



Policies (Revised 2/7/2017)

The name of this Club, a member of The United States Pony Clubs, Inc., and of the Central New England Region, shall be Groton Pony Club (GPC). In addition to these policies, this Club is subject to the Corporate, Regional and Club Bylaws, National and Regional Policies, and other rules and regulations established by USPC.

The Club was formed in 1957.

The colors of the Club are cobalt blue and gold.

Officers

There is no limit on number of consecutive terms any officer may serve. The Club may at times choose to have Coordinator positions and/or Club Committees. The description for these are posted on the GPC website.

Sponsors

Eligible individuals, meeting all requirements, including having been accepted by the DC may become a Sponsor of the Club.

The sponsor fee will be determined yearly at the Annual Meeting of Sponsors. Sponsors no longer able to participate may resign at any time by submitting a written resignation to the DC which will be filed by the Club Secretary and recorded on the List of Sponsors.

Prospective Members

Prospective Members must be at least six (6) years old and have met the eligibility requirements set forth in the USPC Rules, Regulations and Policies,.

While it is not necessary for members to own their own horse or pony, members must have regular access to a suitable mount and share an interest in developing their equestrian knowledge, horse management skills, and riding ability. Access to transportation for the member's mount (trailer) is also often required for participation in mounted activities.

Prospective members must observe a meeting with a parent (preferred) or designated adult prior to membership acceptance.

Member in Good Standing

To remain a member-in-good-standing, members must attend a minimum of fifty percent (50%) of the mounted meetings and fifty percent (50%) of the unmounted meetings held. Educationally related absences are excused. Members that are unable to participate regularly due to a sport or travel should let the DC and Coordinator of Instruction know. The District Commissioner (DC) may, at his or her discretion, excuse a member's absence for good cause (such as illness or a death in the family) or, in extenuating circumstances, allow the meeting missed to be made up in a manner to be determined by the Coordinator of Instruction. This could include participating in unmounted meetings, or other related pony club activities as well as holding study groups.

Volunteer Participation

Club membership dues pay for a very small portion of the Club's costs; the majority of the Club's programs are subsidized by GPC's main fundraising activities: the May 3-phase, and October 3-phase schooling shows.

Without these fundraising shows, members' costs would be drastically increased or programs would need to be curtailed. As such, volunteer participation is required. Accordingly, each member's family (either the member's parents, the member themselves, or a designated adult), is expected to contribute a minimum number of hours per year service to GPC which will be calculated on March 1st each year.. The Groton Pony Club schooling shows are our major fundraiser. It has been determined that it requires a minimum of one hundred forty six (146) hours of service on the day of the show. The number of yearly services hours will be determined by the following formula: number of schooling shows times 146 hours divided by the number of families on March 1st. In addition, another six (6) hours of non-show hours will be required. Service is defined as any activity approved by the DC that promotes GPC's mission and typically includes working at GPC fundraisers, Spring fairgrounds setup, Fall fairgrounds cleanup, and Club officers or other volunteers (such as the show secretary, newsletter editor, event coordinators, etc.) performing GPC business. *We will discuss the different levels and needs in March for the volunteer positions for the events, etc and then have families sign up to try and balance the level of the jobs needed to be done.

When a member participates in a regional rally, it is required that an adult volunteer accompany the member. This volunteer participation does NOT count toward GPC's service requirement.

Prospective members and their families should be aware of this participation requirement and agree to it before their membership is accepted. *The DC may, at his or her discretion, decline to accept the membership renewal of members whose families fail to volunteer as giving back to the club. An appeal of the DC's decision may be made by the member or their parent at the next scheduled sponsors meeting and shall be decided by a two-thirds (2/3) majority vote of the

sponsors present at the meeting.

Meetings

General

Attendance is expected at mounted and unmounted meetings. Parents are responsible for their child(ren) during meetings and should remain at meetings unless previous arrangement has been made because a parent is unable to remain at a meeting with their child(ren), they must notify the meeting coordinator which adult at the meeting has agreed to take responsibility for their child(ren). Under no circumstances should members be left at a meeting location after the meeting has ended. It is always the member's responsibility to notify the meeting coordinator of an absence prior to the meeting as soon as possible, but no later than the Monday prior to the meeting for planned or excused absences. Notification of absences due to illnesses or other unexpected reasons should be made ASAP. Failure to notify the meeting coordinator prior to 48 hours before the start of a meeting will result in the member reimbursing the Club \$25 prior to the next meeting. This reimbursement may be waived once per year at the discretion of the DC.

Mounted Meetings

Regular mounted meetings will be held weekly, generally from April through June and September through October. Members whose mounts are unable to be at a mounted meeting should attend the meeting dismounted and ready to ride. To ensure a young rider's safety at mounted meetings, the parent or adult responsible for a young rider (under 12) must be able to assist them in handling and preparing their pony.

C-1 and higher level rated members are expected to assist D level riders as requested by their Pony Club instructors.

C-2 and higher level rated members are expected to demonstrate proficiency in teaching an unmounted lesson to D level riders under the supervision of their Pony Club instructors.

C-3s and higher level rated members are expected to assist with instruction at mounted and unmounted meetings as requested by their Pony Club Instructors.

Unmounted Meeting Policy Amendment

Unmounted Meetings

Unmounted meetings will be held approximately once a month November through March. *(More recently we have been holding our unmounted meetings January through March). There will be 2 meetings held per month with a total of 6. In the event a member cannot attend one of our club unmounted meetings then

they can count the regional educational clinic towards their attendance for the 50% of the total amount of unmounted meetings. The expectation is for some of the unmounted meetings to be run by the C level and above rated members for the lower rated members. As a reminder that respect and cooperation should always be used and an adult will be present.

Rallies

Only members-in-good-standing will be eligible to participate in a rally.

Eligible members entering a rally must fulfill all requirements (paperwork, chaperone, coach, volunteers, etc.) of the rally organizer.

The DC, in consultation with the member's regular Pony Club instructor and the GPC Coordinator of Instruction, must approve the horse/rider combination as being able to compete safely at the level entered.

Team members will be chosen by the DC, or his or her delegate (typically the GPC organizer for that rally, the Coordinator of Instruction, or a Jt-DC).

It is the policy of GPC that all eligible members fulfilling the organizer's requirements and able to compete safely should be afforded that opportunity.

Accordingly, entries will be submitted for all such members. However, members should understand that rallies are regional events not under the direct control of GPC. Since the region sometimes limits entries, the regional rally organizer may not accept all qualified entries. In this event, the team members will be selected according to such criteria as GPC attendance and other criteria as established by the DC.

The Club will pay the stable manager entry fee and the coach at a rally. The GPC competitor pays the individual cost as specified in the regional entry form.

Ratings

GPC will have two rating exams per year.

The prospective candidate must be a member-in-good-standing to be eligible for the rating exam.

The Coordinator of Instruction, in consultation with the member's regular Pony Club instructor, will make recommendations as to the candidate's readiness for the rating exam. There will be a notification for those ready to rate.

The DC's approval must be obtained to be eligible for the rating.

The regular GPC instructors will NOT perform rating exams within the club.

C-2 ratings will be conducted by a recognized C-3 examiner.

All of the programs offered within the GPC curriculum are designed follow the USPC Standards of Proficiency. If a member feels that additional ratings preps are needed, then it is the responsibility of the member to organize and pay for those preps.

Fees for local testings (C2 and below) are determined at the Annual Meeting of Sponsors.

Candidates for national testings normally pay their own fees.

GPC Summer Camp

If there is sufficient interest from members, GPC may offer a summer camp.

Campers are responsible for covering room, board, a portion of the instructional costs, and craft activity costs. The club will cover the remaining instructional and overhead costs.

Summer Camp is open to all members. If space is limited, campers will be selected according to such criteria as GPC attendance and other criteria as established by the DC. Members-not-in-good-standing may participate only if space is available.

Dues

Participating Member Dues

The amount of Club dues for Participating Members shall be determined by the DC prior to distribution of membership renewal forms. Dues are also paid, per member, to the Region, and to USPC, at rates set by those entities. A reduced fee for the Participating Members Club dues applies for families with more than one child in Groton Pony Club. The Participating Members Club dues for members who have graduated high school or attend school out of the area may be waived.

Corporate Dues

Corporate dues for officers will be paid by the Club.

Funds

Funds are dispersed by the treasurer for expenses previously approved in the Club budget. Additional expenses may be disbursed after consultation with the DC up to \$500, but will be reported to the Club at the next Sponsor Meeting. Any expenditure over \$500 that was not previously approved in the budget, must be voted upon by the Club Sponsors.

Income shall be obtained through Club dues, fundraising and entry fees for summer camp.

Club expenses shall include but not be limited to entry fees for rallies and ratings, polo shirts for team members, payment for instructors, fundraising show costs, fairgrounds maintenance, other camp expenses, annual awards banquet.

Club assets will include team rally kits, the Club library, dressage and jump equipment and a Club checking & savings accounts.

Refunds and Reimbursements

No refunds of membership dues, rating fees, or rally fees paid are given unless extenuating circumstances exist or the DC has been asked for prior approval and

sufficient funds exist.

Requests for all reimbursements must be accompanied by applicable receipts and a GPC reimbursement form. All expenditures require DC pre-authorization except for normal recurring transactions i.e. porta-potty, postage, etc.

Personal mileage by volunteers is not reimbursable. The club, however, may reimburse a volunteer for gas for such items as machinery i.e. mowing machines, trailers used to haul equipment, etc.

Dressage and Jump Equipment

The Club dressage and jump equipment will be used for GPC organize/run events only and will not be lent to other organizations.

Amendments

These policies may be amended at any time by a vote of a majority of the sponsors.

Approved: _____

RS Approval: _____

Amended: _____

Appendix A: Procedures

Meetings

Mounted Meetings

The dates and times of mounted meetings will be announced on the GPC website, and/or through email at least two weeks prior to the first meeting of the season.

All riders should be ready to present themselves and their mounts for a safety check 10 minutes prior to the scheduled start time.

Unmounted Meetings

The dates and times of unmounted meetings will be announced on the GPC website, and/or through email at least two weeks prior to the first meeting of the season.

Appendix B: Best Practices

Meetings

Mounted Meetings

The group instruction provided at mounted meetings is intended to supplement, not replace, a member's lessons with their own instructor.

A Pony Clubber's horse or pony must be properly kept at all times. The horse or pony should be well groomed, mane and tail neat and clean, hooves regularly shod or trimmed, and the animal's general condition kept up.

Proper dress for mounted meetings is:

1. appropriate footwear - jodhpur boots with jodhpur pants or tall boots with breeches (no chaps)
2. a neatly tucked in shirt (not sleeveless) with a collar

3. Pony Club Pin

4. riding gloves (optional)

5. sweatshirts, sweaters, or coats may be worn in cooler weather

New England weather can be unpredictable; it is the goal of the club to hold meetings as scheduled. Meetings will be cancelled for thunder/lightning, heavy rains and snow storms, but not rain. Notification of cancellation will be sent 2 hours prior to the scheduled meeting time.

When creating Riding Groups, many factors may be used to determine member placement such as ability of the current rider/mount combination, rating, age, experience, and goals. Final determination will be made by the DC in consultation with the Instructional Coordinator with consultation from the riding instructors.

Member Expectations

Members of the Groton Pony Club are representatives of our club and are expected to exhibit good horsemanship, sportsmanship, respect, and courtesy at all times.

Members are expected to arrive on time for any meeting, rating, rally or other planned activity.