



## **HVHPC POLICIES**

### **STATEMENT OF PURPOSE:**

1. To foster the safe enjoyment of horses and riding.
2. To provide a sequential educational program in riding, horses and barn management, and competition.
3. To guide and support riders in setting and achieving realistic goals.
4. To encourage the sharing of knowledge with other pony clubbers and to encourage the contribution of experience gained through the Pony Club.
5. To provide parents and/or sponsors an opportunity to share in and support the rider's love of horses and riding.

### **POLICIES:**

1. All HVHPC members must:
  - a. Abide by the Code of Conduct as signed each year on the USPC Membership Report Form.
  - b. Have all dues and fees paid in Full by the due date.
2. To maximize the benefits of HVHPC membership the following are recommended:
  - a. Abide by the policies of HVHPC, Eastern PA Region and the USPC.
  - b. Accept and demonstrate responsibility for meeting his or her own obligations to the club.
  - c. Volunteer at one or more HVHPC fund raisers.
  - d. Be an active participant in club meetings and mounted and unmounted sessions.
3. Executive Board offices shall consist of
  - a. District Commissioner and/or Joint District Commissioner. (USPC requires a background check.)
  - b. Secretary
  - c. Treasurer
  - d. Media Coordinator
  - e. Membership chairperson
  - f. Member(s) at large (no more than 2); These offices shall be filled by sponsors of HVHPC and elected at the annual sponsor's meeting.
4. Junior Board Officers shall consist of:
  - a. President – will preside over the Junior meetings and make sure that the meetings run smoothly. The President must be dedicated to the club and must communicate with the District Commissioner on all matters.

- b. Vice President – will stand in for the President when the President is not present at the meetings. The Vice President is in charge of keeping a record of each member’s attendance at club activities.
- c. Secretary – will take minutes at meetings and will take care of any correspondence.
- d. Treasurer – will collect dues at the meetings and keep a record of the funds.
- e. Reporter – will solicit writings from the other members for the newsletter. The Reporter will also collect any stories of interest for the newsletter and give credit in the publication.
- f. Members at Large – will consist of two members, one of whom is the previous year’s Junior Board President (if no longer President) or some other senior member, and the other will be a new or younger member. The Past President will act as advisor to the Board and the new or younger member will gain experience in participating in club activities.

Junior Board officers should be active members. If an officer is unable to attend a meeting, the DC should be notified. The DC or an appointee will attend all meetings as advisor. The Executive Board may require a replacement for any Junior Officer who is not fulfilling his or her obligations. If requested, time at the beginning of an Executive Board meeting will be granted to a representative of the Junior Board to address the meeting.

5. Participation in Rallies:

- a. With safety as prime criteria, the Executive Board will make recommendations regarding rally participation.
- b. In order to participate, all entries and fees must be received by deadline.
- c. If economically feasible, the Executive Board will authorize HVHPC to pay ½ of rally fees for the members.
- d. Parents and Sponsors will be asked to volunteer at rallies.

6. HVHPC will offer at least 2 ratings per year. The following are guidelines for participation in HVHPC ratings.

- a. A candidate must notify the Rating Chairperson of his or her intent to rate before the designated deadline.
- b. A candidate should have attended at least three membership meetings within the previous 12 months of the rating.
- c. A candidate should have attended at least two mounted meetings within the previous 12 months of the rating.
- d. A candidate should have actively participate in study session’s showing their knowledge of the Standards within the 12 months of the rating or since their last rating, whichever is less.
- e. A candidate must complete the Pony Health and Maintenance Record Book if going for a D3 or above rating.
- f. A candidate must submit all applications and fees by the deadline set.
- g. New members will not have had the opportunity to participate in all these activities and therefore will not have the same obligations the way a rated member would.

7. National ratings:

- a. If the candidate is requesting a reimbursement for a successfully completed national rating, they will, prior to the test date, submit to the executive board a copy of their application for the national rating.

Special circumstances will be reviewed at the discretion of the Executive Board.

Revised 10/2012