



# **PORTOLA VALLEY PONY CLUB**

## **MEMBER HANDBOOK**

**2019**

**Latest Revision: June 2019**  
**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!

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

## **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 60 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.
- ❖ Please be respectful towards our officers and other volunteers. We expect our adult members, parents, and supporters to model sportsmanship and civil behavior for our junior members at all times.
- ❖ Parents, upper level members, Senior members (age 18+), 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 say 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 does not yet adhere to SafeSport rules (this is under discussion at national level), but it recommends that we have two adults present as chaperones at all unmounted horse management meetings involving youth members: Another easy volunteering opportunity for parents and Senior members 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.
- ❖ Anyone over 18 years old may be an officer.
- ❖ 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. Sponsors must meet all the eligibility requirements of the USPC, including being at least 18 years old and approved by the DC.
- ❖ All senior members (18+) are eligible to be Sponsors. All parents are eligible to be Sponsors, but no one is required to become one.
- ❖ 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 be able to attend, please think twice before signing up as a Sponsor, as this is your main responsibility.**
- ❖ 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.
- ❖ 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.

## **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 have a USPC participation age of 13 to 18 years old, and certified at least D3 HM, 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 junior members of the club;

- 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 up to 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 \$150 (2019). 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) (2019). 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. PVPC charges full annual fee through June, then pro-rates. Please visit the Middle California Region website for more information about region/national.

## 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!
- ❖ New in 2019: Members under the age of 18 are now called “Juniors” while those age 18+ are “Seniors”. “Horsemaster” is no longer an official term in USPC, though we may continue to use it informally to describe adults over 21 (e.g. if we plan to have alcohol at an event, we may wish to restrict it to Horsemaster members).
- ❖ USPC “participation age” is whatever your age is on January 1 (like a racehorse!).

- ❖ Continuing members who are 18+ and at least certified at C-2 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. Please request a letter of support from the PVPC DC for this status change.
- ❖ Senior members and Junior members are equally eligible and encouraged to participate in all programs, including mounted and unmounted instruction, certifications at all levels (including National), rallies, clinics, and other events.
- ❖ All new members will be provided with a “New Member’s Kit” including, but not limited to, a USPC D Manual, USPC pin, and medical armband.
- ❖ PVPC’s officers will survey members and adult/parents periodically 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.
- ❖ Any dispute about status of a member may be referred to the Regional Supervisor of Middle California Region Pony Club for decision.

- ❖ Members may request transfer to another club at any time. Any in-year refund of membership fees for PVPC will be at the discretion of the DC and will not be made after the end of March (the first quarter of the year). Regional fees and USPC fees are not refunded under any circumstances.

## **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 or if you need assistance correcting your information on 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/>
- ❖ The DC is the main page administrator for the Club's Facebook page. The Junior Board also has access to post on Facebook.
- ❖ PVPC also has an Instagram account: Follow @portolavalleyponyclub. The Instagram account is managed by our Junior Board. Please share photos and stories we can post on Insta!

- ❖ 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”). Senior members (18+) may wish to be described on Facebook or Instagram with their full names for reasons not related to Pony Club, which will be allowed on request.
  - Mounted riders in photos must be wearing helmet and boots.

## Activity Accounts

- ❖ 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 [vpctreasurer@yahoo.com](mailto:vpctreasurer@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 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.
- ❖ Stallions are not allowed in mounted lessons, per USPC rules. Juniors are not allowed to ride stallions in Pony Club events, per USPC rules.
- ❖ 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 2019)
  - 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 Horse Park at Woodside requires the use of a safety vest when jumping on the cross-country field. This can be either a body protector or an air vest or both. USPC requires use of a body protector on the cross-country field.
- ❖ The Club is lucky to have several highly experienced instructors regularly teaching in its mounted program. These currently (June 2019) include Judy Klus and Valerie Owen. Instructors are selected for their skills, knowledge, availability, cost, and ability effectively to teach younger/less experienced riders.

- ❖ Requests to add new instructors will be considered by the DC and Jt DCs in the context of existing commitments and availability of funds.
- ❖ Professional instructors will, from time to time, be assisted by members who are working towards their H-B or higher certifications. H-B candidates 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. We are not aware of any club or center in our area offering the Western tracks (June 2019).

### **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. Senior members (18+) 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, some at Kiely Equestrian Center (hosted by Woodside Pony Club). Meetings will sometimes happen at a private barn. Meetings will usually be scheduled for weekend days.
- ❖ HM instruction will be based on the USPC curriculum.
- ❖ HM meetings for the D-level will be scheduled and arranged either by the Club's Junior Board, with supervision from an adult; or by the Senior D-HM Coordinator. 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.
- ❖ Instruction in the D-Level HM meetings is typically delivered by a C1+ member of the Club, who may be either a Senior or a Junior member. **All C-1 certified members are required to teach for a minimum of 4 hours to meet the standards for the C-2 certification. All candidates will be required to comply with this standard.**
- ❖ All members from D-3 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!
  - New for 2019: Candidates for C-1 HM must have assisted in at least two Club-level activities before going for the certification. Helping out at an HM lesson is a great way to comply with this requirement.
- ❖ There is rarely 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 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.
- ❖ The Junior Board is compiling a video library of HM instruction. Please subscribe to their channel on YouTube at:

[https://www.youtube.com/channel/UCWNviBySf-1IXkP6z21rEng?view\\_as=subscriber](https://www.youtube.com/channel/UCWNviBySf-1IXkP6z21rEng?view_as=subscriber)

## 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 Senior Members (18+), go for their D-1 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 D-1, D-2, D-3, C-1 and C-2.
  - The Club will offer a D-Level certification test day at least twice each calendar year. Additional certification test days may be offered 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.
- ❖ **USPC rules forbid parents and members making private arrangements for certification testing.** All certifications must be arranged with the approval of the DC as the DC has the responsibility to ensure the test is conducted fairly using the current Standards of Proficiency, with an appropriate examiner, at an appropriate/safe facility, with an Impartial Observer in attendance, and with the required insurance in place. Any test that is conducted without DC approval will not be valid.

- ❖ 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. (Marking your interest on TeamSnap does NOT register you for a test.)
- ❖ 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 DC is required to approve a candidate for testing, which will happen in consultation with the member or parent.
- ❖ 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 D-2! 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 D-1, 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 (fees are subject to change).
  - 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.
- ❖ 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.

- ❖ Any member requiring a testing accommodation due to a disability or injury should inform the DC and the test organizer in advance. Past accommodations have included having a C-Level helper for a partially-sighted D-1 candidate, allowing extra time and breaks during the test day, and ensuring a candidate receives one-to-one attention from an examiner. Any member requesting an accommodation for a C-Level or Upper Level test may ask the DC for a letter of support.
- ❖ **C-1 Certification Only:** Candidates for C-1 are required to produce a DC letter stating that they have assisted in two unmounted activities in the club. (New for 2019)
- ❖ **C-2 Certification Only:** Candidates for C-2 certification must present a letter from the DC to the examiner confirming that they have been engaged in regular unmounted teaching practice, equaling four hours or more (time requirement is new in 2019). This applies to all members. 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! H-B candidates also need to produce a letter confirming they have completed a Land Conservation project, which they should be prepared to discuss during their certification.
- ❖ **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. C-3 and above mounted tests will alternate year on year between the Horse Park at Woodside at Shepherd Ranch in Santa Ynez. 2019: National tests will be at Woodside. 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. Please dispose of Vaseline and Neosporin before putting the gear away. 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. 2019: Championships Central will be held in Colorado.
- ❖ 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/Modified Rally (\* Dressage or Show Jumping provide more straightforward experiences)
  - Any discipline: multi-day/Standard 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 – next USPC Festival is in 2020.

## **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 2019 = \$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. (2019: 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.

## Complaints and Concerns

- ❖ Any complaints or concerns about activities or events connected with the club, including the behavior of members or volunteers, should be addressed in the first instance to the Club's DC.
  - Good faith efforts will be made to resolve all problems at the club level.
  - If this is not possible, complaints will be referred to the Middle California Region's Regional Supervisor and/or USPC headquarters as needed.
- ❖ Any complaint regarding the DC should be addressed to the Middle California Region's Regional Supervisor.

## LINKS

- ❑ USPC website - <http://www.ponyclub.org> (Login with ID & password required)
- ❑ Middle California Region website - <http://midcalregion.ponyclub.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.yimcdn.com/sites/www.ponyclub.org/resource/resmgr/General\\_Administration/bylaws\\_2015\\_full.pdf](http://c.yimcdn.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>
- ❑ PVPC Junior Board's YouTube channel for Horse Management videos: [https://www.youtube.com/channel/UCWNviBySf-1IXkP6z21rEng?view\\_as=subscriber](https://www.youtube.com/channel/UCWNviBySf-1IXkP6z21rEng?view_as=subscriber)

## APPENDIX A – ADULT VOLUNTEER JOBS (2019)

### 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). Michelle is mother to Charlotte G (C-3 Dressage/H-B).

**DC elect for 2019 – Alisa Bredo (will be taking over at the end of July 2019).** Alisa has previously been the New Member Liaison and has volunteered extensively in the club as an HM teacher. Alisa is an H-B member.

**Joint DCs (Molly Johnson, officer since 2010, [dermskates@aol.com](mailto:dermskates@aol.com) & Sally Phillips, officer since 2010, [sallyvaphillips@gmail.com](mailto:sallyvaphillips@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. Both are Senior Members of PVPC. Sally is herself a B-level graduate of The Pony Club, UK; and is mother to Maxy (H-B/C-2 eventing). Molly is mother to PVPC former member Sonya Bengali (H-A). They are a great resource if you have questions.

**Treasurer (Steve Roon, officer since 2018, [pvpectreasurer@gmail.com](mailto:pvpectreasurer@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. Provides tax letters for donations. Steve is a Senior Member.

**Secretary (Christy Poulos, since 2019, [christypoulos@gmail.com](mailto:christypoulos@gmail.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. Please direct questions about insurance or TeamSnap to Christy. Christy is a Senior Member.

**Junior Board Advisor – Jackie Anderson.**

**Junior Board Co-Chairs (2019) – Rachael Miller (H-B/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. Manages the club Instagram account. 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. Jackie has been the Club's New Member Liaison, Rally Coordinator, and D-Level Certification Coordinator. She is now the MidCal Region Secretary; and is also mom to Junior Board member Coco.

**C-Level Horse Management Coordinator - Molly Johnson, Jt DC, [dermskates@aol.com](mailto: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.

**Senior Members: D-Level Horse Management Coordinator – (Beth Jimison, [erj1107@gmail.com](mailto:erj1107@gmail.com))**

– Focuses on providing monthly D-Level horse management instruction aimed at the Senior (18+) members of the club, including social time as appropriate. Works in consultation with the Junior Board, the C-Level Horse Management Coordinator, and the D-Level Certification Coordinator.

**D-Level Certification Coordinator (Linda Rosen, [linda\\_rosen@pacbell.net](mailto:linda_rosen@pacbell.net))** - 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 (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](mailto: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.

**New Member Liaison (Melissa Beauchamp, [mm\\_beauchamp@yahoo.com](mailto:mm_beauchamp@yahoo.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 position, with main period of activity December-January.

**Rally Coordinator (Jennifer Berry, [jenniferdberry@gmail.com](mailto:jenniferdberry@gmail.com))** - 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 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 2019: Sandra Welch (chair)**

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.

## 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.

Members are asked to return trophies to an officer or the Awards Coordinator no later than December 1 of the year. Any member losing, damaging, or failing to return a trophy may be subject to a fee. Every member receiving a trophy will also receive a commemorative plaque which is theirs to keep.

- ❖ 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.
- ❖ 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 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. (Lost trophy replaced in 2018)
- ❖ 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 (now Senior) 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. Sponsored by the Cale/Greatwood family
  - Award to be determined by the DC.
- ❖ 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 final two awards are determined by the Club Officers.