

Canadian Pony Club Responsibilities of Coach and Chaperone

Coach and Chaperone work together to:

- Designate one or both to be the team manager,
- Assume responsibility for arrangements, once the invitation has been accepted and team chosen. Keep National Office and National Discipline Chair informed of all plans.
- 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 drivers 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.

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 Nat Disc 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.