

Ramona Vicente Pony Club Policies

1. Purpose

To set the framework of how the club is organized and run.

Any policy that contradicts a National or Regional policy will be made void.

2. Sponsors

a) Responsibilities

Attend sponsor meetings to guide the direction of the club.

All voting is decided on a majority basis of sponsors in attendance at a sponsor meeting.

Each child must have a Sponsor. This is usually a parent.

A sponsor represents the interests of the child being sponsored.

All club officers must be sponsors.

b) Term

Sponsorship term is from January to December.

New sponsors can sign up at any time within that period except for a 4 week blackout period prior to the Annual Meeting

The DC has the right to refuse sponsorship.

c) Dues

\$2 per term. This can only be revised at the club Annual Meeting.

d) Non member sponsor

The DC may allow sponsors who do not represent a child to join the club.

These sponsors would take an advisory or officer position.

There must be at least twice as many member sponsors as non member sponsors.

e) Meetings

There will be at least 2 sponsor meetings a year.

One will be the Annual Meeting where the officers are elected.

f) Policy Changes

These can be suggested and approved at a sponsor meeting by the current sponsors. Changes can not contradict the National or Regional policies and must be workable.

3. Membership

a) Member In Good Standing

All National, Regional and Club dues are paid in full by the due date.

Assists in club and regional activities when asked to.

Participates in mounted and unmounted lessons unless excused by the DC.

Participation covers riding or teaching or both.

b) Membership Levels

i. **Active:** Pays dues monthly and attends pony club on a regular basis.

ii. **Inactive:** Does not attend riding lessons. This is for members who are ill or whose horse is unridable. One month notice of request to go inactive required. One month notice of request to go active is required.

iii. **Probation:** Pays monthly dues but does not attend lessons. This is for members who have repeatedly violated a safety or code of conduct rule. The probation period will last one month.

c) Termination

The DC has the right to terminate membership due to repeated misconduct of the pony clubber or the sponsor. In the case of sponsor misconduct, an effort will be made to find a replacement rather than penalize the pony clubber.

d) Meetings

Short parent meetings will be held as needed during riding lessons. Each child under the age of 17 must have an adult who is responsible for that child present at all mounted meetings.

4. Club dues

a) Active Member

\$45 per month

b) Probation

\$45 per month

c) Inactive

\$10 per month

**All dues are due and payable whether clubber participates in lessons/activities or not

5. Instruction

a) When and Where

2 riding lessons a month, additional, optional pay as you go lessons may also be scheduled.

2 horse management lessons for the D's each month- usually at the IEC before or after the mounted lesson.

(attendance at the unmounted lessons is required)

C level Horse Management will be offered at the Club level,

Regional level, or shared between clubs

- b) **Hiring**

The DC is responsible for hiring instructors and negotiating payment.
The DC is responsible for discontinuing the use of instructors or in giving them performance feedback.
This is not a voting matter.
The DC should solicit feedback from the parents and pony clubbers about the effectiveness of instruction on a regular basis, and should act on this information.
- c) **Facilities**

Ramona Vicente Pony Club will be based at the IEC.
The DC is responsible for negotiation of land use.
The members of Ramona Vicente Pony Club will be responsible to satisfy the needs of the land owners as negotiated by the DC.
- d) **Cancelled Lessons**

Lessons may be cancelled due to the weather or other events out of our control. Its up to the DC to decide if the lesson will be rescheduled or dropped.
- e) **Use of C1 and above members**

C and above pony club members will be encouraged to teach mounted lessons under supervision, and unmounted lessons.
The pony clubbers will not be paid for these lessons as they are part of their instruction program.
- f) **Parent in charge**

A parent (or parents) will be assigned to be in charge of a lesson day.
Responsibilities are to report back to the DC on any incident that may have happened and resolve problems as they happen.

6. Ratings

Ratings will only be offered to members in good standing.

- a) **Prep Guides**

For D1 through C2, all pony clubbers are responsible to keep a prep guide and get the PC instructors to sign off items that they have reached proficiency in.
When the prep guide is complete or nearly complete, and the pony clubber has a desire to rate up, the prep guide should be presented to the DC for review. This is the start of setting up for a rating.
The DC is responsible for encouraging the pony clubbers to work towards their next rating.

b) Regional Preps

D3 and C1 pony clubbers can attend Regional Preps when available. This is advised but the results of the prep will not affect eligibility to take the C1 and C2 test.

c) Costs

D1 ratings will be performed at no cost to the candidate.

The examiner for a D1 rating will be a C1 and above pony clubber from RamonaVicente Pony Club where available and will not be paid for this task.

D2 through C2 ratings will be performed by appropriate examiners who are not members or instructors of RamonaVicente Pony Club. These ratings will have a fee.

d) Examiner Training

All C1 and above pony clubbers will be encouraged to conduct or assist in ratings outside the club when they reach the appropriate age if they wish to continue rating up.

It's the DCs responsibility to make it known to other clubs who we have available to be examiners.

Examiners can expect to get paid for external ratings.

7. Rallies

Rallies will only be offered to members in good standing.

a) Rally Moms

Each rally team will require a rally mom (male or female) to organize the preparation of the team for the rally, collect entry fees, submit the paper work, and arrange practices.

The rally mom will usually be the parent of one of the team members.

b) Rally selection

The DC is responsible for selecting the rally team(s) from those who wish to rally.

Rally selection will not be based on choosing the best riders but on the development of the pony clubber and on merit.

All pony clubbers should be encouraged to take part in at least one rally a year.

Stable managers will not be charged for entering the rally.

The entry costs for a rally will be divided between the riders.

8. Fund Raising

The club dues are set to cover the cost of instruction and the end of the year financial report should show total club dues and instruction costs being approximately equal.

The club needs to maintain a float balance to make up for times when there are more out goings than incomings.

The club is encouraged to take part in fundraising and the money earned from this will go into a fundraising account along with the sponsor fees.

This money will be available to be spent in the following proportions.

Spending of money from this account should be discussed at a sponsor meeting and voted on.

- a) **Field Trips** – 15%
- b) **Parties** – 15%
- c) **Rallies** – 15%
- d) **Ratings** – 15%
- e) **Equipment** – 15%
- f) **Misc.** – 25%

9. Regional Responsibilities

a) **Championship Fundraiser**

The DC will be asked at the Regional meeting to support the Regional Fundraising effort.

It's the responsibility of the members of the club to support the DC by carrying out those tasks agreed to at the Regional meeting.

b) **Organize a Regional Activity**

The DC will be asked at the Regional meeting to organize a Regional activity.

It's the responsibility of the members of the club to support the DC by carrying out those tasks agreed to at the Regional meeting.

10. Volunteers

a) **Rally Coordinator**

Function is to train and support the rally moms.

b) **Ratings Coordinator**

Function is to set up a rating and communicate place, time, costs, etc with the candidates, examiner and land owner.

c) **Activities Coordinator**

Function is to organize field trips, parties, camps, etc.

Task should be to delegate tasks to others and oversee them.

d) Instruction Coordinator

Function is to produce the riding schedule each month and communicate it to the club.

e) Volunteer Coordinator

Function is to work with the IEC manager to determine which volunteers are required, and with the club to provide them.