

SECTION VI: Appendices

Appendix III: Chaperone and Emergency Contact Information

Team Chaperones vs. Emergency Contacts

When competitors under the age of majority (minors) participate in a rally, there will be a designated "Official Team Chaperone." In the situation of scramble teams, the official team chaperone will be appointed by the rally officials and will be so noted in the rally program. The team chaperone serves as the team contact for rally and a responsible guiding presence to prepare the team for success. Competitors who are above the age of majority (adults) participating in a rally will not have a designated chaperone but must submit the name and contact information for their emergency contact.

Team Chaperones

Time Commitment

The official team chaperone is responsible for team members during the hours of competition and on competition grounds only (from arrival on grounds until departing rally ground at beginning and end of each day of competition).

Transportation, Driving and Lodging

- Decisions to allow a competitor to drive or not, who they can or cannot ride with, who they can or cannot have in a vehicle that they are driving, where they stay at night and with whom they stay, and who is to be responsible for a competitor are all decisions that must be made by the parent/legal guardian. These decisions are not a decision of USPC, their region, club/ center, or the rally organizer. Specific arrangements must be made by and between the parent/legal guardian and the adult assuming any of these responsibilities in the absence of the parent/guardian.
- *Preparing Your Team for Success*
- Initiate contact with all team members prior to leaving for the competition and gather cell phone numbers as appropriate. In cases of scramble team members, request contact information from the rally secretary. Share this information with team captain and/or stable manager.
- Encourage the team to have meetings prior to leaving for rally. Be sure all members of a scramble team are included in the decision-making process, either by email or phone contact, if a distance away.
- Discuss team equipment, review all rules that apply and any decisions regarding snacks, drinks, plans for meals, etc. Determine how the team members plan to provide snacks and drinks (i.e., each team member contribute a sum of money to a pot or each member is assigned specific items to bring). If each is contributing money, it must be collected before the rally. Be sure to know who is bringing cooler(s), as to avoid a trip to the local store.
- Plan arrival time at the competition site and any details such

as arrangements for ordering bedding, if needed, and who is assigned to do this (again collect money in advance if needed).

- On the first day of the rally, gather the team together before they separate for the night and make plans for the next day. Include a review of their competition schedule and how they can best work together to help each other prepare.
- Determine a regular meeting place and de-brief the team at the end of each day of competition. Take this opportunity to offer words of praise, acknowledge their accomplishments, and encourage the sense of teamwork and team building. Guide the team towards constructive criticism and steer them away from finger pointing. Have the team make plans for the next day concerning time they will arrive on the competition grounds, who will feed horses the next morning, who will re-supply the tack room cooler with ice, drinks and snacks (get requests for drinks/ snacks) and make the plans for lunch. Be sure any plans for cooler and/or lunch delivery follow any requirements as stated in the competition entry and they understand the plan. Have the team leave with a plan for the next day in place before they go off for an evening of relaxation.

Emergency Contacts

Anyone listed as an emergency contact for a competitor should be reachable by phone for the duration of the competition. Emergency contacts do not need to be on the competition grounds, but ideally are also within driving distance of the competition in the case of an emergency.

SECTION VI: Appendices

Appendix III: Chaperone Form

To be completed by the chaperone and turned in with the rally entry for USPC members below the age of majority.

Chaperone duties shall include:

1. The primary function of the "Official Team Chaperone" is to ensure that there is a contact person for every USPC member below the age of majority, on the grounds for the duration of the competition.
2. While multiple Chaperone Forms may be turned in for a single team, only one person will be designated the Official Team Chaperone. If the Official Team Chaperone must leave the grounds during the competition, they must delegate the team chaperone duties to another responsible adult, making it clear that they are to respond to rally officials and any team members in your absence.
3. Be present and available to rally officials and all team members for the duration of the competition.
4. Being in contact with parents/guardians for all team members during competition hours.
5. Being in contact with all team members and their parents/guardians outside of competition hours.
6. Have copy of and be familiar with the current discipline rulebook and the current Horse Management Handbook and Rules for rallies. Rulebooks available for download from www.ponyclub.org.
7. Be aware that USPC members are required to wear a current, up to date USPC medical card/bracelet on their arm at all USPC activities.
8. Be familiar with the effects of heat and humidity and the potential risk for heat related illness. Take an active role in helping to keep all team members well hydrated and take every opportunity to encourage water breaks.
9. Uphold USPC Substances and Weapons Policy which prohibits the inappropriate or illegal use of any substance, including but not limited to drugs or alcohol, by anyone participating in any manner. Weapons of any kind are forbidden. Refer to About/About the Organization/By-Laws, Policies and Resolutions on www.ponyclub.org for the full policy statement.
10. Remember that administration of medications is the sole responsibility of the parent/guardian.

I have read and understand the duties of a chaperone as listed above.

Chaperone for the following team or individual(s)

Name of Chaperone: _____

Signature: _____

Cell Phone Number: _____

Date: _____