

# Canadian Pony Club Billet Policy

Approved April 6, 2008

The rationale for developing the Billet Policy, is to provide hosting and participating Regions/Branches, with guidelines when they provide or access billeting for Pony Club Members

This Billeting Policy is intended solely as a minimum standard and Regions/Branches are advised to review and assess the guidelines to suit their particular situation. Billeting is to be considered a privilege; abuse of this privilege can lead to suspension of further billeting opportunities.

## ***All personal information is to be maintained as required by the Canadian Pony Club Privacy Policy***

### **1. Goal and rational for billeting:**

1. To foster friendships and camaraderie amongst Pony Club members from different communities
2. To reduce costs for Pony Club members, parents and Regions/Branches

### **2. Guidelines:**

As with most activities, there can be some risks involved when billeting your member or providing billeting opportunities for visiting members. Steps must be taken to minimize the risks to the extent practicable.

### **3. Participant's Home International/National/Region/Branch Responsibility:**

1. Provide the host Region/Branch with the name, gender and age of all members being billeted.
2. Provide a list of allergies, any significant medical illnesses/concerns or other important considerations for all participating members, to the host Region/Branch and the chaperones.
3. Chaperones should have the full emergency contact information for each participating member.
4. Provide a list of participating members who are to be billeted together. It is strongly recommended to billet members together – two or more to a family.
5. Provide the name of the National/Region/Branch chaperone, and contact information.
6. Participating members to be billeted must be able to look after their own equipment and clothing.
7. Participating members must be given the name and contact information of the chaperone and/or coach.
8. Participating Regions/Branches should ensure that members who have had past problems, such as a history of violence, vandalism, or behavioral issues etc. are not eligible to be billeted unless these issues have been adequately addressed. If a member has had previous problems, it is the responsibility of the participating Region/Branch to address whether billeting is appropriate for the member. If billeting is not appropriate the member should not be included in the billet list.

### **4. Host Region/Branch Responsibilities:**

1. Host Regions/Branches should make assessments of their participating billet families. Regions/Branches shall acquire names, ages, gender of all people residing at Billet Family residence at time of billeting. Host Regions/Branches shall contact National office to ensure there are no adverse reports regarding the billet family. If there is any reason

to believe that there might be a problem with a particular family - whether food, accommodations, supervision, special circumstances, etc., then the host Region/Branch should take steps to address the situation. This may be done by investigating the concern and helping the family rectify the issue or by removing the family/household from billeting. The host Region/Branch is responsible to respond if there is reason for concern.

2. It is strongly recommended to billet same gender and age group members together (two or more to a family), or with a local member. At no time should a single member be billeted with a childless family.
3. Families are to provide comfortable and safe sleeping accommodations for the visiting members.
4. Families must agree to provide meals (breakfast, lunch and dinner), snacks and drinks for the participating members where required.
5. Families are to provide timely transportation to and from locations as directed by the Host Region/Branch.
6. Billeted members are not to be left unattended. It is the responsibility of the host family to arrange for care of the billeted member when required by the Region/Branch.
7. Complete Billet lists will be provided to only the chaperone upon arrival. The list shall include names, addresses and phone numbers of host families and the name, allergies, significant medical conditions or important considerations of the billeted member.
8. Prior to the start of the event, host families must be aware of and agree to host a billet with allergies, significant medical conditions or other relevant information that pertains to the well-being of the billet.
9. Ensure that the host family obtains the name of the chaperone and contact information for their billeted member.

#### **5. Expectations of Billeted Members and Chaperones/Coaches:**

1. ALL billeted members are to possess the name and contact number of their Chaperone.
2. A thank you note or small gift is appreciated as a way of thanking the host family.
3. Participating members are expected to be well behaved, respectful and cooperative and abide by the host family rules.
4. Participating members and Chaperones/Coaches shall sign the Canadian Pony Club participation agreement which outlines responsibilities and expectations.

#### **6. Billeting Issues:**

1. A major problem is defined as:
  - a. A situation that puts the child at risk or in harms way,
  - b. A behavioral incident that includes damage to property, bullying, or abuse to either another member or the billeting family.
2. Problems created by a billeted member and/or a host family should be brought to the attention of his/her chaperone/coach and the hosting organizing committee. Disciplinary action should be addressed by the billeted member's Region/Branch.
3. Host Region/Branches shall forward a report of incidents to the National Office. A list shall be maintained by the National Office.
4. Region/Branches should implement a system to keep track of problems associated with members, chaperones and coaches. A copy must be forwarded to the National Office. The list shall be maintained over the years so that the knowledge is not lost with changes in administration.