**

## **Awards Committee**

The recipients of these awards are to be nominated by a committee reporting to the Officers and selected at the November meeting. The committee should be appointed by the DC. All sources of information should be considered by the committee including instructors, competition experience and input from the Instruction Coordinator.

HSPC encourages giving awards to members and new awards are considered by the board as they are suggested by the membership.

# Organization: how we do it

The HSPC organization is made up of the District Commissioners, Officers, all Pony Clubbers, parents of Pony Clubbers, sponsors and volunteers.

## **Organization**

According to the USPC Handbook, a HSPC Sponsor is any interested party over the age of 21 years who notifies the HSPC Secretary of his wish to be enrolled as a Sponsor of the Club and who pays the HSPC Sponsor fee. The HSPC Sponsors have the power to:

## **Club Sponsors**

- ◆ Propose persons for election as District Commissioner by the USPC Board of Governors
- ◆ Recommend the HSPC DC/Jt. DC's for RS approval, and elect Secretary, Treasurer and other Officers.
- ◆ Vote on HSPC policy issues at the Annual Sponsors Meeting or other meetings called by the DCs.

To conform to USPC requirements, an Annual HSPC Sponsors Meeting is held before October 31st of each year. This meeting is usually scheduled in September. The records and minutes from this meeting are sent to USPC so that Horse Sense Pony Club may retain its USPC Member Club Charter.

## **Annual Sponsor's Meeting**

HSPC Sponsors must inform the HSPC Secretary of their intent to be a Sponsor and pay their fees at the Annual Sponsors Meeting to be considered an active sponsor for the coming year.

The Officers set the policies for the Club and are the final authority on policy and procedural ruling within the Club. Any parent or interested party is strongly urged to attend club meetings and to discuss issues brought before the Officers. However, only the Sponsors may vote.

## **Club Officers**

All HSPC Officers serve terms of one year. An Officer's term begins with election of officers at the Annual Sponsors Meeting and ends with election of new officers at the next Annual Sponsors Meeting. If, at anytime, there is an Officer's position vacancy, the DC and Jt. DCs may appoint a new officer to complete the term. DC's traditionally serve for at least three years.

HSPC also maintains a provision for a Junior Board, which consists of junior members appointed by the DCs. With the help of an adult Advisor, they elect officers and sponsor several activities per year, such as an annual dinner and fundraising activities. Criteria for selection include membership in Good Standing and demonstration of leadership abilities and communication skills, attitude and commitment.

## **Junior Board**

Horse Sense Pony Club communicates with its member families through an Internet egroup, a website, and the HSPC Newsletter.

## Communication

The HSPC website serves a dual function: as an additional communication device for our members, the website contains up-to-date scheduling and other info; as a public relations tool, it allows us to share HSPC activities with others.

**HSPC Website:**  
<http://horsesense.ponyclub.org>

The HSPC Newsletter is published annually, via electronic mail on the website and egroup, and provides our families with an overview of the Pony Club year. The newsletter showcases our club's activities and achievements. All Pony Clubbers and their parents are encouraged to contribute information to the editor of the newsletter.

## HSPC Newsletter

**Horse Sense Pony Club is a totally volunteer organization.** Parents and other interested parties enable HSPC to provide Pony Clubbers with all the activities and events listed in the HSPC calendar. These events and activities could not happen without a great deal of time and support from the many parents and volunteers of HSPC.

## Parent Volunteers

There are numerous volunteer opportunities within our Club. All volunteer positions are appointed by the DC in conjunction with the committee chairpersons. Detailed job descriptions for the various volunteer positions are included in the Appendix. These jobs are just a few of the ways for parents to get involved:

- ◆ Fundraising Coordinator
- ◆ Mounted/Unmounted Instruction Coordinator
- ◆ Activities Coordinator
- ◆ Equipment Coordinator
- ◆ Communications Coordinator
- ◆ Librarian
- ◆ Helpers At Clinics/Shows/Rallies

### ***What else can a parent do to help?***

- ◆ Offer to assist at lessons, rallies, and social events.
- ◆ Contribute to the HSPC Newsletter, website and egroup.
- ◆ Provide food and beverages at Club activities.
- ◆ Help with transportation and trailering to and from activities.
- ◆ Photograph or videotape activities to share with the Club.
- ◆ Assist with fundraising projects.
- ◆ Bring ideas and enthusiasm to Pony Club meetings.
- ◆ Attend rallies and other Pony Club events to show support for our kids.
- ◆ Cash donations to underwrite HSPC activities are always welcome!

# *Fundraising: how we pay for it*

## **Club Resources**

Our Club collects dues from its membership, in addition to those that our members pay to the Region and to National. This will allow us sufficient 'start-up' money to meet Club expenses until our new fundraising programs are in place. *Once we have a well-established fundraising program to underwrite our budget, then we hope to be able to subsidize part or all of the rally fees and lesson fees that are currently paid by our members. It is vitally important that our fundraising efforts are supported if we are to achieve this goal.*

Dues are payable in full by Nov. 1 of each year. Membership dues are not usually prorated. Dues for the 2006-07 year are comprised of the following fees:

## **Membership Dues**

### For New Members – Total of \$125

- ◆ \$75 National Dues
- ◆ \$10 new member initiation fee (paid to National)
- ◆ \$20 regional dues
- ◆ \$20 Horse Sense Pony Club

### For Renewing Members – Total of \$115

- ◆ \$75 National and Regional Dues
- ◆ \$20 Regional dues
- ◆ \$20 Horse Sense Pony Club

Sponsors pay an annual fee of \$1 to the Club for voting privileges in the fiscal year. Sponsors dues are not prorated. Sponsors' dues for the year are payable in full following the Annual Meeting, with a renewal date of Nov. 1. Sponsors' fees must be paid at least thirty days before a meeting in which the Sponsor wishes to vote.

## **Sponsor's Fee**

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.

## **Donations**

We rely upon our dedicated volunteers to help us with fundraising programs to offset costs and lower our fees – ask what you can do to help!

## **Fundraising Programs**



# Resources: how to get more information

There are many different sources of information within Pony Club. These include:

- ◆ **Your DC: Dana Surrusco**, 706-636-2123 (barn); 706-635-3249 (home), pc@eaglemountainstables.com
- ◆ Our members-only internet Egroup:  
**<http://www.yahogroups.com/HSPC>**
- ◆ Our public website: **<http://horsesense.ponycub.org>**
- ◆ **The HSPC Newsletter**, available online on our website, or in a pdf file on both the website and the Files section of the Yahoo egroup.
- ◆ **The United States Pony Club National Office**, 4041 Iron Works Parkway, Lexington, KY 40511-8462; Phone: 859-254-7669; Fax: 859-233-4652; Bookstore: 859-422-5522; Web site: **<http://www.ponycub.org>**
- ◆ The South Region website:  
**<http://www.ponycub.org/regions/south>**
- ◆ *The USPC Bookstore Catalog* (visit the USPC website to obtain a copy).
- ◆ *The USPC Manuals of Horsemanship, The USPC Horse Management Handbook, and the USPC Standards of Proficiency*, all available from the USPC Bookstore – **and all are required reading for your child.**
- ◆ Various USPC rule books for rallies (ie, *USPC Show Jumping Rallies*) – available from the USPC Bookstore, and **required reading for rally participation.**
- ◆ *The Horse Sense Pony Club Policies*, the official policy document of HSPC, which is a supplement to the *USPC Bylaws for Registered Clubs*, the *USPC Regional Bylaws*, and the *USPC National Bylaws*. Look for copies of these policies in our Egroup Files section, or ask the DC for a copy.
- ◆ Other parents, who are always willing to share information



# Appendix

## ***Equipment and Materials Your Child Should Have***

(may be borrowed or purchased)

### **REQUIRED FOR ALL MOUNTED ACTIVITIES:**

- ASTM/SEI-approved riding helmet
- Heeled boots suitable for riding
- Current signed Medical Release and Activities Release forms\*\*
- Current Coggins test and other veterinary info

### **REQUIRED INSTRUCTIONAL MATERIALS:**

- USPC Manual of Horsemanship\** -- appropriate version for child's level
- USPC Horse Management Handbook\*\**
- USPC Standards of Proficiency\*\** -- appropriate version for child's level
- USPC rule book\*\* appropriate for that rally (ie, *USPC Show Jumping Rulebook*)

### **MAY BE REQUIRED FOR PARTICIPATION IN RATINGS, CLINICS AND REGIONAL RALLIES:**

- Pony Club pin\*
- Horse Sense polo shirt (for clinics, rallies, and other regional events)
- Beige or tan casual shorts or pants (for rallies)

Correct Formal Dress items as described in the *USPC Horse Management Handbook*:

- Black* ASTM/SEI-approved helmet or helmet cover
- Solid-color black, navy, or dark gray coat
- White, canary, buff or tan jodhpurs or breeches
- White riding shirt
- White stock tie
- Plain stock pin
- Black* field boots or dress boots
- Gloves (optional) must be white, black or brown
- Belt required if breeches have belt loops

Correct Informal Dress items as described in the *USPC Horse Management Handbook*:

- Helmet, same as Formal
- Coat may be any color except solid black (we recommend a solid navy)
- Rat-catcher, turtleneck or dress shirt
- Stock tie, choker, or necktie (not required with turtleneck)
- Any conservative color breeches or jodhpurs except white; garters and/or hold-down straps required with jodhpurs
- Appropriate black or brown riding boots
- Gloves and belt, same as Formal

\* Available through USPC Bookstore

\*\* Available through USPC Bookstore, and as a free download from USPC Website

## ***Additional Documents You Should Download from the Pony Club Website (go to the Forms page):***

- Safety Packet
- D Study Guide Written Test
- Discipline Rulebooks for *Dressage, Games, Show Jumping, Eventing, Quiz, and Tetrathlon*

## ***Additional Items You May Wish to Obtain:***

- ◆ Warm-up suit or loose, elastic-waist pants and top to cover riding attire or Formal Dress (to protect from dirt before formal inspections)
- ◆ HSPC caps and sweatshirts
- ◆ Tack and Rally Equipment: many items are required for mounted activities, including but not limited to bridles, halters, saddles, grooming equipment, etc. Equipment lists are provided as required.
- ◆ Horse trailer

## ***Other Possible Costs:***

- ◆ Rally and clinic fees
- ◆ Horse transportation costs
- ◆ Meal costs
- ◆ Overnight accommodations
- ◆ Other expenses incurred in optional activities

## ***Suggested Resources for Tack and Clothing:***

- USPC Bookstore: 859-422-5522; Web site: <http://www.ponyclub.org>
- Online mail-order catalogs (do a Google search for addresses):
  - State Line Tack (ask for a Pony Club discount!)
  - Dover Saddlery
  - Country Supply
  - Jeffers Equine
  - Bit of Britain
  - Valley Vet Supply
- Ebay
- Local tack stores
- Used clothing and boots may be available from other Pony Clubbers

# Glossary

<b>AHSA</b>	American Horse Show Association. This is the main organizing and governing body of all recognized horse competitions.
<b>Baby Novice</b>	A competition level in which competitors are required to jump approximately 18" to 2'3". This division is not recognized by USEA.
<b>Beginner Novice</b>	A competition level in which heights tend to vary. It can be anywhere from 2'3" to 2'11". Also called Pre-Novice and Starter Novice.
<b>Briefing</b>	A meeting to inform rally competitors of rules and procedures of the competition.
<b>Combined Test</b>	A two-phase competition which includes only dressage and cross-country. Sometimes it includes dressage and stadium jumping.
<b>Eventing</b>	The sport combining dressage, cross-country jumping and show jumping in the format of a Horse Trial or a Three Day Event. Formerly called "Combined Training".
<b>DC</b>	District Commissioner. Director of a local Pony Club.
<b>Formal Inspection</b>	Inspection, at a Pony Club Rally, of the rider's dress, the cleanliness of the rider, mount, and tack and the proper fit and repair of the tack according to the rider's rating level and the activity type.
<b>Freestyle</b>	Also known as musical freestyle or kur; a dressage test with specific movements, set to music. It is judged on performance of the movements and on the musical interpretation. The rider chooses the music and choreographs the movements.
<b>Jog Out</b>	The activity of trotting horses <i>in hand</i> ; that is, with a bridle only. The horses are observed by a veterinarian and checked for soundness.
<b>Jt. DC</b>	Joint District Commissioner. Assistant director of a local Pony Club.
<b>Kur</b>	See Freestyle.
<b>Novice</b>	A competition level in eventing that requires competitors to jump 2'11".

<b>Omnibus</b>	A book issued quarterly by USEA announcing all recognized competitions, dates and information for entries.
<b>Optimum</b>	Ideal time for completing a jumping phase, riders exceeding this time are penalized.
<b>Pinney</b>	A competitor number in the form of a bib.
<b>Preliminary</b>	A competition level in eventing that requires competitors to jump 3'7".
<b>Prize List</b>	Announcement of a competition listing dates, levels, location, etc.
<b>Pas de Deux</b>	A musical freestyle performed by two riders at the same time.
<b>Pre-Novice</b>	See Beginner Novice
<b>Quadrille</b>	A musical freestyle dressage exhibition performed by four or more riders at the same time.
<b>Rally</b>	A Pony Club competition. Pony Clubbers compete on teams at the Regional or National level.
<b>Rating</b>	Pony Clubbers of one level are tested according to USPC Standards and procedures so that they may advance to the next rating level. All rating tests include riding and oral phases.
<b>Region</b>	USPC divides the country into regions presided over by a Regional Supervisor. HSPC is a member of the South region.
<b>Ribbons</b>	Awards commonly given at competitions: first place-blue, second place-red, third place-yellow, fourth place-white, fifth place-pink, sixth place-green, and seventh place-brown.
<b>RS</b>	Regional Supervisor. Coordinates the activities within the region.
<b>Safety Check</b>	An inspection of rider, tack and equipment to ensure that they are in good repair and fitted properly.
<b>Schooling Show</b>	A show not recognized by AHSA, USEA or USDF.
<b>Sponsors</b>	Adults who are interested in supporting HSPC. They pay a sponsor's fee and vote on Club officers and Club policy at the annual sponsors meeting.
<b>Stall Card</b>	Specifically required information that must be attached to a competitor's stall at all rallies.
<b>TD</b>	Technical Delegate. An official at a competition who interprets rules and resolves disputes.

<b>Turn Back</b>	A post-ride check of horse and equipment at Pony Club rallies.
<b>Training</b>	An eventing competition level that requires competitors to jump 3'3" or, a dressage competition level that requires basic dressage movements.
<b>Turnout</b>	Condition of the rider and horse at inspection at a Pony Club rally.
<b>USEA</b>	United States Eventing Association. In adjunct with the AHSA; it governs eventing competitions.
<b>USDF</b>	United States Dressage Federation. In adjunct with the AHSA; it governs dressage competitions.
<b>USPC</b>	United States Pony Club.

## Detailed Job Descriptions for Volunteer Positions

### Fundraising Coordinator

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

### 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 Assistant Horse Management Judges
- 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

### 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

### 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

#### **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

#### **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

#### **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