

# APPENDIX B

## Uniform Chaperone Rules/Duties

*Revised and effective, October 1, 2001.*

Photocopy as needed. One copy should be given to the Chaperone; a signed copy should be retained by the organizer

1. Read and be familiar with the rules of conduct for your equestrian sport and Horse Management as published and sold by USPC, Inc., 4041 Iron Works Parkway, Lexington, KY 40511. Meet with the children and parents (before attending the rally, if possible) to explain and discuss these Rules of Conduct. Let parents know what will be expected of their child and the things they should bring, e.g., money for snacks, changes of clothing, swimsuit, etc. Tell them there will be a curfew and the chaperone will be in charge.
2. Human Use of Drugs and Alcohol - The policy of the USPC Board of Governors is that Pony Club members' use of alcohol and other substances that can affect judgment, health and safety is emphatically forbidden for the duration of any USPC sponsored activity. All adults attending USPC functions are expected to exercise discretion and responsibility. Responsible adults must refrain from using alcohol or other substances that may adversely affect their judgment at any time that they are acting, or may be called upon to act, in a responsible position. Chaperones are specifically "on duty" at all times and must refrain from using alcohol or other substances for the duration of the activity. Adult use of tobacco must conform to local laws and applicable safety regulations and should show concern for the present health and future health habits of Pony Club members. Any competitor bringing prescribed medication to an activity or competition must notify both the chaperone and the organizer. Any Pony Club member found to be using, in possession of or under the influence of alcohol, tobacco or other forbidden substances during a USPC sponsored activity shall be disqualified and barred from further participation in that activity.
3. Release - Competitive Rally Release Forms should be signed by Pony Club members and parents to emphasize that they are aware of and will abide by the rules, which are set prior to the competition.

4. Medical Release Forms and signed permission slips on all participants, written permission for administering medicine, routine prescriptions and dosages. Paperwork previously discussed and medications, (except for items such as inhalers, which need to be kept in the possession of the competitor) must be kept with the chaperone at all times (on the competition grounds, during travel, at the hotel, etc.). Should the Chaperone need to be relieved for a short period of time by another person, during this period the above paperwork and medications should be kept in possession of the person acting on behalf of the chaperone.
5. Heat Index Information - The Chaperone should be familiar with the Guidelines and Instructions Regarding Heat and Prevention of Heat Related Illness found in the *USPC Horse Management Handbook*:

### TAKE INTO CONSIDERATION:

- a) Temperature and humidity. The heat index chart found in the *USPC Horse Management Handbook* is particularly useful.
- b) The time of day and season of activity.
- c) Evaluate the level of exertion necessary for participation in an activity.

### PREVENTION:

- a) Unlimited cool water **MUST** be constantly available for consumption. This should include **ALL** areas; specifically riding areas.
- b) Avoid hottest part of the day if this is an option.
- c) Consider shortening the length/level or exertion of the activity.

### MAKE MANDATORY:

- a) Water Breaks-do not depend on thirst as an indicator of the need for water. The importance of hydration cannot be overstated.
- b) Removal of coats, stock and neck ties is **MANDATORY** (it is also recommended to remove helmet covers) when temperature and humidity are recorded in the danger zone as shown on the chart. This decision is made by the President of the

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Ground Jury with consultation of the Chief Horse Management Judge(s) and medical personnel present. Any official can and should bring a potentially dangerous heat situation to the attention of the President of the Ground Jury.

6. Lunches and Meals - Chaperone is responsible for collecting the competitors' money and procuring meals, snacks and drinks, especially water, for the competitors in their care and making appropriate arrangements in advance of the competition daily for delivery in accordance with the rules of the competition. Chaperones are permitted to eat with the competitors during the evening meal and are encouraged to do so.
7. Older Pony Club members (15-21) - Plan together for a curfew and then enforce it. Set a positive tone and let them know that you are glad to be part of their team. Responsibility should be put on them to follow the rules and guidelines set forth prior to the rally. Impress upon them that you must know their whereabouts at all times during leisure time. Review the list of necessities, e.g., pocket money, snacks, etc. Discuss proper rest and food. Stress that they are there for the competition representing their region.
8. Younger Pony Club members (8-14 at general rallies; 10-14 at Championships) - Curfews should be enforced. Know where your Pony Club members are at all times. If a parent removes a child from the rally grounds, set a time and place when the child will be returned to you. Mealtimes should be spent with the team and chaperone.
9. Scramble Teams - Chaperones of individuals entered in a competition on scramble teams are expected to meet at the rally opening and decide on one official chaperone for the team and otherwise determine a division of duties, meeting times, and accommodations plans. The official chaperone will decide any differences of opinion, and may be responsible for the paperwork detailed above. They are encouraged to hold a rap session at the end of each day. Review the day's activities, encourage constructive comments of the team's performance and have the members plan their program for the next day. Give praise for jobs well done and encouragement for the next day's competition. Please remember, "It is not whether you win or lose, but how you play the game." (This settles the team members and sets the tone for the next day.) USPC promotes good sportsmanship.
10. USPC requires a minimum of one adult chaperone to be named for a team or individual at competitions. Only one person will be named the Official Chaperone of a team. This is to ensure that there is a contact person for each team or individual during the Pony Club activity. Regions and clubs may appoint team chaperones. Chaperones are not responsible for transportation. It is the parents' responsibility to arrange transportation of their children before, after or during a rally. It is the parents' responsibility to decide if they will transport the child, allow the child to transport him/herself, or arrange for another person to provide that transportation.
11. Last But Not Least - Keep your sense of humor! Let the Pony Club members have fun-and they can within the rules. Remember, to gain respect, you must first give it.

*I have read and understand the duties of a chaperone as listed above.*

Signature of Chaperone:

Date \_\_\_\_\_