

## **Across Canada Exchange ACE Guidelines & Information Statement**

### **Objective:**

ACE provides an opportunity for members to visit and host CPC members across Canada. This reciprocal exchange is to offer:

- Opportunity for participants of various social and economic backgrounds and all levels of riding skills. It is encouraged to exchange with neighboring regions.
- Include both culture and riding experiences
- Allow members to become acquainted with fellow CPC members and exchange ideas
- Make lasting friendships
- Have fun

### **Criteria:**

- Active & Affiliate members 14 years of age and above
- All test levels; but matching riders' ages and levels to be taken into consideration
- 4 to 8 participants per group
- Accommodation –private home screened by hosting branch DC
- All members are to be billeted in pairs or in a home with other members of the same gender and age (See National Billet Policy)
- The visiting group must be accompanied by a chaperone, who must be 25 years of age or older.
- Visiting Branch must organize **group** travel arrangements to twinned Branch

**Program:** Branch and hosting exchange members to plan a variety of activities.

- Must be branch based although free day(s) are permitted
- Site seeing and cultural experience
- Riding & SM clinics
- Riding competition, however must not be the focus

### **Fee:**

- Transportation to the region is the responsibility of the individual
- Land fee – \$100 - \$200 pp as determined by the host branch
- Accommodations, meals, local travel and entry fees to activities during visit to be included in land fee

### **Time:**

- Exchanges usually to take place during the summer holidays
- 5-10 day visit, plus travel time

### **Fact Sheet:**

- DC/Organizer to complete hosting information sheet
- Submit to Val Crowe, National Office, for review & posting. National office will contact ACE committee of any concerns.
- Copy Regional Chair
- Deadline for submissions: June 1 of the exchange year {please note that earlier submission will be an advantage}
- Once exchange plans are finalized, branches will be responsible to host original number of participants

### **Selection:**

- Branches will contact the desired exchange branch to establish time lines, numbers etc.
- Upon twinning of branches, contact Val Crowe, National Office, to post the completion of selection.
- Each member must complete an application and individual profile to assist in billet placement.

## **Responsibilities**

### **Individual:**

- Anyone applying must in good standing of both Pony Club and their PSO as of the application deadline. The application deadline must fall in the same calendar year as the application.
- Each member is expected to pay a land fee. This money is to be paid to the member's branch. The visiting Branch will forward the full amount 30 days prior to the exchange.
- All members must be prepared to stay for the entire exchange, as scheduled.
- Must follow the rules of conduct and all other rules of Pony Club.
- All costs will be borne by the individual should disciplinary action be taken and the member sent home early. This member will not be permitted to host twinned member.
- All members must complete an evaluation at the end of the exchange.

### **Regional Chairs**

- Review ACE application. Any concerns must be sent to the Branch DC & National. The Region &/or National may veto any exchange.

### **District Commissioners**

- The DC is ultimately responsible for hosting all visiting members and must sign all appropriate documents.
- Screen host families
- Keep a list of billets, phone numbers. Ensure that visiting members have your contact number.
- Work together with the Organizer, if not occupying the position.
- Stay in touch and involved during the exchange.

### **DC/Organizer**

- Organizer must work together with DC
- Complete ACE Branch profile & submit to National Office
- Communicate with twinned Branch throughout all phases of the exchange.
- Collect members' applications & verify information is correct.
- Select by committee exchange members. Take into consideration to match approximate ages and levels. Also, if needed, take into consideration financial restrictions and exchange with neighboring regions.
- Upon the arrival of the visiting members, hold a meeting to welcome, designate billets, conduct introductions and review conduct expectations.
- Establish mutual conduct rules with twinned Branch that are additional to Pony Club rules and regulations.
- Keep a list of billets, phone numbers
- Provide a list of contact numbers for all billets, DC, Organizer and the Chaperone to each billet.
- Keep National Office, Regional Chairs and DCs of twinned Branches informed of any serious problems such as illness, injuries, harassment or abuse. Also, inform all significant changes to the original program.
- Know where your guests are at all times.
- Must complete an evaluation form at the end of the exchange. Send to National office to be forwarded to the ACE committee for review.

### **Chaperone**

- Travel with the group to the host site.
- Throughout the tour, seek opportunities to casually talk to members to confirm billet environment and suitability.
- Notify DC and Organizer immediately if there is conflict or concerns.
- Be a member of the committee should disciplinary action be taken if any member breaches any program rules.

# ACE Hosting Branch Application

To be completed by the Branch DC for posting on a special section of the web site.

Branch \_\_\_\_\_ Region \_\_\_\_\_

D.C. \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Nearest Airport: \_\_\_\_\_

We are a: rural based club \_\_\_\_\_ city based club \_\_\_\_\_

We are willing to take: \_\_\_\_\_ members at \_\_\_\_\_ levels  
(number)

Girls only \_\_\_\_\_ Boys only \_\_\_\_\_ Both \_\_\_\_\_

Active members \_\_\_\_\_ Affiliate members \_\_\_\_\_ Both \_\_\_\_\_

We would prefer to exchange with Branches from

East of us \_\_\_\_\_ West of us \_\_\_\_\_ Anywhere \_\_\_\_\_

Date of exchange: \_\_\_\_\_

You may list more than one date if that is an option.

Please list any other information that may help another Branch decide if an exchange with your Branch would be suitable.

\_\_\_\_\_

\_\_\_\_\_

D.C.'s Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACE Hosting Family Application**  
To be completed by the host family and submitted to the DC.

Name: \_\_\_\_\_

Branch: \_\_\_\_\_ Region: \_\_\_\_\_

Civic Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: home \_\_\_\_\_ work: \_\_\_\_\_

*Please complete the number of members you wish to host and the dates.*

I agree to host \_\_\_\_\_ members from \_\_\_\_\_

to \_\_\_\_\_

I have \_\_\_\_\_ member(s) who are at \_\_\_\_\_ level and are

Male \_\_\_\_\_ Female \_\_\_\_\_

We own horses \_\_\_\_\_

We keep our horses at home \_\_\_\_\_ We board our horses out \_\_\_\_\_

Host signature: \_\_\_\_\_ Date: \_\_\_\_\_

**As DC I verify that the above information is correct and meets the requirements of the ACE program.**

DC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Across Country Exchange  
ACE  
Visiting Branch Profile**

**Name of Region:** \_\_\_\_\_

**Name of Branch:** \_\_\_\_\_

**1. Organizer  
Name** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2. DC Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**3. Group Profile:**

*Please note the participants must be 14-25 years of age.*

Participant	Female or Male	Age	Level
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Chaperone** \_\_\_\_\_ **Gender** \_\_\_\_\_

#### 4. Traveling Preferences

Do you prefer for your group to be able to drive or are they willing to fly?

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On which approximate dates would you prefer to visit your twin group?

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

#### 5. Program

What type of activities are you hoping will be provided?

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Please any other information that may help you find a suitable Branch with which to exchange. (For example, are you looking for a farm or city experience? Never played Games but would like to try? Etc.)

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# ACE Member Application Form 2008

To be completed by CPC members for selection at branch level and forwarded to host branch upon successful selection.

All candidates must carry medical armband during exchange and a copy of provincial health card.

Name \_\_\_\_\_ Age as of Jan.1, 2008 \_\_\_\_\_

Male/ Female: \_\_\_\_\_ PSO #: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_

Branch \_\_\_\_\_ Region \_\_\_\_\_

Are you an Affiliate member: \_\_\_\_\_

Level: \_\_\_\_\_ Date Achieved: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parents/Guardian's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Do you have any allergies or medical conditions of which the host Region and or family should be aware? Vegetarian?

\_\_\_\_\_

Do you own your horse? \_\_\_\_\_ Horse's Height \_\_\_\_\_

Does your horse live on your property or do you board your horse? \_\_\_\_\_

