



# **PORTOLA VALLEY PONY CLUB**

## **MEMBER HANDBOOK**

**2018**

**Latest Revision: January 2018**  
**Please send amendments and suggestions to**  
**[PVPCDC@GMAIL.COM](mailto:PVPCDC@GMAIL.COM)**

# **PORTOLA VALLEY PONY CLUB: HANDBOOK FOR MEMBERS**

Welcome to Portola Valley Pony Club! We are very glad that your family has decided to become part of our community of horse lovers.

The purpose of this Handbook is to provide you with a reference guide to how Portola Valley Pony Club is run. We hope it will answer most of your questions but, of course, any that remain can be answered by the officers of the Club and other lead volunteers. Other PVPC members may also know the answer to your questions. You will find officer/volunteer contact information in Appendix A.

Never be afraid to ask!

## **Contents**

<u>Page:</u>	<u>Subject:</u>
3	About the Club
3	Volunteers: We Need You!
4	Officers
4	Sponsors
4	Junior Board
5	Dues
5	Membership
6	“Member in Good Standing”
6	Communication – TeamSnap, Facebook, and [NEW] Instagram
7	Activity Accounts (aka “Punch Cards”)
8	Mounted Member Meetings
9	Unmounted Member Meetings (aka Horse Management Instruction)
10	Certifications (aka Ratings)
11	Rally Participation
12	Fundraisers
12	Friends of the Portola Valley Pony Club
13	Internet Links

## **Appendices**

Appendix A - lists the current holders of volunteer roles in the Club, with descriptions of the roles, and their primary contact information, and indicates where we have vacancies for new volunteers.

Appendix B - the Club’s annual awards for eligible members.

Appendix C - summary of the most recent Club, Region, and National fees payable by members.

Appendix D - The official Club Policies (revised and approved by Sponsors and the Middle California Regional Supervisor in January 2016). These are the Club’s by-laws.

## About the Club

Portola Valley Pony Club (hereafter “the Club”) is a Registered Club of the United States Pony Club, Inc., and the Middle California Region. In addition to the guidance in this Handbook, the Club is subject to the Corporate, Regional and Registered Club Bylaws, National and Regional Policies, and other rules and regulations established by USPC.

Portola Valley Pony Club was founded in 1967, in association with the Los Altos Hounds Club. It is one of the oldest pony clubs in the US. Its home is The Horse Park at Woodside, 3674 Sand Hill Road, Woodside, CA 94062. The Club typically has between 40 and 50 members each year, making it one of the largest pony clubs in the US, and the largest in the Middle California Region Pony Club.

Portola Valley Pony Club provides an unmounted and mounted instruction program for youth and adult Members who embrace the requirements of the USPC Standards of Proficiency. The Club also provides opportunities for members to demonstrate the skills and knowledge they have acquired, e.g. in certifications and rallies.

The colors of the Club are Hunter Green and white. The USPC club number is 075130.

### **Volunteers: We Need You (see also Appendix A)**

- ❖ The Club is entirely run by volunteers. Portola Valley Pony Club has no paid positions.
- ❖ Parents, upper level members, Horsemaster members, and friends of the Club are encouraged to take on the many roles necessary to providing the mounted and unmounted instruction program, and other activities of the Club.
- ❖ **Participation of a youth member in the activities of the Club is not contingent upon volunteer involvement by his or her parent. However, without parent involvement in the Club, there will be no activities to enjoy! We expect every member’s family to provide some volunteer hours in support of the Club. If you are asked to do something, please think seriously about saying YES!**
- ❖ The DC may appoint volunteer Coordinators to carry forward activities of the Club, under the DC’s supervision, including, but not limited to, Coordinators for D Level Testing, Horse Management Instruction, Mounted Instruction, Junior Badge Program, and Youth Social Activities. (C-Level testing is typically organized by Middle California Region.)
- ❖ Some of the most important roles require an on-going commitment over the course of a year. These tend to be the roles which involve working directly with the members. However, almost none of them require the volunteer to have any horse knowledge or to be a “horse person”!
- ❖ Certification test days and rallies offer many opportunities for one-time volunteering for those unable to commit to an ongoing role, e.g. as an Impartial Observer for a certification.
- ❖ USPC recommends that we have two adults present as chaperones at all unmounted horse management meetings: Another easy volunteering opportunity for parents and Horsemaster members.

## **Officers**

- ❖ The Club's Officers are the District Commissioner (DC), Joint DCs, Secretary, and Treasurer. The Officers are required to be Sponsors of the Club. They are volunteers.
- ❖ The Officers form the Board of the Club, with the DC as Chair. The Board makes day-to-day decisions on behalf of the Club, in compliance with the Bylaws mentioned above.
- ❖ The Club is also required to have a Nominating Committee comprised of at least 3 members who are not Officers, but who are Sponsors.
- ❖ A person may serve in different officer positions over time, but no one may hold two or more officer positions concurrently.

## **Sponsors (*See: Bylaws of the Registered Clubs of USPC, Inc, Article 4 – Oct 2015*)**

- ❖ The Sponsors are the governing authority of the Club, to whom the Officers are held locally accountable. The Club must maintain a minimum of five (5) Sponsors. All parents are eligible to be Sponsors, but no one is required to become one.
- ❖ Sponsors must meet all the eligibility requirements of the USPC, including being at least 18 years old, approved by the DC, and not a youth member (USPC Bylaws, Oct. 2015 - Article 8.5 (a)).
- ❖ The fee to become a PVPC Club Sponsor is \$10 for the calendar year.
- ❖ Sponsors are requested to attend the Club's Fall Annual Meeting. The meeting quorum is 33% of the Club's Sponsors of Record, present in person. Proxy voting is not permitted (USPC Registered Clubs Bylaws, Article 4.2 (a)). If you do not think you will attend, please think twice before signing up as a Sponsor, as this is your main responsibility.
- ❖ Minutes of the Annual Meeting shall be kept by the Secretary and provided to the Region and National office in accordance with the USPC Registered Clubs Bylaws. Minutes will be made available to members and Sponsors on request.
- ❖ Special meetings may be called at the request of the Club DC, Club Secretary, or at least 20% of the Club's Sponsors.
- ❖ The role of the Sponsor is to vote on amendments to Club policies, select/recommend officers for the Club, review and approve the Club's budget/financial statements, propose and/decide on programmatic changes, and generally support and advise the Officers in the administration of the Club.

## **Junior Board**

- ❖ The Junior Board was established in September 2017 to increase a sense of community among the Club's teenage members, and to provide a leadership opportunity for the Club's members

who are older and have a higher certification, but who are not eligible for National USPC opportunities.

- ❖ PVPC members who are 13 to 18 years old, and certified at least C1, are eligible to be members of the Junior Board.
- ❖ The purposes of the Junior Board are to:
  - Organize and deliver a program of D-HM instruction for the club, particularly aimed at the youth members;
  - Encourage and organize community service opportunities for PVPC's members, e.g. invasive plant clearance at the Horse Park, clean-up day at NCEFT, trail maintenance at local preserves;
  - Organize small-scale social events for the youth members of the Club, e.g. movie night, pizza after HM;
  - Provide a formal conduit for ideas to be presented to the Club's officers from the youth members.
- ❖ The Junior Board is supervised by one or more adult advisors (appointed at the annual Sponsor Meeting) and reports to the DC. It has two co-chairs and a board secretary, who are elected by the eligible membership. The secretary will keep meeting minutes which will be forwarded to the DC.
- ❖ The Junior Board may decide to give titles and specific roles to other members depending on interest and needs, e.g. social media management, new member recruitment, social event organizer.

## Dues

- ❖ The annual Club dues for a new Participating Member is currently \$125 (2018). The Club's rates are approved each year at the Annual Sponsors Meeting.
- ❖ Dues are also paid to the Middle California Region (\$50), and to USPC (\$155) (2018). Region and National set their own rates.
- ❖ USPC national fees for member renewals are paid through your personal profile page at <http://www.ponyclub.org>, and NOT through PVPC. Regional dues are paid via PVPC.
- ❖ There are variations in these rates for members transferring from other clubs or joining late in the year. Full information about membership dues can be found in Appendix C.

## Membership

- ❖ **Membership renewals are required annually at the National (USPC), Regional (MidCal) and Local (PVPC) levels. Membership renewals should be completed by mid-November.**

- ❖ Oversight of annual membership renewal and new memberships is the responsibility of the Club DC. Please give our DC's contact information to prospective members!
- ❖ USPC youth membership is limited to those 6-25 years of age as of 1<sup>st</sup> January.
- ❖ Continuing members who are 18+ and at least certified at C2 level may opt to become a National USPC member. They are not attached to any local club, and do not have any special privileges (e.g. subsidies) with any local club. This option is ideal for members heading off to college who wish to maintain continuous membership and have opportunities to serve on National Youth Congress or National Youth Board; or may be moving around geographically within 12 months.
- ❖ Portola Valley Pony Club requires youth members who reach the age of 25 to re-register as Horsemasters if they wish to continue as members. Individuals age 21-25 may elect to be either a youth member or a Horsemasters member, but not both.
- ❖ Horsemasters Membership is subject to eligibility in accordance with the USPC Bylaws, USPC Regional Bylaws, and USPC Registered Club Bylaws. Horsemasters must be 18 years old or older.
- ❖ Horsemasters are eligible to participate in all programs traditionally open to youth members, including mounted and unmounted instruction, certifications at all levels (including National), rallies, clinics, and other events.
- ❖ Horsemaster members may be Club Sponsors, but youth members may not, even if they are over 18 years old.
- ❖ New youth members will be provided with a "New Member's Kit" including, but not limited to, a USPC D Manual, USPC pin, and medical armband.
- ❖ New Horsemasters members will be asked if they need a manual, pin, and/or armband, and will be provided with these items as requested.
- ❖ PVPC's officers will survey members and adult/parents at least once every two years to check on intentions for certification, interest in rallies and other events, and to determine that PVPC's program is generally meeting the needs of the membership.

### **"Member in Good Standing"**

*USPC National's Definition of a Member in Good Standing -*  
<https://secure.ponyclub.org/ContentDocs/Policies/1002.pdf>

- ❖ To be considered a member in good standing with the Club, members must evidence a sincere interest in the activities of the Club; assist younger members in the learning process; attend mounted and/or unmounted meetings; and/or participate in Pony Club activities at the Club, Regional, and National level.
- ❖ The required level of such involvement will be considered in relation to the age, experience, and suitability/safety and availability of mount.

- ❖ No member is eligible to participate in Club activities until all dues and fees have been paid at national, regional, and local levels; and they have been added to the Club's insurance. It typically takes about two weeks for this to be accomplished from the time paperwork is submitted.
- ❖ Only "Members in Good Standing" may take USPC certifications or participate in rallies.
- ❖ The decision of whether a member is in good standing will be determined by the Club's DC. If a member is judged not to be in good standing, for whatever reason, the DC may revoke or decline to renew the individual's membership in the Club, in accordance with the USPC Bylaws.

## **Communication - TeamSnap**

- ❖ All members are requested to sign up for the Club's TeamSnap account. New members will receive an invitation. TeamSnap is the main way members can learn about upcoming mounted and unmounted meetings, rallies, parties, and other events. This includes club activities, activities of other local clubs, plus regional and national activities.
- ❖ Parents can also sign up for the Club's TeamSnap, or have shared access to their youth member's account.
- ❖ Please contact the Club Secretary if you need a new invitation to join TeamSnap.
- ❖ Members are encouraged to post photos of activities on the appropriate shared folder in TeamSnap. This folder is private to members of the Club. It is a great place to get a sense of past activities. All club members have signed a photo release as part of their membership application to USPC.
- ❖ Members are permitted to send emails to the Club membership through TeamSnap.
  - Please use this sparingly and judiciously, remembering that the messages go to every person signed up on TeamSnap for PVPC, including youth members, parents, Club officers, and Region officers. No spam please!
  - Appropriate messages include notices of forthcoming equestrian events, tack or horses for sale, local job/work experience opportunities, and requests for assistance with trailering.

## **Communication – Facebook and Instagram**

- ❖ PVPC has a public Facebook page: <https://www.facebook.com/portolavalleyponyclub/>
- ❖ PVPC also has an Instagram account: Follow @portolavalleyponyclub. The Instagram account is managed by our Junior Board.
- ❖ The DC is the main page administrator for the Club's Facebook page. The Junior Board also has access to post on Facebook.

- ❖ All members of USPC, including members of PVPC, signed a photo release as part of their membership application.
- ❖ USPC does not have a policy about photo use on social media, but it does have recommendations to which PVPC will adhere:
  - Individuals should not be tagged in photos on the PVPC page.
  - Photo author credit should be given.
  - Individuals referenced in photo captions should be described by first name only (e.g. “Jane Doe” would be “Jane”).
  - Mounted riders in photos must be wearing helmet and boots.

### **Activity Accounts (aka “Punch Cards”)**

- ❖ Each member has an “Activity Account” through which they pay the fees and co-pays for their activities in the Club (e.g. mounted lessons, certification fees). Operation of the Activity Accounts is managed by the Club Treasurer.
- ❖ Members should add money to their Activity Account by sending a check to the Treasurer. The Treasurer will request additional funds from each member to top up their Activity Account when a low balance is reached. Checks should be made out to PVPC and sent to the Treasurer, Steve Roon at 119 Old Orchard Ct., Los Gatos, CA, 95032. Steve will also accept payments via PayPal: Use the “friends and family” option to send to [pvpc treasurer@yahoo.com](mailto:pvpc treasurer@yahoo.com). Be sure to write a note explaining what the funds are for, so he can record them correctly in the accounts!
- ❖ The Club Treasurer will keep a record of the use of each member’s fund and will, from time to time, update their account information on TeamSnap (see Payments tab) or contact individuals directly with the current status of funds.
- ❖ **Activity Accounts should not be in deficit. Any member whose Activity Account is in deficit will be expected to add extra funds before attending another mounted lesson.**
- ❖ Any unused amount in a member’s Activity Account that has been added by a member will be refundable upon request should they choose to leave the club. Otherwise, the balance of any money that has been deposited by a member, and which is unused, will carry over from the end of one year to the next.
- ❖ Any expenditure that is not made within the Club (e.g. rally fees, national certification fees) will need to be supported by receipts for reimbursement. Applications for reimbursement should be made to the Club Treasurer by Nov. 30th of each calendar year unless expenditures occur in December, in which case they must be made by Dec. 31st.

### **Mounted Member Meetings**

- ❖ Mounted meetings will be held regularly at The Horse Park at Woodside and occasionally at other locations in or near Portola Valley.

- ❖ All youth and Horsemaster Members are eligible to receive instruction at regularly scheduled mounted meetings.
- ❖ Portola Valley Pony Club does not provide horses for mounted meetings. Members are not required or expected to own or lease a horse; but they must have access to a safe, appropriate horse and transportation to and from mounted meetings in order to participate.
- ❖ The mounted program and costs associated with it will be covered by co-pays of participants, except in unusual circumstances, at the discretion of the Officers. The club currently subsidizes mounted lessons around 40% of cost, but this is not guaranteed to continue.
- ❖ Co-pay is currently \$25 for first group lesson in a weekend and \$40 for second group lesson. Private lessons are discounted by \$10. (January 2018)
  - The Club utilizes TeamSnap to communicate information regarding mounted meetings.
  - Members are asked to RSVP via TeamSnap for all mounted meetings by the time and date specified.
  - A message is sent via TeamSnap announcing ride times. If a co-pay is required, the member is responsible to pay it once the RSVP deadline has passed, regardless of whether they participate or not. This ensures the most effective scheduling of groups, and that our instructors are sufficiently reimbursed for their time.
  - Late RSVP's will be accommodated as space is available.
- ❖ Members are required to wear/use appropriate safety equipment to participate in a mounted lesson. In particular, participation requires the wearing of a helmet and a medical armband or USPC approved wristband.
- ❖ The Club is lucky to have several highly experienced instructors regularly teaching in its mounted program. These currently (January 2018) include Judy Klus, Valerie Owen, and Rebecca Braitling. Instructors are selected on the basis of their skills, knowledge, availability, cost, and ability effectively to teach younger/less experienced riders.
- ❖ Professional instructors will, from time to time, be assisted by members who are working towards their H-B or higher certifications. H-B candidates in particular require some assistant teaching in mounted lessons to meet the standard for that level. Please be understanding and support them - we hope all our members will eventually reach this stage!
- ❖ The Club has no plans to offer instruction for the Western or Western Dressage tracks. Webb Ranch Pony Club Center is the closest alternative provider for these tracks.

### **Unmounted Member Meetings (aka Horse Management Instruction)**

- ❖ The Club will provide regular horse management instruction opportunities for all its members at both D and C Levels. Horsemasters members are invited to attend all HM meetings, and are particularly welcome at the C-Level HM meetings. Most meetings will take place at the Horse

Park or at Kiely Equestrian Center. Meetings will usually be scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month, at 2:30pm.

- ❖ HM instruction will be based on the USPC curriculum.
- ❖ HM meetings for the D level will be scheduled and arranged by the Club's Junior Board, with supervision from an adult. Most C level HM meetings are arranged by Molly Johnson, Jt DC; and meetings which cross over the D/C levels may be arranged by either.
- ❖ HM instruction aimed at the Horsemaster members specifically will be arranged by the Jt DC for Horsemasters. Horsemasters are welcome to attend any D or C HM meeting offered by the Club.
- ❖ Instruction in the D-Level HM meetings is typically delivered by a C1+ member of the Club. C1 certified members are required to teach to meet the standards for the C2 certification.
- ❖ All members from D3 and up are encouraged to participate in teaching at a level that is appropriate for them: e.g. C1 leads initial lesson, D3 assists with small group breakout practice/discussion.
  - D3 members also make great HM "buddies" for newer, unrated members. Ask the D-Level HM Coordinator to find you a partner!
- ❖ There is not usually an additional fee for participation in an unmounted HM lesson. A small co-pay may be charged if the Club uses a paid expert, such as a farrier, vet, or other professional.
- ❖ It is highly recommended that all unmounted meetings for youth members be supervised by two adults.
  - Parents of members who are teaching are particularly asked to be available to chaperone.
- ❖ Members are required to wear their medical armband or USPC-approved medical wristband during HM meetings. Barn safe footwear is required for meetings involving a live horse.
- ❖ Members from other Clubs may attend PVPC HM meetings, and PVPC members are particularly encouraged to attend any HM lessons offered by Woodside Pony Club. PVPC and WPC schedules HM lessons so if you go to both sets, they will cover the whole curriculum in the year.

## Certifications ("Ratings")

- ❖ Pony Club exams are called "certifications". They were previously known as "ratings". You will often hear people still talk about what "rating" someone has, or whether you are preparing for a "rating." It's the same thing!
- ❖ **USPC recommends that all members, including Horsemasters, go for their D1 certification within 6 months of joining.**
- ❖ Candidates for any certification are examined in horse management knowledge and, usually, riding. At the local level, certifications are held for D1, D2, D3, C1 and C2.

- The Club will offer a D-Level certification test day at least twice each calendar year.
  - Horsemasters and youth may test at the same event. The Club may also offer separate certification test days if there is both candidate demand and sufficient volunteers.
  - Middle California Region offers a C-Level certification test day at least twice each calendar year.
  - If the Region is unable to arrange for a second C-Level test day, the Club will take all possible steps to enable C-level candidates to take a test at the Club level.
- ❖ Members must notify the DC and the Certification Coordinator of their intention to test for a certification, preferably by email, at least one month prior to the scheduled test day.
  - ❖ Members should use the USPC checklists (see website) to ensure that they are properly prepared for their certification. People can - and do - fail to meet standards, even at D2! Don't be surprised on the day, know what is expected of you.
  - ❖ It is generally recommended that a candidate test for one level only on one day. It is also possible to test Horse Management separately to riding. After D1, an HM-only track is available.
    - If a candidate is well prepared, it may be possible to test for D1 and D2 on the same day.
    - It is rare to test for D2/D3 on the same day because of the length and complexity of the D3 test, and its potentially negative impact on the welfare of the horse.
    - Any D2/D3 combined test may only be scheduled with the permission of the DC.
    - Requests to take D1, D2, and D3 on one day will not be approved, mainly for the welfare of the horse.
  - ❖ Fees for D-Level tests are set by the Board and reviewed annually. The Club pays for use of an arena and the cross-country field at the Horse Park, plus the examiners. Each test day typically costs the Club \$1,000 or more! The goal of the fee set is to cover all the costs of each test day. Any shortfall will be made up from general funds.
    - The current fee for a D-Level test (D1 or D2 or D3, one level, any discipline) is \$70.
    - For a test involving two levels (typically D1/D2) the fee is \$85.
    - For HM only, any D level, the fee is \$30.
    - **For any required re-test of one or more riding section at D3, the fee will be \$30. There is no charge for re-testing of any HM section.**
    - If a candidate drops out within the 14 days immediately prior to a test day, the candidate's fee will not be refunded. This may be waived in case of horse lameness.
  - ❖ USPC policy puts the decision on the member (or their parent/guardian) on their readiness to test, but the club offers resources to help members prepare and make that decision.

- ❖ The Club will usually hold a D-Level mock certification for the horse management sections in the weeks running up to a test day. We may also offer a mock turnout inspection. Candidates are strongly recommended to participate in order to check their knowledge and readiness.
- ❖ **C2 Certification Only:** Candidates for C2 certification must present a letter from the DC to the examiner confirming that they have been engaged in regular unmounted teaching practice. This applies to both youth and Horsemasters. When requesting this letter, they must provide the DC with a completed Unmounted Instruction Teaching Record as evidence. Do not wait to the last minute to request this!
- ❖ **H-B Certification Only:** Candidates for H-B must present a DC's letter confirming that they have 6 or more hours of experience in mounted instruction. Candidates should forward a completed Mounted Instruction Teaching Record to the DC when making their letter request. Make sure you have been keeping this record! Do not wait to the last minute to request your letter!
- ❖ Upper Level Certifications: The schedule for H-B, C-3, H-A, B, and A certifications is set by USPC National. Please visit <http://www.ponyclub.org> for more information on schedule, locations, fees, and to register for a test. H-B/H-A tests are usually held at Indian Hills Ranch in Milpitas in September. C-3 and above mounted tests will alternate year on year between the Horse Park at Woodside at Shepherd Ranch in Santa Ynez. 2018: National tests will be at Shepherd Ranch. Contact Molly Johnson for more information.

## Rally Participation

- ❖ “Rally” is the Pony Club word for a show or competition; but a mounted rally differs from a regular show because competitors are judged on their horse management skills as well as their riding, plus competitors are judged as a team, not only as individuals.
- ❖ All members are encouraged to participate in rallies where and when appropriate. Members who do not have a suitable horse can consider serving as a team's “Stable Manager” – a key unmounted member of every mounted rally team – and they can also participate in Quiz Rally and the Everything But The Horse rally.
- ❖ Rallies are held in all the Pony Club disciplines, including Dressage, Show Jumping, Eventing, Polocross, Western, Tetrathlon, and Games. Information about forthcoming rallies is available on the Middle California Region website.
- ❖ Teams representing PVPC will be determined by the DC from among those eligible and interested in competing. The Rally Coordinator will help create teams.
- ❖ PVPC shared rally equipment is available for those who wish to check it out for a rally. Once checked out, those individuals are responsible for restocking as necessary. All equipment must be put away cleanly and carefully. Breakages and losses must be reported to the Rally Coordinator.

- ❖ Members are encouraged to qualify for Championships, especially in years when that event is held on the West Coast. The Club will usually pay a portion of the entry fees for PVPC members participating in Championships, depending on the availability of funds. 2018: Championships West will be held in Washington state.
- ❖ Members who are new to Pony Club, or who have little competition experience, may wish to follow this path through the various opportunities:
  - Quiz Rally (An unmounted horse management knowledge competition)
  - D Camp - a great place to start learning to look after your horse away from home.
  - Model Horse Rally; or Everything But The Horse (Simulation of a mounted Rally)
  - C Camp - a multi-day camp for more experienced horse & rider pairs.
  - One Day/Non-Qualifying Rally (\* Dressage or Show Jumping provide more straightforward experiences)
  - Any discipline: multi-day/Qualifying Rally (including Eventing Rally, which is held in conjunction with a USEF/USEA Recognized Horse Trials)
  - Championships: usually in Kentucky, is periodically offered on the East and West coasts. Champs West 2018 will be in Washington State.

## **Fundraisers**

- ❖ Most of our operating budget for mounted instruction comes directly from our annual fundraiser, which is currently the sale of holiday wreaths. The fundraiser allows for mounted lessons to be subsidized (January 2018 = \$25 for a first lesson, and \$40 for a second lesson in one weekend). Most clubs do not subsidize their members' lessons!
- ❖ It is hoped that all members participate in this fundraiser or opt for the buyout option. (2017: Buyout option = \$250)
- ❖ If a member joins in the Fall of the year, they will be encouraged to participate in the fundraiser or the buyout option, as funds from this will go directly to support the mounted program of the year in which they will be participating.

## Friends of Portola Valley Pony Club

- ❖ Any person wishing to support the club who does not wish to be involved in the administration of the club will be called a “Friend of Portola Valley Pony Club.”
- ❖ Friends will receive newsletters, invitations and updates for Club functions, but will not be eligible to vote at the Annual Sponsor Meeting. Friends may have a TeamSnap account.
- ❖ A minimum donation of \$10 is required to be considered a “Friend of the Club.” The term will be one year, Jan 1-Dec 31.

## LINKS

- ❑ USPC website - <http://www.ponyclub.org> (Login with ID & password required)
- ❑ Middle California Region website - <http://midcalponyclub.org>
- ❑ PVPC website – <https://portolavalley.ponyclub.org>
- ❑ ShopPonyClub – for merchandise with USPC logo, HM books and materials, training manuals, etc – <http://shopponyclub.org>
- ❑ PVPC spirit wear, incl. polo shirts, hats, jackets [be aware, regular polo shirts run large] - <http://spiritstore.olinesports.com/category.php?viewcategory=26>
- ❑ TeamSnap - <https://go.teamsnap.com/108560/home>
- ❑ US Equestrian Federation – <http://www.usef.org>
- ❑ The Pony Club (UK) – Pony Club originated in the UK, founded in 1929. PVPC is part of a network of over 2,000 local clubs in 17 countries worldwide – <http://www.pcuk.org>
- ❑ USPC National Bylaws, the USPC Regional Bylaws, and the USPC Registered Clubs Bylaws: [http://c.ymcdn.com/sites/www.ponyclub.org/resource/resmgr/General\\_Administration/bylaws\\_2015\\_full.pdf](http://c.ymcdn.com/sites/www.ponyclub.org/resource/resmgr/General_Administration/bylaws_2015_full.pdf)
- ❑ MidCal Regional Policies: <http://midcalponyclub.org/index.php/mid-cal-regional-policies.html>

## **APPENDIX A – VOLUNTEER JOBS**

**Junior Board Advisors – Jackie Anderson and Claire Pollioni.**

**Junior Board Co-Chairs (2018) – Rachael Miller (C-2) and Ella Goodwin (C-1)**

Junior Board coordinates activities to cover USPC horse management curriculum for all certifications at D Level, in collaboration with Woodside Pony Club. Finds and schedules instructors (typically higher level PVPC members), appropriate facility, plus access to any needed equipment and/or horse. Works with instructors to make sure members will know how to practice the skills independently after lessons. Junior Board Advisor helps with chaperoning of each meeting, ensuring safety rules are complied with, including making sure there are two adults present at each unmounted meeting. Keeps attendance records for participation points. Provides feedback to DC and D-Level Certification Coordinator on readiness of candidates for testing. All year round commitment.

**C-Level Horse Management Coordinator - Molly Johnson, Jt DC, dermskates@aol.com**

Coordinates activities to cover USPC horse management curriculum for all certifications at C Level. Finds and schedules instructors (typically H-B or H-A members in the Region, can also be paid external experts, e.g. farrier, vet) and appropriate facility. Ensures there will be two adults present at each unmounted meeting. Provides feedback to DC on readiness of candidates for testing. Keeps records for participation points. All year round position.

**Assistant C-Level HM Coordinator – Denise Kupperman**

**D-Level Certification Coordinator (Jackie Anderson, jackie\_anderson99@yahoo.com) -** Organizes two or more D certifications per calendar year (typically May and October), opening registration to other local clubs. This involves making date/space arrangements with the Horse Park, lining up Examiners and Impartial Observers, payment of all facility and examiner fees (checks from the Treasurer or DC), handling candidates' test fees and paperwork, and updating USPC records after the test. The coordinator will also have to arrange re-tests for candidates who were unable to pass all sections first time round. Keeps records for participation points. Main periods of activity are April-May, and September-October.

**Assistant D-Level Certification Coordinator - position vacant.** Be present for the certification days, and willing to lead if the main coordinator cannot be there. Bring lunch food for the candidates, examiners, scribes, and impartial observers. Help with ground crew activities during the certification day. Bring necessary examination paperwork if required. Main periods of activity are May and October. Training is available!

**Mounted Meetings Coordinator (Sally Phillips, sallyaphillips@gmail.com - Jt DC) -** Coordinates lessons with qualified instructors for approximately 2 lessons per month in requested disciplines. Arranges use of facilities at the Horse Park at Woodside and elsewhere for mounted lessons. All year round commitment. Uses PVPC TeamSnap for all scheduling, RSVPs and communication around mounted activities.

**Mounted Meetings Assistant (Linda Rosen)**

**New Member Liaison (Alisa Bredo, [abredo@gmail.com](mailto:abredo@gmail.com))** - Contacts new member families after membership has been processed. Provides new member kits. Available to new member families to navigate Pony Club. Connects new members to “buddy families” in Pony Club. All year round position, with main period of activity December-January.

**Rally Coordinator (Nicole Goodwin, [nicole@goodwinz.net](mailto:nicole@goodwinz.net))** - Advertises forthcoming Regional rallies to the Club via TeamSnap. Acts as “cheerleader” in the club, encouraging members to participate, being aware of eligibility criteria for participation. Liaise with DC over team composition, and any communication needed with the Region. Ensures rally teams (including scramble teams) have each other’s contact information, and encourages teams to appoint a “team parent” who will organize any needed meetings, especially to get HM/stable equipment ready. Periods of activity vary depending on rally schedules.

**Assistant Rally Coordinator - vacant position**

Maintain the PVPC container in good order, replacing broken or lost items. Activity periods linked to rallies, plus one end-of-year clean up.

**Awards Coordinators:**

**(1) collection of participation points (Julia Tussing, [tussing1@stanford.edu](mailto:tussing1@stanford.edu))**

- Tracks and tallies participation by PVPC members in club, region, and national Pony Club activities, such as mounted/unmounted lessons, rallies, and acting as examiner/scribe or instructor for younger members. Awards points for participation based on an established scale, and determines (in consultation with the officers) who will be receive each award. Contacts instructors with a list of those eligible for D and C equitation awards and solicits their feedback. Solicits suggestions for Carpe Diem and Community Service award from all officers. All year round commitment with more significant period of activity at year end.

**(2) award engraving and purchasing (Sandra Welch, [bossmomdcc@mac.com](mailto:bossmomdcc@mac.com))**

- Arranges engraving of perpetual trophies and preparation of commemorative plaques for awards holders. Main period of activity = January.

**Fundraising Coordinator - Wreath Sales (Kimberly Gonsalves, [gonsalves.kimberly@gmail.com](mailto:gonsalves.kimberly@gmail.com) and Claire Pollioni, [claire@pollioni.com](mailto:claire@pollioni.com)).** Organizes the ordering and distribution of holiday wreaths for the PVPC annual fundraiser in the Fall of each year. Manages paperwork and money handling in coordination with the Treasurer. Active period = Sept-December.

**Horse Park: Volunteer Opportunities Coordinator (Steve Roon, [sroon5@earthlink.net](mailto:sroon5@earthlink.net))** The Horse Park has two volunteer work days per year, usually clearing invasive, non-native plants from the cross-country field. This person will gather a group of Pony Club members to work with the lead volunteer organizer at the Horse Park on the designated work days, which they advertise in advance. (Assisting in plant clearance can contribute to an H-B candidate’s land conservation project.) Also advertise opportunities to volunteer at Woodside Horse Trials and other competitions, e.g. ring steward, scribe, jump judge.

**Nominating Committee 2018: Sandra Welch (chair), Denise Kupperman, Beth Jimison, Christy Poulos, Jody Domingos**

Finds volunteers to serve in mandated officer positions and presents them for approval at the Annual Sponsor Meeting. Assists DC in finding volunteers to fill all other leadership and programmatic positions within the Club. Main period of activity is in the Fall.

## **Officers**

**District Commissioner, “DC” (Michelle Cale, officer since 2016, [pvpcdc@gmail.com](mailto:pvpcdc@gmail.com))** - Responsible for the overall management of the Club, including oversight of the Club finances, recruitment and processing of new members, communications, volunteer management, delivery of core programming, and liaison with Middle California Region and USPC national. Michelle was previously the D-Certification Coordinator (2013-16) and the Rally Coordinator (2015).

### **DC elect for 2018 – Claire Pollioni**

**Joint DCs (Molly Johnson, officer since 2010, [dermskates@aol.com](mailto:dermskates@aol.com) & Sally Phillips, officer since 2010, [sallyaphillips@gmail.com](mailto:sallyaphillips@gmail.com))** - Molly and Sally share responsibilities for the mounted meeting program. Molly organizes the club’s C-Level horse management instruction, and is also involved in the USPC National Testing program. Sally runs the summer C-Camp on behalf of the Region. Molly and Sally have been involved in Pony Club for a long time (Sally is herself a B level graduate of The Pony Club, UK). They are a great resource if you have questions.

**Jt DC for Horsemasters – Natalie Lane (officer since 2017, [lanenatalie147@gmail.com](mailto:lanenatalie147@gmail.com))**. New position, tasked with providing leadership for PVPC’s large and growing Horsemaster group, particularly around horse management education, volunteerism in the club and region, and creating community through social events. Natalie has previously served as DC of a different club.

**Treasurer (Steve Roon, officer since 2018, [pvpctreasurer@gmail.com](mailto:pvpctreasurer@gmail.com))** - Provides annual budget for approval at the Annual Sponsor Meeting. Manages and tracks club cash flow, balance sheet and activity funds. Files annual taxes return. Provides annual accounting as required by USPC bylaws. Along with DC, provides payment to instructors for mounted and unmounted meetings. Reimburses members for approved expenses.

**Secretary (Karen Horn, since 2016, [karwhite@hotmail.com](mailto:karwhite@hotmail.com))** - Updates TeamSnap roster at the start of the year with new members, removes old members. Adds meetings and events to TeamSnap. Updates facilities insurance through USPC website with new locations and dates. Answers questions from new, current, and prospective members. Arranges and keeps minutes for the Annual Sponsor Meeting. Keeper of the Club’s paperwork. Karen previously served as Club Treasurer (2014-15).

## APPENDIX B - CLUB AWARDS

Each year the Club awards a number of perpetual trophies to members on the basis of participation or achievement. All members in good standing are eligible in general for awards. Each award has a specific purpose and/or target population. No award - except for the High Points awards - may be won more than once by the same member. A member may win more than one award in the same year.

When a member moves up from D to C or to upper level by passing a certification, they will be considered for the level of awards as follows: The most number of months spent at that level will determine the awards eligibility. For example:

- D level awards if the C certification is not passed until the second half of the year, typically October.
- C level awards if the C certification is achieved in the first half of the year, typically May or June.

The Awards Coordinator will take information about participation from TeamSnap and check in with the lesson and certification coordinators. **However, members are responsible for making sure the Awards Coordinator is aware of their participation in Pony Club activities, especially if they are outside PVPC.** Examples of activities about which members need to email the participation tracker: Participation in Woodside or Pacific Ridge pony club shows, attending UC Davis pony club HM training, Upper level mounted or unmounted regional clinics, Woodside Day of The Horse volunteering, BOK Ranch volunteering, and Horse Park volunteer days.

- ❖ Pony Clubber of the Year - Very high level of participation, including at Region and/or National level, promoting pony club to the greater community by participating in outside equestrian events, and with a high number of participation points. For C and above members.
- ❖ Carpe Diem Award - For a PVPC member at any certification level who has actively participated in Pony Club “against the odds” (e.g. limited access to a horse, personal health issues)
- ❖ Community Service Award - For a PVPC member at any certification level who has been active in promoting equine welfare or equestrianism within Pony Club or in the wider community. Sponsored by Johnson/Bengali family
  - These two awards are determined by the Club Officers.
- ❖ Instructor’s Award - Highest number of teaching points accumulated by a member at any certification level during the year. Sponsored by Katie Graham
- ❖ Millard Award - For C3 and higher Upper Level members who are active participants, great role models, and ambassadors for Pony Club, and give back to the club by teaching. Award is determined by the Club Officers. Sponsored by the Millard family.
- ❖ Senior High Points - For the C3/H-B and higher Upper Level member who has accumulated the highest number of participation points within the Club or Region and is active in giving back by teaching.
- ❖ High Points C - Highest number of participation points accumulated by a C-Level member in the year.

- ❖ Outstanding C - Awarded to C level member who has a very high number of participation points and high presence in the Club.
- ❖ C Equitation - Award is determined in consultation with the regular mounted meeting instructors.
- ❖ High Points D - Highest number of participation points by a D-Level member in the year.
- ❖ Outstanding D - Awarded to a D level member who has a very high number of participation points and high presence in the Club.
- ❖ D Equitation - Award is determined in consultation with the regular mounted meeting instructors. Sponsored by Martha Klinger past DC
- ❖ Brown Family Trophy - For members at the D level who are active Pony Club ambassadors in the equine community, e.g. speaking up about the benefits of Pony Club especially when competing or volunteering, and generally high participants in the Club. Award is determined by the Club Officers. Sponsored by the Brown family
- ❖ Rookie of the Year - Most active participation by a member in their first year with Pony Club, including a member who started in the fall of the previous year.
- ❖ Horsemasters - New award in 2016: For the Horsemasters member who has either accumulated the highest number of participation points in the year, or who has made a significant contribution to the life of the Club during the year. Sponsored by the Cale/Greatwood family
- ❖ Volunteer of the Year - New award in 2016: For an adult volunteer who has made a significant contribution to the life of the Club. Award to be determined by the DC. Sponsored by the Cale/Greatwood family

**APPENDIX C - DUES PAYABLE**

*Valid Sept 2017 through Dec 31, 2018. Please allow 2 weeks to process your application.*

<b>TYPE OF MEMBERSHIP</b>	<b>USPC Dues</b>	<b>MidCal Dues</b>	<b>PVPC Dues</b>	<b>Total</b>
<b>2017-18 Prorated New Youth or Horsemaster Member</b> to USPC and PVPC (valid Sept 2017* though 2018)	\$180	\$60	\$125 + \$10 sponsor fee**	<b>\$365</b> (or \$375 if sponsor)
<b>2017-18 Prorated Youth or Horsemaster Member</b> – rejoining USPC + new to PVPC (valid Sept 2017 though 2018)	\$160	\$60	\$50 prorated for 2017 \$125 additional for 2018 + \$10 sponsor fee	<b>\$395</b> (\$405 if sponsor)
<b>2018 New Youth or Horsemaster Member</b> to USPC and PVPC	\$145	\$50	\$125 + \$10 sponsor fee	<b>\$320</b> (\$330 if sponsor)
<b>2018 Renewing Member</b> with USPC and PVPC	\$135 \$145 late after 11/15/2016	\$50	\$125 + \$10 sponsor fee	<b>\$310</b> (\$320 if sponsor)
<b>2018 Transfer Youth or Horsemaster Member</b> new to PVPC	\$0	\$0 or \$50	\$125 + \$10 sponsor fee	<b>\$125 or \$175</b> (\$135 if sponsor)
<b>2017-18 Transfer + Renewing Youth or Horsemaster USPC Member</b> and NEW PVPC member (valid only during renewal period)	\$120 \$0 for transfer	\$50	\$125 + \$10 sponsor fee	<b>\$295</b> (\$305 if sponsor)

OTHER PVPC Fees:

Co-pays for mounted lessons - \$25 or more depending on instructor for first lesson in a weekend, \$40 for second. Private lesson subsidized \$10. Co-pay may change at any time based on availability of club funds.

Horse Park at Woodside Membership (required for mounted lessons)

Rallies and camps – cost depends on the activity and location.

Certifications - D-Level certifications cost \$70 each for one level, or \$85 for two levels taken on the same day. HM test only is \$30. Retest of any riding section: \$30. Fees for C level and upper level tests are set by the Region and National respectively. Members may apply Activity Funds to certifications - contact the Treasurer for more information.

Friend – May make a voluntary tax deductible donation to PVPC, typically a family member, grandparent, etc. No expectation to attend voter meetings.

Annual Holiday Wreath Sale

\*\*Sponsors are adult (usually parent) PVPC family members who are willing to attend 1-2 meeting per year and vote on club policies. Since we need a quorum at each meeting, we hope that sponsors will only sign up if they plan to participate. Youth members may not be Sponsors, even if they are over 18 years of age.

## **Appendix D:**

### **PORTOLA VALLEY PONY CLUB POLICIES**

The name of this Club, a member of The United States Pony Clubs, Inc., and of the Middle California Region, shall be Portola Valley Pony Club (“the Club”). In addition to these policies, this Club is subject to the National, Regional and Club Bylaws, National and Regional Policies, and other rules and regulations established by USPC.

#### **PURPOSE**

The purpose of the Portola Valley Pony Club shall be to provide instruction, guidance and support to youth and adults in the practical skills of riding, a variety of equestrian disciplines, and mounted sports. The Portola Valley Pony Club will also promote safety and the care of horses and ponies, thereby developing knowledge, leadership and self confidence in our members, preparing them for a lifetime of responsible horse use and ownership.

These policies are established to provide guidelines for the administration of the activities of the Portola Valley Pony Club. The policies shall in no way lessen the authority granted the District Commissioner under the By-laws of the United States Pony Clubs, Inc., the By-laws of Regions and By-laws of Registered Clubs of the United States Pony Clubs, Inc.

#### **OFFICERS**

In addition to the required officers of the Club (District Commissioner, Secretary, Treasurer), Portola Valley Pony Club shall have up to 4 (four) Joint DCs. An Officer’s term is one year, running from January 1<sup>st</sup> through December 31<sup>st</sup>. There is no limit on number of consecutive terms for any officer.

The Club shall have other volunteers in leadership positions as determined to be necessary by the Nominating Committee in consultation with the Officers. These include, but are not limited to, Horse Management Instruction Coordinators, Club Certification Coordinator, Mounted Lesson Coordinator, Rally Coordinator, Horsemasters Liaison, and New Member Liaison.

#### **SPONSORS**

Sponsors are eligible individuals who meet all requirements, including having been accepted by the DC. Sponsors are the voting members of the Club.

The sponsor fee shall 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.

Those persons wishing to support the Club, but who do not have an interest in the administration of the Club will be called “Friends of Portola Valley Pony Club.” They will receive any published newsletters, invitations and updates for Club functions, but will not be eligible to vote. A minimum donation amount to be considered a “Friend of the Club” will be determined yearly at the Annual Meeting of Sponsors.

Sponsor Meetings will be scheduled and held in accordance with USPC Bylaws for Registered Clubs. The Annual Meeting of Sponsors will be held at least 2 weeks prior to the Annual Meeting of the Regional Council. A Sponsor Meeting requires the attendance, in person, of at least 33% of the Sponsors to achieve a quorum.

## **BOARD**

All Officers of the Club are considered members of the Board. At Board meetings, each Board member shall have a vote. The DC shall be the Chair of the Board.

The Board is responsible for aiding the DC in creation of the budget, drafting policy amendments and making programming suggestions for presentation to the Club Sponsors.

The Board shall meet at least twice per calendar year, at a time determined by the DC in consultation with the other Officers. Meetings of the Board are distinct from Sponsor Meetings. Minutes shall be kept of the Board's meetings.

## **COMMITTEES**

A Nominating Committee, comprised of not less than 3 (three) people, will be formed in accordance with By-law 4.1(e). The Officers of the Club or the Nominating Committee may ask for volunteers to form Ad Hoc Committees for specific tasks from time to time.

## **DUES**

The amount of Club dues for both Traditional Participating Members and Non-Traditional Participating Members will be determined each year and included in the budget proposal that is presented and voted upon by the Sponsors at their Annual Meeting.

Dues are also paid, per member, to the Region, and to USPC, at rates set by those entities.

## **MEMBER IN GOOD STANDING**

To be considered a member in good standing with the Club, Participating Members must evidence a sincere interest in Pony Club by participating in activities at the Club, Regional, and/or National Level; assisting younger members in the learning process; or attending mounted and/or unmounted meetings. The required level of such involvement will be considered in relation to the age, experience, and suitability/safety and availability of mount.

An individual must also be current with all dues and fees owed to the Club, Region, and USPC to be deemed a member in good standing. No member is eligible to participate in Club activities till all dues and fees have been paid.

The decision of whether a Participating Member is in good standing will be determined by the Club's DC.

## **RALLY PARTICIPATION**

Members are encouraged to participate in rallies where and when appropriate. The composition of Portola Valley Pony Club teams for Regional rallies will be determined by the DC from among those eligible and interested in competing.

The Club may pay a portion of the entry fee for Rallies or Championships for competitors who comply with the Member in Good Standing Policy, at the discretion of the DC, in consultation with the Board, and if funds are available.

## **CERTIFICATIONS**

Participating Members are encouraged to pursue certification, but no Member is required to take a certification. The Club will organize at least two certification test days each year.

Candidates for National testings are expected to pay their own fees. Fees for local testings (C2 and below) may be paid by the Club, at the discretion of the DC, in consultation with the Board, if funds are available.

## **MOUNTED/UNMOUNTED MEETINGS**

The Club will design and deliver a mounted and unmounted instructional program using the USPC curriculum. Mounted and unmounted meetings will be offered regularly, with notice to the whole membership, throughout the year (weather and facilities permitting).

Members must comply with all USPC rules regarding safety equipment (wearing of helmet, armband, etc) in order to participate in a mounted meeting. Members must abide by all rules of the facilities used for mounted/unmounted meetings, including any requirement to pay for a separate facility membership.

Non-Traditional Participating Members (“Horsemasters”) and Traditional Participating Members may participate equally in mounted meetings. Unmounted horse management instruction for Horsemasters and for Traditional Participating Members may be scheduled as separate meetings at the discretion of the Horse Management Coordinator.

## **FUNDS**

Funds are disbursed by the Treasurer for expenses previously approved in the Club budget at the Annual Sponsors Meeting. Additional expenses may be disbursed after consultation with the DC up to \$2,500. This will be reported to the Club at the next Sponsor Meeting. Any expenditure over \$2,500 that was not previously approved in the budget, must be voted upon by the Club Sponsors.

Club Revenues/Income shall be, but is not limited to, Club dues, donations, and fundraising.

Club expenses shall be, but are not limited to, fees for instructors, clinicians, and certification examiners; facilities; rally equipment; entry fees for rallies and Championships (funds permitting); refreshments/incidental items for Club events; awards; officer expenses for attendance at USPC Annual Convention; fundraiser expenses; donations to partner organizations; facility membership fees for key instructors; and general Club administrative costs

Club asset categories will include, but are not limited to, Club equipment (including trophies) and Club bank accounts.

## **REFUNDS AND REIMBURSEMENTS**

No refunds of dues or fees paid are given unless extenuating circumstances exist or the DC has been asked for prior approval and sufficient funds exist.

Reimbursement requests must be accompanied by a receipt and submitted to the Treasurer by Nov. 30th of the calendar year, unless expenses are incurred in December, in which case they should be submitted by Dec. 31st. Reimbursements are subject to the DC's prior approval for anything which is not a normal operating expense.

## **AMENDMENTS**

These policies may be amended at any time by a majority vote of a quorum of the current Club Sponsors of Record. Any Officer or Sponsor may propose an amendment. Amendments shall become effective after they have been adopted by the Club Sponsors of Record and approved by the RS, subject to review by the Vice President of Regional Administration.

*Approved by Sponsors on January 30, 2016*

*Approved by Regional Supervisor on January 31, 2016*