

# **OHIO VALLEY PONY CLUB POLICIES**

February, 2007

## **GENERAL**

The policies of the **Ohio Valley Pony Club** (hereafter referred to as **OVPC**) are intended to supplement, not replace, the policies of the Tri-State Region and the United States Pony Clubs, Inc. It is recommended that these policies be reviewed and updated on a yearly basis. Their intention is to foster safe participation in horse-related activities and to provide an orderly way to manage club affairs.

## **PHILOSOPHY**

The philosophy of OVPC is to foster the safe enjoyment of horses and riding. OVPC shall promote the highest ideals of sportsmanship, teamwork, and citizenship; thereby, cultivating strength of character, responsibility, and self-discipline, while encouraging strong parental involvement and support for these efforts.

## **SAFETY**

Rules of safety outlined in the USPC horse management handbook will be observed at all times during any activity sponsored by OVPC. All participants must provide their own helmet and appropriate footwear, i.e., boot with heel.

## **FINANCIAL**

- A. OVPC is a non-profit organization. All pony club members and parents are urged to participate in the various means necessary to raise funding for the benefit of all OVPC members.
- B. OVPC utilizes various sources for enhancing the operation of the club: donations, membership dues, sponsors' fees, fundraising activities, etc.
- C. OVPC agrees to accept financial responsibility in the following areas:
  - District Commissioner (D.C.) and Joint-D.C.
  - Reimbursement costs for mailing, copying, and telephone expenses.
  - Payment of annual sustaining membership to USPC.
- D. OVPC will purchase any equipment or materials deemed necessary for the benefit of the membership.
- E. OVPC will pay the hold harmless agreement fee to cover properties used by the club.
- F. OVPC requires prepayment of any fees (rally, camp, etc.). These are to be paid in full prior to attending the activity in question. Outstanding club balances will prohibit participation in all further club activities. This is the member's responsibility, but quarterly statements will be issued by the Treasurer if needed.

## MEMBERSHIP

### A. Club Membership

1. Any child is welcome to join OVPC as long as she/he can demonstrate appropriate conduct as per National Pony Club expectations.
2. OVPC will accept members on a continuing basis; however, the club encourages new members to join at the beginning of the calendar year in order to gain the full benefit of Pony Club.
3. Information regarding USPC will be provided to any individual expressing an interest in Pony Club.

### B. Member In good standing

1. Must have current dues paid in full. In accordance with Tri-State Regional Policy, a member must be in good financial standing with any other club, Tri-State Region, any other region, and the national club.
2. Submit required medical releases, rally releases, and proof of negative Coggins to the D.C. each year.
3. Each OVPC member must attend at least 50% of the mounted and 50% of the unmounted meetings to be a member in good standing. Members are encouraged to attend even if their mounts are unavailable. Pony Clubbers should arrive at the meeting, whether mounted or unmounted, prepared.
4. Encourage one or more responsible adults to participate in as many OVPC activities as possible.

### C. Sponsors

1. Sponsors are parents of members and other interested adults who have demonstrated an interest in the welfare of the member club and who have paid the current annual Sponsor's fee.
2. Sponsors should be active in the club, should attend all Sponsors' meetings and should aid the D.C. in policy making and planning, organizing, and running club activities.
3. Sponsors have the right to review all records, policies, and By-Laws of the club. Sponsors shall have the power to elect officers of the Ohio Valley Pony Club and propose for approval to the Board of Governors one or more persons to serve as the club's D.C. and Joint D.C.
4. The duration of sponsorship in a club is one year, renewable upon the payment of the Sponsors' fee proposed by the D.C. and ratified by the sponsors of the club. The Sponsor's fee for the following year is set at the club's annual meeting before the election of the next year's officers or the nomination of the next year's D.C.

5. There shall be an annual meeting of the sponsors, held once each year prior to October 31 to provide the club with a forum to nominate and elect officers, to elicit input in planning activities, and to provide information for sponsors. Notice of the time, place, and agenda of the annual meeting shall be postmarked at least 14 days before the meeting and sent to each sponsor at his/her address as it appears in club records. The list of sponsors must be closed not less than two weeks prior to postmarked date of meeting notice and no later than four weeks prior to the meeting.

## **BEHAVIOR**

Tri-State Regional Policy

USPC #0500 (2/296). #0000(5/2/93). #0100(5/2/93)

USPC Handbook 1991

- A. Members and parents participating in any pony club activity, either as a participant or an observer, are expected to display the highest levels of citizenship, good manners, and sportsmanship in their behavior.
- B. Any rally participant receiving points for poor sportsmanship will not be permitted to compete in their next scheduled rally.
- C. Any OVPC members using illegal drugs, alcohol, or tobacco products at a Pony Club activity will be asked to immediately leave the activity and will be suspended from participating in Pony Club activities for the remainder of the membership year.
- D. Chaperones must refrain from using alcohol or illegal substances during the duration of the activity they are chaperoning. The "uniform Chaperone duties" form provided by USPC must be signed by all Chaperones.
- E. The use of alcoholic beverages is prohibited at any OVPC function.
- F. Controlled Substances – USPC #0500 (2/2/96)

## **RATINGS**

- A. To rate, a member must be in good standing as previously defined in these policies.
- B. Each OVPC member must submit a completed application for rating to the D.C. no later than four weeks prior to the scheduled rating date.
- C. In order to keep the ratings as fair as possible, the D.C. shall select an impartial examiner. Pony Clubbers may not be examined by persons from whom they have taken regular riding lessons.
- D. New members' initial rating can be done at their barn by an examiner, whether they are members or past members of OVPC. Pony Clubbers may rate in at any level, but they must be given the unmounted portions of all the standards below the one to which they are rating. If they do not pass one of those rating standards, they must take the riding portion that correlates to the last standard they passed.

- E. Seven days notice is required to notify the D.C. of intent to cancel oneself from a rating without financial penalty. With less than seven days notice, the member will relinquish the rating fee unless a vet or physician certificate is presented.
- F. A minimum of two ratings a year will be offered by the club. Members unable to attend these may test outside of the club with permission from the D.C.

## **PARTICIPATION IN REGIONAL RALLIES**

- A. The Pony Clubber must be a member in good standing.
- B. The Pony Clubber must notify the D.C. by March 1 which rallies s/he hopes to compete in that season. This in no way obligates them to attend these rallies, but it will be helpful to the D.C. in making sure that all those wanting to participate are kept informed.
- C. The Pony Clubber must have the approval of the D.C., Joint D.C., the level coordinator, and the rider's instructor (where applicable).
- D. It is strongly recommended that the Pony Clubber attend all applicable prep sessions. Attendance at mounted clinics, unmounted clinics, camp, rallies, and volunteer opportunities will be taken into consideration; as will displays of good sportsmanship. Stable Managers will be chosen on a rotating basis.
- E. At all overnight rallies, teams need to stay together. Teams must travel together to and from the rally grounds with their Chaperones. Pony Clubbers are not permitted to drive once the rally begins.
- F. Each team is responsible for returning OVPC's horse management supplies. The contents must be clean, complete, and in good order when returned. Otherwise, the team will be charged replacement costs for the items missing.

## **PONY CLUBBERS' RESPONSIBILITIES**

- A. General
  - 1. Members should always maintain good communication with the D.C. This includes notification of rally intentions by March 1.
  - 2. It is the member's responsibility to be aware of all requirements for a rating. Members should be familiar with all the information in the Standards and be thoroughly prepared to pass the testing.
  - 3. Members should take advantage of all possible opportunities to improve their skills. They should be active in their club and region, taking on more responsibility as they progress through the ratings. Older pony clubbers, those less able to participate in all of the regularly scheduled club activities, will be encouraged to contribute to their Pony Club or one closer to them. This is to be arranged by the member and involved D.C.'s.
  - 4. The upper level candidate should be helping with club and regional activities, such as teaching and assisting at rallies. They should take advantage of educational opportunities provided by the club and the region. They should also study and make arrangements to develop expertise outside the club.

B. Rally Responsibilities

Pony Clubbers should come prepared with clean tack, neat attire, and a groomed mount; be prepared to work for the good of the team; come with a cooperative attitude; respect the host's efforts and facility, leaving the area in better condition than when it was found; take time to make new friends in the region; respect the position of Stable Manager; and thank the organizers for their work in planning the competition.

**PARENTS' RESPONSIBILITIES**

A. General

1. Parent participation is absolutely necessary. Parents are **expected** to participate in as many OVPC activities as possible during each year their child is in Pony Club. Fund raising, horse show events, serving on the board or a committee, chaperoning, or volunteering are some of the areas in which parents can participate.
2. Parents should strive to make a Pony Clubber's participation in Pony Club a positive, successful experience.
3. Parents need to understand that ratings are not competitive events. Ratings are an examination of the child's knowledge and skills to determine whether a child is "safe to work" within that standard.
4. Parents are responsible for getting their child to Pony Club activities on time with proper supplies and equipment.
5. To help a child at a rating, the parent should have the member and horse there on time. The child should have the proper equipment. All written requirements should be checked before the rating to be sure that they are finished and legible.
6. To help the child for the future, the parent should encourage the child to assume more of the responsibility for the preparation for the rating or activity.

B. Rally Responsibilities

1. Always keeping the interest of the Pony Clubber in mind, it is the responsibility of the parent to get the child and the mount to the rally in a calm, rested, and prepared state before the scheduled time.
2. Except for helping the Pony Clubber to unload heavy items, the parent should feel free to relax and enjoy the event. This includes watching with a positive attitude and good sportsmanship, allowing the child the freedom to compete without parental "guidance."

**AMENDMENTS**

The OVPC Policies can be amended, added to, altered, or repealed at the annual meeting of Sponsors by the vote of the majority of the sponsors present at such meeting provided that a notice of such proposed amendment, addition, alteration, or repeal is given in notice of meeting.