

**Uniform Chaperone Rules/Duties**

*Revised and effective January 1, 2007*

To be completed and turned in with rally entry.

**Chaperone duties shall include:**

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| <ol style="list-style-type: none"> <li>1. The primary function of the "official team Chaperone is to ensure that there is a contact person for each team or individual present and on grounds for the duration of the competition. Team Chaperones must be available to Rally Officials and team members at all times.</li> <li>2. Have copy of and be familiar with the rules for the competition (discipline rulebook) and the current edition of the HM Handbook and Rules for Rally. <i>. Rulebooks can be downloaded from the USPC website at ponyclub.org</i></li> <li>3. Uphold USPC Policy 0500 Drug/Alcohol/Tobacco. Chaperones must refrain from using alcohol or other substances when they are serving in their "official capacity" as team Chaperone <i>-refer to USPC website ponyclub.org for full policy statement</i></li> <li>4. Be present and available to Rally Officials and all team members for the duration of the competition. Delegate duties to another individual if for any reason you must leave the competition grounds during the hours of competition to respond to a request by the Rally Officials or any team member.</li> <li>5. Have a copy of the signed USPC Medical Release Form for all team members in their possession for the duration of the competition.</li> <li>6. Be sure to have a means of contacting parents or designated responsible person for all team members in the event that you should need to contact them during the hours that you are responsible for those team members (hours of competition).</li> </ol> | <ol style="list-style-type: none"> <li>7. Have a means of contacting all team members and the parent or responsible person for those hours after competition and when not on competition grounds (evening/nights).</li> <li>8. Know the plans for the control of and administration of any prescribed medications that are taken by a team member. Be fully aware of the plan for any emergency medications that may be indicated such as Epi-Pens or inhalers to include the location of these medications. Any plans for administration of medications by any other than a parent/guardian must be decided by the parent/guardian in agreement with the person assuming that responsibility in their absence</li> <li>9. Be familiar with the effects of heat and humidity and the potential risk for heat related illness. Take active role in helping to keep all team members well hydrated, the importance of hydration cannot be overstated! Take every opportunity to encourage water breaks. <i>Refer to the Uniform Officiation Rules found in the current HM Handbook and Rules for Rallies.</i></li> <li>10. Delegate duties of the team Chaperone to another responsible adult if for any reason you should have to leave the competition grounds during the hours of competition making it clear that they are to respond to Rally Officials and any team members in your absences. Be sure to leave the copies of USPC Medical Release forms and all contact information with this person.</li> <li>11. In cases of Scramble Teams the Competition Organizer will determine the "Official Team Chaperone".</li> </ol> |
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*I have read and understand the duties of a chaperone as listed above.*

Name of Chaperone	Signature	Date
( )		
Cell Phone Number	<i>This form is for the club/regional team or individual of</i>	

## Uniform Chaperone Rules/Duties

*Revised and effective January 1, 2007*

This page is intended for the use of the Team Chaperone and is not to be sent with team competition entry.

### Definition of Chaperone:

For the purpose of all USPC Competitions each team, or in situations that an individual should be entered, there will be a designated "official team chaperone". In the situation of scramble teams the official team chaperone(s) will be appointed by the rally officials and will be so noted in the rally program as such. The role of this person is to give the rally organizers a responsible adult to contact for any needs and to give the team members a contact to assist them as may be indicated and allowed.

### Hours for tour of duty are.....

The official team chaperone is responsible for team members during the hours of competition and on competition grounds only (from arrival on grounds until departing rally ground at beginning and end of each day of competition).

### Transportation, driving and lodging...

Decisions to allow a competitor to drive or not, who they can or cannot ride with, who they can or cannot have in a vehicle that they are driving, where they stay at night and with whom they stay, and who is to be responsible for a competitor are all decisions that must be made by the parent/legal guardian if a minor. These decisions are not a decision of the USPC, any region, club or rally organizer. Specific arrangements must be made by and between the parent/legal guardian and the adult assuming any of these responsibilities in the absence of the parent/guardian.

### Helping your team to succeed:

Initiate contact with all team members prior to leaving for the competition. In cases of scramble team members, request contact information from the rally secretary. Share this information with team captain and/or Stable Manager (SM).

Encourage the team to have meetings prior to leaving for rally. Be sure all members of a scramble team are included in the decision making process, either by email or phone contact, if a distance away. Discuss team equipment, review all rules that apply and any decisions regarding snacks, drinks, plans for meals, etc. Determine how the team members plan to provide snacks and drinks (i.e., each team member contribute a sum of money to a pot or each member is assigned specific items to bring.) If each is contributing money, it must be collected before the rally. Be sure you know who is bringing cooler(s), so you can avoid the quick trip to the local store.

Plan arrival time at the competition site and any details such as arrangements for ordering bedding, if needed, and who is assigned to do this (again collect money in advance if needed).

On the first day of the rally, gather the team together before they separate for the night and make plans for the next day. Include a review of their competition schedule and how they can best work together to help each other prepare for Turnout Inspections. Determine a regular meeting place and plan to have a scheduled discussion session at the end of each day of competition. Take this opportunity to offer words of praise, acknowledge their accomplishments and encourage the sense of team work and team building. Guide the team towards constructive criticism and steer them away from finger pointing. Have the team make plans for the next day concerning time they will arrive on the competition grounds, who will feed horses the next morning, who will re-supply the tack room cooler with ice, drinks and snacks (get requests for drinks/snacks) and make the plans for lunch. Be sure any plans for cooler and/or lunch delivery follow any requirements as stated in the competition entry packet (Neutral Zone) and they understand the plan. Have the team leave with a plan for the next day in place before they go off for an evening of relaxation.