

MTPC POLICY MANUAL

October 19, 2004

Article I - Purpose

Section 1. Purpose

These policies are established to provide guidelines for the administration of the activities of the Middle Tennessee Pony Club. These policies shall in no way lessen the powers and authority granted to the District Commissioner under the By-laws of the Middle Tennessee Pony Club. These policies are intended to be the means to carry out the Mission Statement (Article I, Section 2) and the Guiding Beliefs (Article I, Section 3) of the United States Pony Clubs, Inc.

Section 2. Mission Statement

A. The United States Pony Clubs, Inc., an educational organization, teaches riding, mounted sports, and the care of horses and ponies and develops in youth the characteristics of responsibility, moral judgment, leadership and self-confidence.

B. Middle Tennessee Pony Club is responsible for the Supervision of established policies, guidelines, and activities of the members under its authority.

Section 3. Guiding Beliefs

The Guiding Beliefs of the United States Pony Clubs, Inc. are:

- A. USPC is an educational organization.
- B. The local club is the core of the United States Pony Clubs.
- C. USPC provides an opportunity for shared fun and cooperative work with others.
- D. Fair and friendly competitions develop teamwork and sportsmanship.
- E. USPC is beneficial for both horse and rider.
- F. Horse Management is basic to the United States Pony Clubs.
- G. USPC is committed to safety.
- H. USPC requires parental involvement and support.

Section 4. Changes

Changes to policy may be required from time to time and shall be proposed to the MTPC Board of Directors. All policies must be approved by the MTPC Board of Directors.

Section 5. Deviations and Waivers

In situations with special circumstances, the District Commissioners may authorize deviations to or waivers of these policies.

Article II - Organization

Section I.

District Commissioners, Officers and Board of Directors are governed by USPC, Regional and MTPC By-laws.

Section 2. Committees

The DC and/or the Board of Directors shall appoint from time to time committees to aid in the implementation of the policies of the organization. The committee chairperson shall report to the DC. Committees shall consist of the following:

- A. Advisors for "D", "C" and upper level pony club members
- B. Quiz
- C. MTPC Spring Fundraiser
- D. Regional Rally
- E. Instructional Programs
- F. Horse Trials

Article III - Education

Section I. Clinics

Clinics shall be provided for all levels of members with suitable instructors. Cost shall be the responsibility of the pony club members attending. Clinic schedules shall be communicated to the membership at least two weeks prior to the clinic either by the newsletter or direct mailing to the members.

Article IV – Ratings

Section I. Testing

At least four uprankings shall be scheduled each year. One in the spring at Unranked/D Camp in the summer, one in August, and one in the fall. The testers shall be selected by the DCs. The testing shall take place at Percy Warner Park or some neutral location where those being tested do not ride on a regular basis.

Section 2. Regional Ratings

Candidates for the "C3" rating are recommended by the DC and examined by a Regional C3 Examiner. The region will schedule at least two (2) "C3" tests each year. MTPC will pay for the test fee for the candidates for the first attempt. All other expenses will be paid by the candidate.

Section 3. National Ratings

Candidates for "B", "H-A" and "A" ratings are recommended by the DC and the Regional Supervisor, and examined by National Examiners of the USPC. Such testings are arranged by the USPC. The test fee will be paid by MTPC for the first attempt. All other expenses will be paid by the candidate.

Section 4. Pony Clubber's Responsibilities

A. Pony Clubbers should always maintain good communication with their DCs regarding their preparation and readiness for the next rating. One month before the scheduled rating, candidates are encouraged to submit a letter to the DC requesting a rating and stating what they have accomplished with their riding and study since the previous rating.

B. It is the Pony Clubber's responsibility to be aware of all requirements for their rating. They should be familiar with all of the information in the Standards and be thoroughly prepared for the testing. Standards may be ordered from the USPC bookstore (and on the USPC website, www.ponyclub.org). Pony Clubbers should also keep their parents informed.

C. The upper level candidate (C3 and higher) should be helping with club and region activities, such as teaching and assisting at rallies. They should take advantage of the educational opportunities the club and region provide and should also study and make arrangements to develop expertise outside Pony Club.

Section 5. Parent's Responsibilities

A. To make a Pony Clubber's participation in Pony Club a positive, successful experience, the parents need to understand that ratings are not competitive events, by an examination of the child's knowledge and skills to determine whether the child is "safe" at the next level. Pushing a child beyond a safe skill level can be not only mentally destructive, but physically dangerous, as well.

B. To prepare the Pony Clubber for ratings, the parent should be committed to getting the child to all Pony Club meetings, mounted or unmounted, local, regional, or national on time and with proper supplies and equipment.

C. To help the child at a rating, the parent should have the Pony Clubber and horse there in plenty of time, being sure the child has the proper equipment and supplies, and checking beforehand to see that any written requirements are done on time and legible.

D. To help the Pony Clubber for the future, the parent should encourage the child to assume more and more of the responsibility for preparation for rating.

Article V – Competitions

Section I. Quiz

Quiz study sessions shall be provided in sufficient number to enable members to become familiar with the material and the process of Quiz competition.

Attendance at two (2) Quiz study sessions is required of all rally participants.

Entry fee for Quiz competition is paid for by MTPC; the pony clubber is responsible for transportation, hotel and other costs for participation. The Pony Clubber should submit a Letter of Intent, prior to Quiz, to compete in the National Quiz Rally.

Section 2. Regional Rally

Rally camp will be scheduled for the training and preparation for rally participation. MTPC will pay for the rally fee. Should a pony clubber wish to compete in more than one rally, the child is responsible for the fee for the second rally. MTPC will pay for the more expensive fee. Attendance at rally camp is required for rally participation. A letter of intent must be filed prior to Regional Rally in order to participate in the National Rally.

Section 3. Pony Clubber's Responsibilities

- A. Be prepared and work for the good of the team.
- B. Have a cooperative attitude.
- C. Respect organizers' efforts and the facility. Leave the area in better than you found it.
- D. Take the time to make new friends in the region.
- E. Thank the organizers for their work in planning the competition.

Section 4. Parents' Responsibilities

It is the responsibility of the parents to get the child (and horse) to the rally in a calm, rested, but prepared state at the scheduled arrival time. Except for helping to unload heavy items, the parent has no other responsibility to help the child. The parent can then join MTPC in the area in which they have volunteered to help. The parents respect that this competition is for the Pony Clubbers and will allow the child the freedom to compete without parental "guidance".

Article VI – General Policy

Section 1. Safety Checks

Safety is of the utmost importance in Pony Club. The club has the responsibility to check each members' horse management skills, and to be sure that all Pony Clubbers' equipment is suitable, safe, and in good repair. The region requires knowledgeable, adult-supervised safety checks before every mounted meeting. ASTM approved helmets are required when mounted at all times.

Section 2. Transportation

The parents must grant written permission for their Pony Clubber to transport any passengers and note if there are any restrictions. The parents of any passengers must also give written permission for their Pony Clubber to be a passenger. Written permission must also be given for a Pony Clubber to leave an activity before the conclusion of that activity.

Section 3. Use of Equipment

From time to time, with the permission of the DC, other groups may use Pony Club equipment. There is a use fee of \$50.00 and a breakage fee equivalent to the replacement cost for the use of equipment.

Section 4. Personnel

Officers and Board members of MTPC cannot be professional trainers.

Section 5. Invited Guests to Meetings

Professional trainers may be invited to Board meetings in an advisory capacity as the need arises.

Section 6. Parents as Volunteers

Parents of Pony Clubbers are expected to volunteer. Pony Club is a volunteer-based organization and its success is dependent upon the efforts of its volunteers. All parents are expected to contribute volunteer hours or financial support to the two major fundraisers. These funds are used for equipment, rally and Quiz fees, testing and general operating expenses of the Club.

Article VII – Responsibilities of Advisors

Advisors have the following responsibilities:

- A. Supervise and run all camps, clinics, and mini-events.
- B. Assist with uprankings.
- C. Assist with work days and schooling days.
- D. Keep records for mini-events.
- E. Assist with fundraising.
- F. Discipline: see Article II and Article X sec. 2 of MTPC By-

Laws.

Article VIII – Parent of the Day

For each camp or clinic, a parent is needed to be present for the entire day. This parent is responsible for:

- A. Securing snacks, cups, coolers/igloos of drinks and ice for drinks.
- B. Securing lunch for the instructors.
- C. Helping with First Aid, calling parents and calling for medical aid, if needed.
- D. Making certain there is an adult in the barn at all times (themselves or an appointee).
- E. Remain at the location of the activity until the last child is picked up.
- F. Clean up the area, or supervise the cleaning up, and return the coolers to the Pony Club House or a predetermined area for safekeeping.)