**Chaperone Criteria and Responsibilities for Regional, National and International Activities/Competitions**

**Nova Scotia Region of Canadian Pony Club**

A high standard of parenting conduct is expected of chaperones at all times. Chaperoning can be a fun and rewarding experience for the parents and members. We encourage parents to take turns for chaperoning experiences. The following will provide an overview of the criteria, responsibilities and expectations of chaperones.

**CHAPERONE CRITERIA the following requirements relate to ALL Activities/Competitions:**

* Must be over 25 years of age prior to Jan 1st of the activity year
* Must hold a major credit card
* Must have a valid driver’s license
* Must carry a cell phone or have easy access to a telephone

**REGIONAL Activities/Competitions – Chaperone Criteria noted above PLUS:**

* Recommended to have a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) for day time activities
* **Must** have a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) for **overnight** chaperones
* Recommended to have a basic course in first-aid
* Recommended to have completed Respect in Sport course
* Must have read and signed the Parents Code of Conduct as an agreed to document even though the chaperone may not be a parent it indicates awareness of Code of Conduct. Signed copy to be held by Regional Discipline Chair or event organizing Chair

**NATIONAL Activities/Competitions – Chaperone Criteria noted above PLUS:**

* Must have a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC)
* Must have a basic course in first-aid
* Must have completed Respect in Sport Course
* Must have read and signed the Parents Code of Conduct as an agreed to document even though the chaperone may not be a parent it indicates awareness of Code of Conduct. Signed copy to be held by hosting region Discipline Chair

**INTERNATIONAL Activities/Competitions – Chaperone Criteria noted above PLUS:**

* Must have a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC)
* Must have a basic course in first-aid
* Must have completed Respect in Sport Course
* Must have read and signed the Parents Code of Conduct as an agreed to document even though the chaperone may not be a parent it indicates awareness of Code of Conduct. Signed copy to be held by National Discipline Chair
* Must have valid and current travel documents (passport) and meet admissibility criteria to the hosting country
* Refer to International CPC Coach and Chaperone Responsibilities <http://www.canadianponyclub.org/resources.php?page=downloads&topic=international>

NOTE:

* Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) MUST be registered with Canadian Pony Club national office, this should be done through the Regional Secretary who will maintain a list of chaperones meeting this criteria.
* The Respect in Sport Course can be paid for by NSPC. For more information contact your District Commissioner.

**CHAPERONE RESPONSIBILITIES:**

* To keep records of member’s parental contact information, allergies, medications and sealed medical information to be opened in case of emergency for those members they are chaperoning;
* Notifies the parent and Regional Discipline Chair or Regional Chair, if the chaperone is the Regional Discipline Chair (SJ, Dressage, Quiz, etc.), if a member develops an illness or injury and the chaperone assists that member in getting care required;
* May be requested to keep money and medications for members;
* May be requested to assist with accommodation and travel arrangements;
* May be requested to track own expenses/maintain receipts for the activity/competition;
* May be requested to plan meal/snack opportunities for members during travel;
* May be requested to help as a volunteer (on site) during the activity/competition.

**CHAPERONE EXPECTATIONS:**

* To escort members from the departure point to the return point for all away trips with the primary responsibility being overall member health & welfare. Chaperones are on duty at all times during travel;
* To not put their own personal agenda ahead of chaperoning responsibilities;
* Chaperones cannot guarantee continuous surveillance of members but are required to be on site with the members at all times except in extenuating circumstances such as accompanying a member requiring medical attention, etc. Under these emergency circumstances, a chaperone from another region would be asked to oversee our remaining members and those members would be made aware of this and to recognize the replacement chaperone and have a means of contacting the official N.S. chaperone;
* To be aware of the Team schedule for reporting times of activities/competition, designated rest times and any leisure activities. Members participating in Regional and National events are responsible for being on time;
* To enforce any curfews put in place for Team members by the organizers;
* To behave responsibly at all times and exercise good judgement in the interest of the members;
* To have the right, with parental involvement/permission, to inspect all bags and personal belongings of any Team member under suspicious circumstances;
* To report, with parental involvement/discussion, the discovery of any use or possession of an illegal substance or alcohol on the part of members to the hosts immediately and together determine an appropriate course of action;
* To report, with parental involvement/discussion, any serious behavioural problem on the part of members to the hosts and together determine the appropriate course of action.

Revised May, 2016

Canadian Pony Club Operations Manual Parental Code of Conduct

The Canadian Pony Club motto, “Loyalty, Character, sportsmanship,” is intended to represent the goals of the organization for active members and should therefore also be the basis for parents’ standards of conduct. The Pony Club is a volunteer organization and depends on parents to help, where fairness should take precedence over competitiveness and teaching by example will foster caring and respect for all. Parents should therefore agree to abide by the following guidelines:

**I will:**

. Be a positive role model for my child and other members by respecting coaches, officials, volunteers and leaders; their authority and decisions; the rules and regulations under which the Canadian Pony Club operates.

. Agree to discuss any disputes/appeals at a suitable, agreed-upon time with the correct officials, within the appropriate level of the Pony Club organization, without resorting to hostility or violence.

. Always remember that Pony Club activities are intended to be educational, safe and fun to benefit the active members rather than parents.

. Demand a drug, alcohol and tobacco-free environment for Pony Club activities.

. Respect the horses and ponies and show humane care for them at all times.

. Respect the property and equipment used in any activities, considering safety uppermost in all situations.

. Be knowledgeable about the rules of the discipline or competition my child is taking part in and encourage my child to know, be familiar with, and follow these rules.

. Promote the physical and emotional well-being of my child, other members and horses ahead of any personal desire to win or succeed in any activity.

. Teach my child that taking part, learning and showing sportsmanship in all competitions, testing situations, clinics, etc. is more important than winning.

. Praise all active members equally for trying hard and competing fairly.

. Inform officials as soon as possible if I or my child is unable to fulfill commitments or attendance at events.

. Help my child and others to understand the satisfaction of cooperation, group work and team spirit in achieving personal goals and growth, and good results.

. Volunteer my services and skills, whether equine-related or not, whenever possible.

**I will not:**

. Force my child or other members to take part in activities with which they are not comfortable, or disrespect the decisions of coaches/officials concerning the skills and abilities of my child or other members.

. Undermine the authority of coaches/officials by interfering with, or coaching any members from the sidelines, unless I am deemed an official coach at an activity.

. Dispute the decisions of coaches/officials and volunteers during an event or in front of my child or other active members.

. Engage in or condone unsportsmanlike behaviours such as booing, taunting, using profane language, refusing to congratulate winners, etc.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. July 3, 2015