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## SECTION VI: Appendices

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### Appendix III: Chaperone and Emergency Contact Information

This page should not be sent in with team competition entry.

#### **Definition of Chaperone Duties:**

When competitors under the age of majority (minors) participate in local, regional and national competitions, there will be a designated "official team chaperone." In the situation of scramble teams the official team chaperone(s) will be appointed by the rally officials and will be so noted in the rally program as such. The role of this person is to give the rally organizers a responsible adult to contact for any needs and to give the team members a contact to assist them as may be indicated and allowed. (When competitors above the age of majority (adults) participate in local, regional and national competitions, they will use the Emergency Contact Form to submit to rally organizers.)

#### **Hours for tour of duty are...**

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 the USPC, any region, club/center or 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.

#### **Helping your team to succeed:**

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 (SM).

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 you know who is bringing cooler(s), so you can avoid the quick 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 for turnout inspections.

Determine a regular meeting place and plan to have a scheduled discussion session 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 Packet (Neutral Zone) 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 Contact Duties:**

For competitors above the age of majority, they must submit an Emergency Contact Form with their rally entry. The Emergency Contact listed is not required to be on the grounds of the competition. They should be accessible via phone.

# SECTION VI: Appendices

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## Chaperone Form

*for USPC Members Below the Age of Majority*

To be completed by the chaperone and turned in with rally entry.

### Chaperone duties shall include:

1. The primary function of the "official team chaperone is to ensure that there is a contact person for each team or individual present and on grounds for the duration of the competition. Team chaperones must be available to rally officials and team members at all times.
2. Have copy of and be familiar with the rules for the competition (Discipline Rulebook) and the current edition of the Horse Management Handbook and Rules for Rallies. Rulebooks can be downloaded from the USPC website at [www.ponyclub.org](http://www.ponyclub.org)
3. Uphold USPC Policy 0500 Drug/Alcohol/Tobacco. Chaperones must refrain from using alcohol or other substances when they are serving in their "official capacity" as team chaperone. Refer to USPC website [www.ponyclub.org](http://www.ponyclub.org) for full policy statement.
4. Be present and available to rally officials and all team members for the duration of the competition.
5. Delegate duties of the team chaperone to another responsible adult if for any reason you should have to leave the competition grounds during the hours of competition making it clear that they are to respond to rally officials and any team members in your absences.
6. Be sure to have a means of contacting parents or designated responsible person for all team members in the event that you should need to contact them during the hours that you are responsible for those team members (hours of competition).
7. Have a means of contacting all team members and the parent or responsible person for those hours after competition and when not on competition grounds (evening/nights).
8. Administration of medications is the sole responsibility of the parent/guardian.
9. 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; the importance of hydration cannot be overstated! Take every opportunity to encourage water breaks. Refer to the Uniform Officiation Rules, Section I of this rulebook.
10. In cases of scramble teams, the competition organizer will determine the "official team chaperone."
11. 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.

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

\_\_\_\_\_  
Name of Chaperone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(\_\_\_\_\_)\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Chaperone for the above Club/Center/Regional team or individual