

**REDWOOD HILLS PONY CLUB
POLICIES AND STANDARD OF CONDUCT FOR 2010-2011**

In this document:

I. Member Agreement to RHPC Policies and Standard of Conduct for 2010-2011	pg. 1
II. Redwood Hills Pony Club Policies for 2010-2011	pg. 2
III. Redwood Hills Pony Club Standard of Conduct for 2010-2011	pg. 5

I. Member Agreement to RHPC Policies and Standard of Conduct 2010-2011

I have read, fully understand, and agree to abide by the RHPC Policies and Standard of Conduct for 2010-2011.

Member Signature

Date

Parent/Guardian Signature*

Date

Parent/Guardian Signature*

Date

*Both parent/guardian signatures required, if available.

RHPC Policies and Standard of Conduct are to be agreed to by each member and his or her parents by signing a Membership Agreement each year upon renewal of membership.

NOTE: You MUST return this signed form with your Application or Renewal Form in order for your membership to be activated for this year.

II. Redwood Hills Pony Club Policies 2010-2011

I. ORGANIZATION

A. **NAME:** Redwood Hills Pony Club (RHPC) is a registered club of the United States Pony Clubs, Inc., (USPC) and is assigned to the Middle California Region (Mid Cal). RHPC is governed by these policies in conjunction with USPC and Mid Cal bylaws & policies.

B. **MISSION:** The mission of RHPC is to provide a program for youth that teaches riding, the care of horses and ponies, and the value of teamwork, with the goal of developing responsibility, an industrious work ethic, moral judgment, compassion, leadership and self-confidence.

C. **PARENTAL SUPPORT:** RHPC is a volunteer- and parent-run youth club organized through the active involvement of members' parents. RHPC requires the active commitment of at least one parent from each family involved who serves both RHPC as a whole and his or her own child.

D. **STRUCTURE** (see USPC By-Laws, DC Guide)

1. **Officers:**

- a) The District Commissioner ("DC") and Joint District Commissioner(s) ("Jt. DC") are proposed by the Sponsors and are appointed by the Mid Cal Regional Supervisor.
- b) The Treasurer and Secretary of RHPC are elected by the Sponsors.
- c) All decisions, duties and actions of the Officers are subject to the supervision, control and approval of the DC.

2. **Authority:**

- a) The DC is the chief administrator and educational leader of RHPC. The DC may delegate jobs to the Jt. DC, the Officers, the Sponsors, or other volunteers.
- b) The DC relies on the involvement, advice and support of parent Sponsors and volunteers.
- c) Supervision, authority and responsibility for all RHPC activities and jobs remain with the DC.

3. **Sponsors:**

- a) One parent or guardian of each RHPC member is a Sponsor of RHPC after paying the annual Sponsor fee.
- b) Sponsors are expected to participate in Sponsor Meetings to discuss and vote on issues, and to make suggestions for the operation and administration of RHPC.
- c) Sponsors elect the Secretary and Treasurer, and recommend appointments for DC and for Jt. DC. annually (in the Fall).

4. **Facilities:**

- a) Skyline Ranch Equestrian Center ("Skyline"), a separate entity, is the main host facility for RHPC. Its use is donated to RHPC. RHPC and Skyline coexist through clear communication and cooperation.

II. MEMBERSHIP

A. **MEMBERS IN GOOD STANDING:** Participating members are considered members in good standing when they show a sincere interest and participate regularly in RHPC activities. To remain in good standing, members are required to:

1. Comply with RHPC Policies, Procedures, and Standard of Conduct.
2. Read and return a signed Member Agreement to RHPC Policies and Standard of Conduct each year.
3. Pay club dues and fees, and required activity fees on time.
4. Attend most, if not all Pony Club meetings including dismounted instruction; and be responsible for material covered during any meetings missed.
5. Have a family member contribute adequate volunteer time to RHPC as determined by the DC in consultation with the Officers.

B. **STANDARD OF CONDUCT**

1. All members are expected to behave in a courteous manner to instructors, parents, other Pony Club members, any volunteers and others using RHPC host facilities.
2. RHPC Standard of Conduct is attached to these Policies as examples of expected conduct. Over and above the Standard of Conduct, members must exhibit good horsemanship, sportsmanship and respect at all times.

3. Member Agreement: All members and their parents or guardians must read, understand, and agree to the RHPC Standard of Conduct and sign the Member Agreement with membership application or renewal each year. A signed Member Agreement must be returned in order for current membership to be activated.
4. Consequences: A breach of the Standard of Conduct or Policies will result in disciplinary action, up to and including probation, loss of privileges and of participation in activities, or withdrawal of membership, to be determined by the DC in consultation with the Officers.

III. PARENT PARTICIPATION AND CONDUCT

A. PARTICIPATION

1. Volunteering Expectation: Members and their parents or guardians MUST contribute volunteer time to RHPC. It is MANDATORY for a member's family to serve on at least one of the RHPC volunteer committees.
2. Volunteer Opportunities: Appendix 1 attached to these Policies describes some of the volunteer positions and tasks available for parent volunteers. These positions and tasks may be changed as needed by the DC in consultation with the Officers.
3. Parents or guardians must actively seek ways to help run RHPC. Parental involvement increases with each member's involvement and advancement in RHPC, Mid Cal and National activities.
4. Parent-In-Charge: Parents or guardians must serve as a Parent-In-Charge (PIC) for approximately one member meeting a year. Responsibilities include taking attendance, collecting fees, enforcing lesson times, and checking members in and out of the meeting.
5. Regional Events: At least one parent or guardian of a rally participant must stay for the duration of the rally and is expected to volunteer to help at the rally. Members may be asked to withdraw from participation if parents or guardians cannot contribute assistance.
6. The DC has discretion to consider members' overall participation when determining eligibility for rating tests.
7. The DC may withdraw membership or refuse membership renewal of members whose families fail to meet this minimum participation requirement.

B. MEETINGS

1. Parent Involvement in Member Meetings
 - a) Member meetings are intended to include active parent involvement. Parents and guardians are expected to spend time with their child(ren) and other parents. Parents should attend meetings to:
 - (1) observe the meeting
 - (2) supervise members
 - (3) perform RHPC volunteer work
 - (4) learn about RHPC and horse management
 - (5) assist the PIC or DC
 - b) Parents should be aware of and be responsible for their child's horse and tack arrangements for mounted meetings.
2. Parents' Meetings
 - a) Mandatory parents' meetings will be held periodically throughout the year at the discretion of the DC.
 - b) Sponsor Meetings: Each Sponsor is allocated one vote and is required to attend Sponsor meetings that are held throughout the year to plan events. Sponsors are required to meet at least once a year (in the Fall) to vote on election of RHPC officers, setting of fees and approving a budget and a calendar.

C. CONDUCT

1. Parents or guardians are ultimately responsible for their child(ren) at all times during RHPC meetings or activities. Parental permission is required for children to leave the premises of RHPC activities.
2. Parents or guardian are expected to assist their child(ren) in complying with RHPC Policies, Procedures and Standard of Conduct.
3. Parents and family members are required to show respect, courtesy and good sportsmanship to RHPC members, other parents, Pony Club volunteers and others at RHPC host facilities and activities at all times.

IV. ADMINISTRATION

A. MEETINGS

1. Member Meetings: Member meetings are held approximately twice a month at the discretion of the DC and the Instruction Coordinator(s).
2. Mounted Meetings: Mounted meetings are intended to supplement, not replace, members' lessons with their own instructors. Opportunity to participate in mounted meetings is at the discretion of the DC with a view to the member's conduct, attendance and contribution to RHPC.
3. Dismounted Meetings: Participation in dismounted meetings is required. Members missing dismounted meetings may be asked by the DC not to participate in mounted meetings. Members are required to perform barn chores at meetings, as time permits.
4. Sign-In and Sign-Out: All members must sign in with the PIC upon arriving at meetings and sign out with the PIC at the conclusion of meetings. Members are required to stay on RHPC host facilities during meetings, except as approved by the PIC.

B. COMMUNICATION: Communication within RHPC is primarily by e-mail. Members and their families are responsible for staying up-to-date and in regular contact with RHPC.

C. ACTIVITIES

1. Regional Events: Participation in regional events, including rallies, is at the discretion of the DC. Participants must be members in good standing and must timely fulfill all requirements, including paperwork, payment and volunteer sign-ups to be eligible.
2. Ratings: Rating tests will be scheduled at the discretion of the DC. Procedures and eligibility for rating tests are established at the discretion of the DC.

D. FINANCES

1. The Treasurer will prepare an Annual Financial Report and, along with the DC and Jt. DC, will prepare a budget and approve costs and expenditures from RHPC bank account(s). The Annual Financial Report will be presented at the Sponsors' Meeting at the beginning (Fall) of each year.
2. Members and their families are responsible for annual RHPC dues and fees, and for activity fees. Financial assistance and subsidization for RHPC costs will be offered as deemed appropriate and at the discretion of the DC and the Treasurer.

V. RHPC POLICIES AND PROCEDURES

A. PROCEDURES

1. Procedures for RHPC activities and events shall be developed in conjunction with these policies. Written procedures may include: New Member Application and Requirements, Ratings, Meetings, Rallies, Education and Committees.
2. Failure to abide by RHPC Procedures governing an activity may result in the member's loss of the privilege to participate in the activity, as determined by the DC. Members are responsible for obtaining the proper procedures for each activity.

B. POLICIES

1. Adoption: RHPC Policies and amendments to the Policies will be presented to and adopted by the Sponsors and approved by the Regional Supervisor.
2. Member Agreement: All members and their parents or guardians must read, understand and agree to RHPC Policies and sign a Member Agreement with membership application or renewal each year. A signed Member Agreement must be returned with forms in order for current membership to be activated.
3. Consequences: A breach of RHPC Policies will result in disciplinary action, up to and including probation, loss of privileges and participation in activities, or withdrawal of membership, to be determined by the DC in consultation with the Officers.

II. The Redwood Hills Pony Club Standard of Conduct

The RHPC Standard of Conduct is a list of examples of expected conduct for members, volunteers and families when participating in RHPC activities. Above and beyond this list, members, volunteers and families must exhibit good horsemanship, sportsmanship, respect and courtesy at all times.

Consequences for a breach of the Standard of Conduct or RHPC Policies will result in disciplinary action, up to and including loss of privileges for advancement in ratings or for opportunities to participate in activities, probation, withdrawal of membership, or expulsion from RHPC, at the discretion of the DC in consultation with the Officers.

All members and parents, new and renewing, must read, understand, and agree to the Standard of Conduct and sign a Member Agreement with membership application or renewal each year.

Expected conduct of members includes:

BEING HELPFUL:

- Help set-up and clean up at meetings.
- Encourage and support other RHPC members during meetings and events.
- Offer to assist instructors and volunteers during meetings and events.
- Participate in designated barn chore for the meeting or other barn or tack cleaning as needed at meetings or events.

BEING RESPONSIBLE

- Come to RHPC activities properly and safely prepared with the correct equipment and dress.
- Know and comply with the rules for RHPC activities.
- Arrive on time and remain for the duration of meetings and activities.
- Seek to master materials required for meetings, activities, and ratings.
- Maintain riding proficiency and horsemanship.
- Respond timely to requests for information required for meetings or activities.
- Know and comply with RHPC Policies & Procedures
- Care for horses used at RHPC activities in a safe and timely manner.
- Insure that the member's horse and tack, whether owned by the member, leased, sponsored or on a per-ride basis through Skyline Ranch Equestrian Center, are safe and suitable for the rider and the activity, as determined by the member, the member's family, and the instructor or trainer.

BEING RESPECTFUL:

- Listen and follow directions of instructors, volunteers and parents.
- Greet and thank instructors, volunteers, parents, and other members.
- Let every member know that they are valued members of the team, even if things go badly at an event.
- Take pleasure in competition at events and be gracious in victory and defeat.
- Do not tease, call people names, or do things that might hurt others' feelings.
- Do not use profane language, derogatory slang or gestures.
- Do not physically abuse any horses used for RHPC activities.
- Use good judgment and consult adults to determine if mounted activities are too difficult or strenuous for their own ability or for the ability or fitness of the horse.
- Contribute whenever possible to the maintenance of host facilities.