

# Canadian Pony Club



## HANDBOOK FOR TEAM MANAGERS / CHAPERONES & COACHES

### [Abstract](#)

Guideline for what is expected of Team Managers / Chaperones and Coaches for attending International and National events.



# CANADIAN PONY CLUB

## HANDBOOK FOR TEAM MANAGERS / CHAPERONES & COACHES

**2019**

Loyalty

Character

Sportsmanship

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### International

#### Responsibilities

##### Combined Responsibilities

Coach and Chaperone (Team Manager) work together to:

- Assume responsibility for arrangements, once the invitation has been accepted and team chosen. Keep National Office and National Discipline Chair informed of all plans.
- Prior to the starting communication about travel, make sure initial contact has been made through your international liaison.
- Co-ordinate travel arrangements and booking of tickets, through the CPC Travel Agent. The Coach and Chaperone are expected to travel with the team. You may ask for assistance from the National Office.
- Team fees (land/travel) paid through CPC Treasurer. Team members pay individually, coach and chaperone paid by Canadian Pony Club, with the exception of PPG where National pays ½ of the travel costs of coach and chaperone.
- Decide uniforms, in consultation with team members.
- Assure they and team members are dressed appropriately at all times.
- Driving: If it is necessary for coach or team manager to drive, you must have valid driver's license appropriate for type of driving needed. [For instance, if you are licensed to drive cars in Ontario, you can't legally drive more than 11 people in a van.] Only carry as many in the vehicle as you have seat belts for, and make sure they are used.
- Make sure you have a copy of local/International competition rules, and that your team members are knowledgeable and have copies if possible.
- Be aware of any team items that may need special handling or are banned, such as air pistols for Tetrathlon.
- Before leaving Canada, write out the itinerary, and give copies to all team members and to National Office.
- Before commencement of the tour, check with the National Office to make sure all team members (including coach and chaperone) have signed all their forms and paid all their fees.
- Keep National Office informed of any problems or allegations. (Such as serious injury or illness. Any allegations of cheating, harassment or abuse must be reported to National immediately upon your return.)
- Know where all team members are at all times; if they are with billets, the host should know.
- Keep a list of the billets, phone numbers, and ensure that team members and billets have your phone number.
- Prepared to keep up with all activities of the team.
- Be available 24/7 to the team.

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- They should be on task, and not be a burden for their team or the hosts of the exchange.
- Travelling parents – parents are not permitted to remove their children at any time.

### Team Manager

Responsibilities of the Team Manager are;

- Coordinate billeting, horse owners and host gifts from the competitors. Budget around \$10 / gift.
- Assisting members with fundraising efforts for the team.
- Coordinating the Team Uniform.

### Requirements

#### Coach

The following are the minimum requirements for requirements for a Coach.

- Minimum of 25 years old
- Must have a current passport.
- Must have an active credit card with an available credit of \$10,000.
- Must be in compliance with CPC Policy regarding Background Checks for Volunteers. This is done at the expense of the individual through the background check requirements selected by CPC.
- Must complete the respect for sport and submit the certificate with the application.
- Must have a current standard First Aid certificate.
- Sign the CPC Code of Conduct
- Should not be a family member of anyone on the team.
- Should not be a regular Coach/trainer of anyone on the team. The nature of the Exchange experience is in the building of the team relationship, which is forged from the team coming together as unknowns. A prior relationship can diminish this experience for the entire team.
- Should have a sense of humor, and the ability to get along with many different personalities. The team is there to have the opportunity of a lifetime.
- Ensure that safety is blended with all the fun and new experiences.
- Letter of reference from a Regional Executive member, a parent of a member that you had travelled with and a member that you had travelled with.

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### Team Manager

The following are the minimum requirements for the Team Manager.

- Minimum of 30 years old
- Must have a current passport.
- Must have a valid driver's license and valid insurance to cover driving in the destination countries.
- Must have an active credit card with an available credit of \$10,000.
- Must be in compliance with CPC Policy regarding Background Checks for Volunteers. This is done at the expense of the individual through the background check requirements selected by CPC.
- Must complete the respect for sport and submit the certificate with the application.
- Must have a current standard First Aid certificate.
- Sign the CPC Code of Conduct
- Should not be a family member of anyone on the team.
- Should not be a regular Coach/trainer of anyone on the team. The nature of the Exchange experience is in the building of the team relationship, which is forged from the team coming together as unknowns. A prior relationship can diminish this experience for the entire team.
- Should have a sense of humor, and the ability to get along with many different personalities. The team is there to have the opportunity of a lifetime.
- Ensure that safety is blended with all the fun and new experiences.

### Uniform

Some considerations for the uniform:

- Team is expected to be in team representative attire when out in public and travelling on tour.
- The identical uniform is for the entire team and must be worn at the same time when out in public.
- CPC logo or Canada flag / "Canada" word on shirts / jackets.

The following is the basic uniform required when representing the Canadian Pony Club. NOTE: Consider purchasing an extra set of uniforms to cover any last-minute team changes.

- Jacket – Red (consider waterproof)
- Shirts - 2 Golf Shirts (one you may exchange with someone from another country). Red, white or black.
- Beige pants
- Beige walking shorts (if required). No shorter than 3 inches above the knee.
- Black Dress or black dress shirt & dress pants with red accents (i.e. belt).
- Paddock boots (excludes Quiz)

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- Running Shoes

### Health/Documentation

- Make sure everyone has his/her health card (and passport and visa, if necessary), and that you have their card numbers, photocopies of passports.
- If traveling outside Canada, all team members (including coach and chaperone) need to carry extended health insurance; you will have to keep that information as well.
- Keep emergency telephone numbers: parents, guardians, National. Make sure National has copy of emergency numbers.
- Be aware of health problems. Keep written records of necessary health history, medications for team members.
- Make sure that all team members are fit to travel and compete at their best. If there is any question, consult with specific National Discipline Chair. Alternate should be prepared to travel. Inform National of any problems/changes. If there is a pre-existing medical condition, two weeks before departure, competitor must give National Office a letter from his/her doctor stating that it is okay for the competitor to travel and compete at the level expected. (i.e., if going to Interpacific, then the Dr. specifically says the person is fit to jump a strange horse at 3'7".)
- Carry a basic first aid kit
- Make sure you know what to do and whom to contact in case of local emergency.
- If for any reason the competitor needs medical attention, get a written note from the doctor stating that the competitor is fit to travel and/or continue with the competition.

### Expenses

- Coach – 100% of landing fees and travel fees are covered.
- Team Manager – 100% of landing fees and travel fees are covered.
- Uniforms for Team Manager and Coach are at their own expense.
- Competitors uniforms are at their own expense.

Discipline	Competitors	National
IMGE	¾ of Total. Divided equally amongst competitors (5)	¼ of Total
IPE	½ of Total. Divided equally amongst competitors (4)	½ of Total
Tetrathlon	½ of Total. Divided equally amongst competitors (4)	½ of Total
IQE (Quiz)	¼ of Total. Divided equally amongst competitors (4)	¾ of Total.

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### International Participation Agreement

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

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

Dates: \_\_\_\_\_

In keeping with the spirit of the Canadian Pony Club and its motto of Loyalty, Character, Sportsmanship; and to ensure the fair and equitable treatment of its members and volunteers:

I agree that I:

- have been chosen to represent myself, my branch, my region and/or my country and will do so to the best of my ability.
- will conduct myself in a manner that reflects well on myself and the Canadian Pony Club;
- affirm the Canadian Pony Club's Code of Ethics and Harassment Code.

I agree that:

- inappropriate behaviour will not be tolerated;
- coaches, team managers and competition officials have the authority to exert positive discipline over members as they deem necessary; respecting the dignity of the individual. The tone is corrective rather than punitive.
- a member's use or possession of illegal or controlled substances, alcohol or tobacco / cannabis products are prohibited for the duration of any competition and travel involved and will result in disciplinary action;
- a coach or team manager's use or possession of illegal or controlled substances, cannabis or alcohol are prohibited for the duration of any competition and travel involved and will result in disciplinary action.

I understand that:

Any or all of the following steps will be followed in sequence, but there is no time requirement between steps. Beyond Step 2, the coach and team manager will concur. Beyond Step 4, input will be sought from the National Chair of the Discipline, the National Disciplines Chair or the National Chair.

- Step 1. Verbal reprimand.
- Step 2. An explanation and apology to teammates.
- Step 3. Written reprimand.
- Step 4. Elimination from a class or phase of competition.
- Step 5. Disqualification from entire competition.
- Step 6. Removal from a competition site and being sent home early at personal expense.
- Step 7. Presentation at a discipline hearing.

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



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### National

#### Responsibilities

##### Combined Responsibilities

Coach (where applicable) and Team Manager work together to:

- Keep Regional Discipline Chair informed of all plans.
- Prior to the starting communication about travel, make sure initial contact has been made through your Regional Discipline Chair.
- The Coach and Team Manager are expected to travel with the team.
- Team entry fees paid through Regional Treasurer.
- Decide uniforms, in consultation with team members.
- Assure they and team members are dressed appropriately at all times.
- Driving: If it is necessary for coach or team manager to drive, you must have valid driver's license appropriate for type of driving needed. [For instance, if you are licensed to drive cars in Ontario, you can't legally drive more than 11 people in a van.] Only carry as many in the vehicle as you have seat belts for, and make sure they are used.
- Make sure you have a copy of local/National competition rules, and that your team members are knowledgeable and have copies if possible.
- Be aware of any team items that may need special handling or are banned, such as air pistols for Tetrathlon.
- Before leaving, write out the itinerary, and give copies to all team members.
- Keep Regional Discipline Chair informed of any problems or allegations. (Such as serious injury or illness. Any allegations of cheating, harassment or abuse must be reported to National immediately upon your return.)
- Know where all team members are at all times; if they are with billets, the host should know.
- Keep a list of the billets, phone numbers, and ensure that team members and billets have your phone number.
- Prepared to keep up with all activities of the team.
- Be available 24/7 to the team.
- They should be on task, and not be a burden for their team or the hosts of the competition.
- Travelling parents – parents are not permitted to remove their children at any time.

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### Team Manager

Responsibilities of the Team Manager are;

- Coordinate billeting, horse owners and host gifts from the competitors. Budget around \$10 / gift.
- Assisting members with fundraising efforts for the team.
- Coordinating the Team Uniform.

### Requirements

#### Coach

The following are the minimum requirements for requirements for a Coach.

- Must be in compliance with CPC Policy regarding Background Checks for Volunteers. This is done at the expense of the individual through the background check requirements selected by CPC.
- Must complete the respect for sport and submit the certificate with the application.
- Sign the CPC Code of Conduct
- Should have a sense of humor, and the ability to get along with many different personalities. The team is there to have the opportunity of a lifetime.
- Ensure that safety is blended with all the fun and new experiences.
- Letter of reference from a Club Executive member or a parent of a member that you had travelled with and a member that you had travelled with.

#### Team Manager

The following are the minimum requirements for the Team Manager.

- Minimum of 25 years old.
- Must have a valid driver's license and valid insurance.
- Must be in compliance with CPC Policy regarding Background Checks for Volunteers. This is done at the expense of the individual through the background check requirements selected by CPC.
- Must complete the respect for sport and submit the certificate with the application.
- Should have a current emergency First Aid certificate.
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- Should have a sense of humor, and the ability to get along with many different personalities. The team is there to have the opportunity of a lifetime.
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### Uniform

Coordinate uniforms with the Regional Discipline Chair to represent your region.

The following is the basic uniform suggested when representing your region at a National competition.

- Shirts with a sleeve. (No tank tops)
- Shorts (if worn). No shorter than 3 inches above the knee.
- Paddock boots (excludes Quiz).
- Running Shoes.
- Rain Coat / Jacket.

### Health/Documentation

- Make sure everyone has their health card, and that you have their card numbers.
- Keep emergency telephone numbers: parents, guardians.
- Be aware of health problems. Keep written records of necessary health history, medications for team members.
- Make sure that all team members are fit to travel and compete at their best. If there is any question, consult with specific Regional Discipline Chair. Alternate should be prepared to travel. Inform Regional Discipline Chair of any problems/changes. If there is a pre-existing medical condition, two weeks before departure, competitor must give Regional Discipline Chair a letter from their doctor stating that it is okay for the competitor to travel and compete at the level expected. (i.e., if going to National Rally, then the Dr. specifically says the person is fit to jump a strange horse at 3').
- Carry a basic first aid kit.
- Make sure you know what to do and whom to contact in case of local emergency.
- If for any reason the competitor needs medical attention, get a written note from the doctor stating that the competitor is fit to travel and/or continue with the competition.

### Expenses

- Uniforms for Team Manager and Coach are at their own expense.
- Competitors uniforms are at their own expense.

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### National Participation Agreement

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

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

Dates: \_\_\_\_\_

In keeping with the spirit of the Canadian Pony Club and its motto of Loyalty, Character, Sportsmanship; and to ensure the fair and equitable treatment of its members and volunteers:

I agree that I:

- have been chosen to represent myself, my club, my region and will do so to the best of my ability.
- will conduct myself in a manner that reflects well on myself and the Canadian Pony Club;
- affirm the Canadian Pony Club's Code of Ethics and Harassment Code.

I agree that:

- inappropriate behaviour will not be tolerated;
- coaches, team managers and competition officials have the authority to exert positive discipline over members as they deem necessary; respecting the dignity of the individual. The tone is corrective rather than punitive.
- a member's use or possession of illegal or controlled substances, alcohol or tobacco / cannabis products are prohibited for the duration of any competition and travel involved and will result in disciplinary action;
- a coach or team manager's use or possession of illegal or controlled substances, cannabis or alcohol are prohibited for the duration of any competition and travel involved and will result in disciplinary action.

I understand that:

Any or all of the following steps will be followed in sequence, but there is no time requirement between steps. Beyond Step 2, the coach and team manager will concur. Beyond Step 4, input will be sought from the Regional Chair of the Discipline or the Regional Chair.

- Step 1. Verbal reprimand.
- Step 2. An explanation and apology to teammates.
- Step 3. Written reprimand.
- Step 4. Elimination from a class or phase of competition.
- Step 5. Disqualification from entire competition.
- Step 6. Removal from a competition site and being sent home early at personal expense.
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_