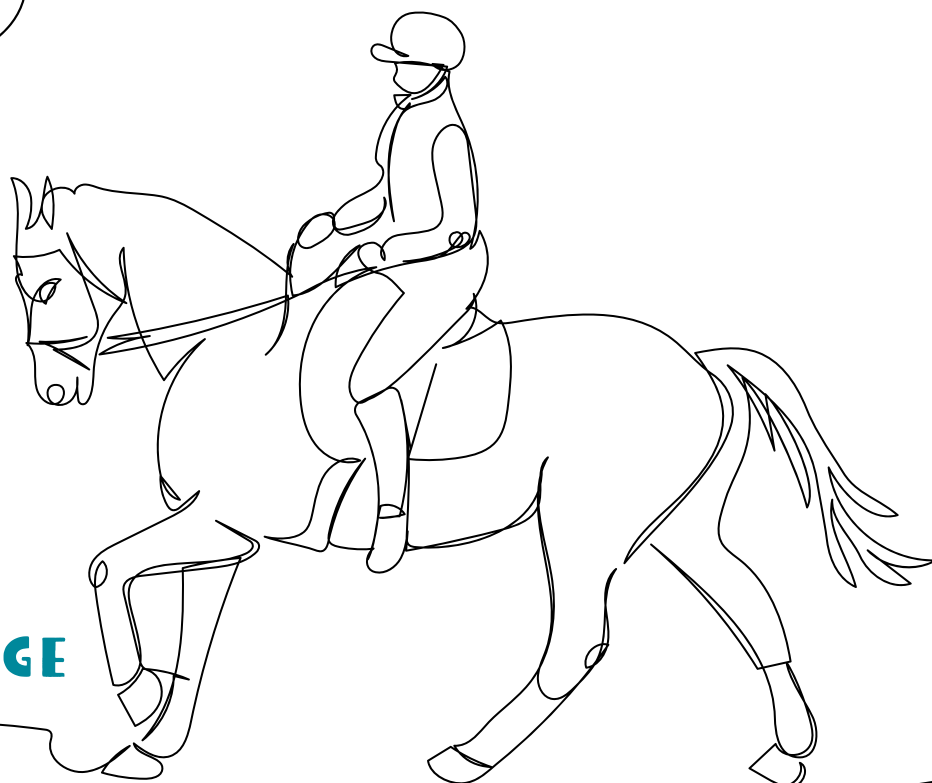




**SHOW
JUMPING**



DRESSAGE

MEGA RALLY

GREAT LAKES REGION

2025

GREAT LAKES REGION PONY CLUB

2025 Mega Rally

– Dressage & Show Jumping –

The Great Lakes Region Pony Clubs cordially invite you to the 2025 GLR Mega Rally!

This packet contains all entry forms and information pertaining to this rally. Please read the enclosed information carefully and make sure that all necessary forms are included with your fees. **We look forward to seeing you at the rally!**

Rally Dates	August 16-17 (Saturday-Sunday) <ul style="list-style-type: none">• Dressage: Haul-In Friday August 15th (4-6 pm)• Show Jumping: Haul-In Saturday August 16 (6-8 pm)
Location	Wyn Farm 3100 Noble Rd. Williamston, MI 48895
Closing Date	Wednesday, July 30th
Fees	\$180 per rider for both Rallies if fully paid by Closing Date. \$100 per rider for one Rally if fully paid by Closing Date. \$25 per Stable Manager (per rally). \$20 late fee if paid after closing date. \$10 change fee for each: <ul style="list-style-type: none">• change of horse• change of dressage test• change of jumping course height.
Registration:	WuFoo Electronic Registration
Organizer & Club Volunteer Coordinators	Organizing Team <ul style="list-style-type: none">• Rally Organizer — Amy Fidler, Foxwood• Rally Secretary – Amy Koepke, Silver Snaffles• Dressage – Carolyn Rigterink, Rose Lake• Facilities – Kerry McKinley, Orchard Hill• Volunteer & HM Coordinator – Ginger Wisseman, Pierport• Hospitality – Mary Orlando, Never Out Foxed

2026 CHAMPIONSHIPS QUALIFIERS:

Anyone attempting to qualify for Championships must be aware of [eligibility requirements](#). Brief meetings will be held at the conclusion of each day to discuss championships intentions and next steps.

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General Rally Information

Eligibility	<ul style="list-style-type: none"> All Pony Club members in good standing may participate. Club, GLR and national dues paid in full. The DC is responsible for determining eligibility, class level and safety of members in their club.
Teams	<p>TEAM CONFIGURATION</p> <ul style="list-style-type: none"> Consists of 3 or 4 riding members and a Stable Manager (Stable Manager optional but strongly recommended). Mixed rating teams are recommended. If a team includes youth members and at least one member over age of 18, the parent/guardian of each youth member must sign a waiver, acknowledging that they are allowing their youth to be on the same team with an adult member. The waiver will be available during Wufoo registration and is included in this packet. Each team must have a captain. <p>TEAM CAPTAINS</p> <ul style="list-style-type: none"> The team captain is an important role. This person should be contacting the other team members to ensure rally kits, stall cards, feed charts, are prepared and delegated/organized for their team. The team captain also helps keep the team on schedule during the day of the rally and acts as a go-to person to help their teammates. Team captains should do their best to stay positive and keep it fun for their team. If your team does not designate a captain, the rally organizer will assign this role to the oldest member with the highest HM certification. <p>STABLE MANAGER</p> <ul style="list-style-type: none"> A stable manager is highly encouraged for your team. A stable manager is an unmounted member of the team. <p>OTHER PEOPLE ASSOCIATED WITH YOUR TEAM</p> <ul style="list-style-type: none"> Each team must have an official adult chaperone. Members over the age of 18, must complete emergency contact info. Dressage teams may have a coach. A coach is not required for Dressage. Show Jumping teams DO require a coach. Teams may share coaches. A coach's form must be signed and on file. Any coaching fees are negotiated directly between the rider and the coach and are the responsibility of the members. <p>SCRAMBLE TEAMS</p> <ul style="list-style-type: none"> If your club does not have enough participants to form a full team, please sign-up members individually and enter the Team name as "SCRAMBLE-CLUB NAME". For example, SCRAMBLE-Pierport. You can also put as your team name "SCRAMBLE-with other member name" if you have a friend that you would like to participate with. The rally organizer will put together scramble teams. A team of 3 riders may be assigned an individual scramble member. It is possible that a team without a stable manager will be assigned one.
Mounts	<ul style="list-style-type: none"> All mounts (mares and geldings only) must be 5 years of age or older at the time of the rally and should be the rider's regular mount for Pony Club activities and/or approved by the club DC or supervisor of instruction. Mounts must be able to be stalled for a full day and be appropriate for member to manage on the ground mounted. Mounts may be shared by 2 competitors. ALL Mounts must have a current Coggins AND up to date Flu vaccination
Entries	<ul style="list-style-type: none"> All Entries need to be submitted electronically via Wufoo. Closing date is Wednesday, July 30. Wufoo Entry Form: https://vickersglrponyclub.wufoo.com/forms/s1gwh0v1o7dig7/
Rules	<ul style="list-style-type: none"> Horse Management for the rally will be run in accordance with the 2025 USPC Horse Management Handbook, any addenda and the annual newsletter. The Rally will be run in accordance with the 2025 USPC Dressage and Show Jumping Discipline Rulebooks, all addenda and the current newsletter.
Stabling	<ul style="list-style-type: none"> Entry fee includes stabling on the grounds starting the evening before the rally begins. Bring your own bedding. Stalls have a dirt floor. Stall cards must be posted before leaving horses for the night if checking in the evening before official rally start. HM Note: Make sure stall cards are clearly readable. Cards should follow the basic format of the HM Rulebook. It's OK to be creative, just remember the main purpose is to find information <i>quickly</i> in case of emergency. Stalls must be inspected before leaving or risk being assessed a cleaning fee. Rally Organizer and HM will provide final info about stripping of stalls. Be prepared to use trailers for tack. After all entries are received, clubs will be made aware if tack stalls are available. Make arrangements for proper storage of feed. Feed charts are required for all pony club rallies. A multi-team feed room may be provided if enough stalls are available, otherwise feed will be kept out of the barn.
Members over the age of 18	<ul style="list-style-type: none"> Members over the age of 18 are considered "Seniors" for purposes of champs qualifications At GLR regional rallies, senior divisions are combined with juniors Seniors may ride on mixed teams with Junior riders OR compete as an all-senior team (no separate ribbons)

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	<ul style="list-style-type: none">The parent/guardian of a junior competitor on a mixed team must give consent to competing on team with Senior competitor and fill out the Junior/Senior Team Acknowledgement Form. If this form is not filled out, either the Junior or Senior member will be placed on a different team.
Medical Armband OR Wrist Band	<ul style="list-style-type: none">Each competitor (including Stable Managers) must wear a Medical Armband or wristband with complete information.The parent and competitor are responsible for ensuring the Medical Armband contains current and correct information as outlined by USPC. Learn more about Medical Armband and Medical Bracelet Requirements.
Lodging	<ul style="list-style-type: none">Okemos has plenty of hotel and Air-B&B options.Primitive camping is available for free on the grounds. No water or electric available<ul style="list-style-type: none">Campers should bring their own generators. Be respectful of noise levels of generators.Camping will be behind barns as directed by parking personnel on a first come, first served basis.Tents are permitted, but please have a severe weather plan in case of thunderstorms.No open fires allowed.For the comfort of others, please quiet all generators by 11:00 pm
Horse/Ride Changes	<ul style="list-style-type: none">All changes of horse, dressage test, or jumping height must be communicated to the organizer as soon as possible after the closing date. Contact Amy Koepke for all changes via email: atkoepke@gmail.com or phone: 260-341-5275.
Cancellations/ Refunds	<ul style="list-style-type: none"><u>Before closing date</u>: If in writing, full refund less \$25 non-refundable office fee; all withdrawals must be in writing via email before 8:00 PM of Closing Date.<u>After Closing Date</u> – If in writing via email and accompanied by a vet's or doctor's note, 50% refund. If entry can be filled from a waiting list, full refund less \$25 non-refundable office fee.
Meals	<ul style="list-style-type: none">Meals are not included in the entry fee. Chaperones are encouraged to pack coolers for team tack rooms.
Farrier/Vet	<ul style="list-style-type: none">Will be on call during the rally. All services are to be paid for at the time of service; payment is the horse owner's responsibility. Phone numbers will be available in the rally office.
Volunteers	<ul style="list-style-type: none">Each team containing junior competitors must provide a chaperone. Each team must also provide 3 additional volunteers. Horse knowledge is not required to volunteer. Assistant Horse Management Judges (AHMJ's) with training are appreciated.Volunteers may also be minors. Typically, most over the age of 12 can be helpful. Use good judgement when volunteering younger people as they need to function independently and in a timely manner. Please note that the person is a minor on the entry.

Wyn Farm Facility Rules

- Dogs **MUST** be leashed. Clean up after your own pet. No pets may be near the arenas or horses for the safety of the riders.
- No horse turnout available. Warm up and longeing in designated areas only. Longeing will be held according to USPC HM handbook. Members must sign up in HM office if they wish to longe or have their horse longed by a coach/parent/other knowledgeable individual. All longeing must be approved by the Chief.
- No one is allowed in the WYN Farm facility barn area. All participants, coaches, parents, and volunteers must **NOT** enter the facility barn where personal horses are kept.
- Clean all manure off gravel areas.
- Hand grazing permitted away from barns.
- Speed limit as posted by Wyn Farm. Please be respectful and drive slowly in and out of the facility
- Parking in designated areas only– past the barn being used for Rally

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TENTATIVE SCHEDULE

Chief Horse Management Judge: Cindy Medina

Technical Delegate: Kathy Arrandale

Friday August 15, 2025

4-6:00 pm	Arrivals, Check In, Set Up of horse stalls, tack and feed stalls permitted by members; parents assist with unloading ONLY; Arrivals must unload efficiently. <ul style="list-style-type: none">Unless your horse will injure itself, we highly recommend that horses remain on the trailer until equipment is unloaded and horse stalls are set up with bedding, water buckets, and hay. This allows for more efficient use of helpers and keeps your horse and other safe.For unloading equipment, pile everything either inside or just in front of the team tack stall and allow teams to organize their space after their horses are situated. Parents and chaperones are not allowed to assist with organizing tack rooms.You will not be able to “park” and stay in the barn area with your rigs. Once items are quickly unloaded please move your rig to designated trailer parking. Horse Management staff will be available to assist members if needed during set-up. Once arrived, the captain and chaperone must check-in to receive their rally packet.
7:00 pm	Dressage Rally Mini-Briefing Rally Kit Checks and First Set-up & Safety may be performed in the evening.
5:00-8:30 pm	Sound checks; musical riders report to office with music (2 copies suggested)
9:00 pm	Barns Close; Set-up completed

Saturday August 16, 2025

DRESSAGE RALLY

6:00am	Barns open; all competitors begin morning chores
7:30 am	Briefing/Helmet checks
8:00 am	Volunteer briefing; Pavilion & Coach’s briefing: Warm-up Ring
8:30 am	Horse Inspections (jogs) begin
9:00 am	Turnout Inspections begin
9:45 am	Rides begin (expect to ride one test followed shortly by your second test)
	Pas de deux & Individual musical freestyle rides will be ridden after everyone has completed their non-musical tests.
4:00 pm	Rides end for day All Parents/Volunteers: Assist with take down of dressage arena and set up of jump course.
4:30 pm	Dressage Awards
5:00 pm	Stall Stripping and packing up of Dressage only competitors
5:15 pm	Brief 2026 championship preparation meeting for all dressage qualifiers.
5:30 pm	Dressage only Check out and departures
6:00 pm	Show Jumping only competitors arrive; Arrivals must unload efficiently. <ul style="list-style-type: none">Unless your horse will injure itself, we highly recommend that horses remain on the trailer until equipment is unloaded and horse stalls are set up with bedding, water buckets, and hay. This allows for more efficient use of helpers and keeps your horse and others safe.For unloading equipment, pile everything either inside or just in front of the team tack stall and allow teams to organize their space after their horses are situated. Parents and chaperones are not allowed to assist with organizing tack rooms.You will not be able to “park” and stay in the barn area with your rigs. Once items are quickly unloaded please move your rig to designated trailer parking. Horse Management staff will be available to assist members if needed during set-up. Once arrived, the captain and chaperone must check-in to receive their rally packet.
7:00 pm	Show Jumping Course Walk with the Course Designer
8:00 pm	Show Jumping Rally Mini-Briefing Rally Kit Checks and First Set-up & Safety may be performed in the evening.
9:00 pm	Barns Close

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Sunday, August 17, 2025	SHOW JUMPING RALLY
6:00am	Barns open; all competitors begin morning chores
7:30 am	Briefing/Helmet checks
8:00 am	Volunteer briefing; Pavilion & Coach's briefing: Warm-up Ring
8:30 am	Horse Inspections (jogs) begin
9:00 am	Turnout Inspections begin
9:45 am	Rides begin (begin with highest level)
3:30 pm	Rides end for day
4:30 pm	Show Jumping Awards
5:00 pm	Stall Stripping and packing up, Check out & Departure
5:15 pm	Brief 2026 championship preparation meeting for all show jumping qualifiers.

Notes regarding schedule:

- **Chaperone and captain can check entire team in.**
- Ensure that **all** members of the team are aware of the schedule, order of go, and plan for the following day.
- Friday evening activities:
 - **Tack room set-up is required night before**—*stall card must be posted before leaving for the night.*
 - Rally Kit/ Required Equipment Check if possible
 - Parents: Assist with unloading **only**
- Saturday evening activities
 - **Tack room set-up is required night before**—*stall card must be posted before leaving for the night.*
 - Rally Kit/ Required Equipment Check if possible
 - Parents: Assist with unloading **only**
 - Course Walk with the Course Designer
- Times should be regarded as approximate. Packets handed out at rally check-in will specify the final schedule.
- All riders should bring helmets to the initial briefing for inspection.
- All music must be provided either via [dropbox](#) or USB drive. Files must be uploaded to the online dropbox by Friday at noon, and USB drives delivered to the rally office upon check in. Music will be tested Friday evening for sound check. It is strongly recommended to have an additional digital back up of your music. Questions about music files can be directed to Amy Fidler, theamyfidler@gmail.com or phone 419-410-9117
- Turnbacks for each rider/horse should occur within one hour of the final ride of the day.

NO PARENTS ALLOWED IN THE BARN EXCEPT WHEN HELPING TO UNLOAD, LOAD OR DURING ESCORTED TOUR.

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Dressage Tests

Each rider will be given the opportunity to ride 2 dressage tests. Riders may choose to ride [2023 USEF/USDF](#) intro – fourth level tests, [2022 USEA tests](#) or [2022 western dressage tests](#).

Competitors are encouraged to ride the tests that best suit their mount and goals. **Competitors attempting to qualify for championships must ensure they are riding the appropriate tests based**

on the qualification requirements for their division. These can be found in the 2025 USPC Dressage Handbook and 2025USPC Dressage Newsletter. If you have questions regarding championship qualification, please discuss them with your DC or the rally organizing committee prior to the closing date.

Musical rides will be allowed as a third ride, but will not be included in team scores for rally scoring. You will receive completed score sheets from judges. Those competitors not choosing to qualify for standard championships or modified championships MAY ride a musical ride. **Standard championships qualifiers must ride a musical.** The schedule may prevent non-qualifying riders from performing their musical. If this occurs, entries will be prioritized by championships qualifiers, then entry date until time slots are filled.

USPC recommends (not requires) the following choices for individual tests:

Flat Certification	Recommended Tests (All 2022 versions)
UR/D1	USDF Intro Test A / USDF Intro Test B / USEA Starter
D2	USDF Intro Test B / USDF Intro Test C / USEA Starter
D3	USEF Training Level Test 1 / USEF Training Level Test 2 / USEA Starter
C1 and up	USEF test of choice best suited to the mount/rider team / USEA BN+

Dressage Awards

- Ribbons to all competitors
- **Traveling Silver Plate: to highest placing team
- ***“Golden Shovel”: to team scoring least Horse Management points
- **Amber Bryan Trophy: to individual exhibiting best sportsmanship (awarded by CHMJ)

**** Please indicate on your team entry form if you have these trophies and bring them along to be dropped off at the rally office upon arrival or arrange for delivery to the rally organizer in advance. Also, be sure to add your team’s name to the trophy before bringing it back.**

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Show Jumping Divisions

Riders are encouraged to enter level to best suit mount, experience and goals. All riders may enter Championship Qualifying divisions with DC and coach's approval, whether or not they have submitted a champs application form.

Lower Levels (0.70m and lower): Each rider entered in schooling divisions (ground poles, cross rails, Intro Jumper, and Beginner Jumper) will be given the opportunity to jump 3 rounds with courses created to meet the requirements of the class entered. Rounds will be Normal Knockdown with Equitation score, Knockdown with Qualifying Jump-Off, and Blue Ribbon Round.

Intermediate and Advanced Level (0.80m and higher): Those competitors entered in Intermediate or higher divisions will ride 3 rounds. These rounds will occur in the following order: Knockdown with an Equitation (Round 1), Knockdown with Qualifying Jump-Off (2), and Two Phase (Round 3).

* The first 2 rounds will apply to team scores for rally scoring. Other rounds will be recorded for champs qualification purposes.

Anyone qualifying for Championships 2026 must ride in either a Modified or Standard class in the list below. You must have already sent your Championship Intention form to the region. Others may ride in these divisions with permission from their DC.

Class	Championships	USPC Course	Description	Max Height
GP	N/A	Knockdown w/Equitation	Gound Poles (3 pole stack)	6"
XR	N/A	Knockdown w/Equitation	Crossrails	18"
INTRO	N/A	Knockdown w/Equitation	Intro Jumper: 0.60m (2')	0.60m (2')
BEG	N/A	Knockdown w/Equitation	Beginner Jumper: 0.70m (2'3")	0.70m (2'3")
INTER	Mod. or Stand.	Knockdown w/Equitation	Intermediate: 0.75m-0.8m (2'5"-2'7")	0.80m (2'7")
NOV	Mod. or Stand.	Knockdown w/Equitation	Novice: 0.85m-0.90m (2'9"-2'11")	0.90m (2'11")
PONY	Standard	Knockdown w/Equitation	Pony Jumper: 0.95m-1.00m (3'1"-3'3")	1.00m (3'3")
LOW	Standard	Knockdown w/Equitation	Low Jumper: 0.95m-1.00m (3'1"-3'3")	1.00m (3'3")
MED	Standard	Knockdown w/Equitation	Medium Jumper: 1.05m-1.10m (3'5"-3'7")	1.10m (3'7")
HIGH	Standard	Knockdown w/Equitation	High Jumper: 1.15m-1.20m (3'9"-3'11")	1.20m (3'11")

Class	Championships	USPC Course	Description	Max Height
GP	N/A	Knockdown w/Jump Off	Gound Poles (3 pole stack)	6"
XR	N/A	Knockdown w/Jump Off	Crossrails	18"
INTRO	N/A	Knockdown w/Jump Off	Intro Jumper: 0.60m (2')	0.60m (2')
BEG	N/A	Knockdown w/Jump Off	Beginner Jumper: 0.70m (2'3")	0.70m (2'3")
INTER	Mod. or Stand.	Knockdown w/Jump Off	Intermediate: 0.75m-0.8m (2'5"-2'7")	0.80m (2'7")
NOV	Mod. or Stand.	Knockdown w/Jump Off	Novice: 0.85m-0.90m (2'9"-2'11")	0.90m (2'11")
PONY	Standard	Knockdown w/Jump Off	Pony Jumper: 0.95m-1.00m (3'1"-3'3")	1.00m (3'3")

Riders with clear rounds in Knockdown w/Jump Off will be given the opportunity to ride the jump-off course.

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Class	Championships	USPC Course	Description	Max Height
GP	N/A	Blue Ribbon Round*	Gound Poles (3 pole stack)	6"
XR	N/A	Blue Ribbon Round*	Crossrails	18"
INTRO	N/A	Blue Ribbon Round*	Intro Jumper: 0.60m (2')	0.60m (2')
BEG	N/A	Blue Ribbon Round*	Beginner Jumper: 0.70m (2'3")	0.70m (2'3")
INTER	Mod. or Stand.	2-Phase (Power & Speed)	Intermediate: 0.75m-0.8m (2'5"-2'7")	0.80m (2'7")
NOV	Mod. or Stand.	2-Phase (Power & Speed)	Novice: 0.85m-0.90m (2'9"-2'11")	0.90m (2'11")
PONY	Standard	2-Phase (Power & Speed)	Pony Jumper: 0.95m-1.00m (3'1"-3'3")	1.00m (3'3")
LOW	Standard	2-Phase (Power & Speed)	Low Jumper: 0.95m-1.00m (3'1"-3'3")	1.00m (3'3")
MED	Standard	2-Phase (Power & Speed)	Medium Jumper: 1.05m-1.10m (3'5"-3'7")	1.10m (3'7")
HIGH	Standard	2-Phase (Power & Speed)	High Jumper: 1.15m-1.20m (3'9"-3'11")	1.20m (3'11")

*Blue Ribbon Round – Rounds are not timed and placings are not awarded. **All clear round rides** are awarded a blue ribbon upon completion of their round.

Show Jumping Awards

- HM and Overall Ribbons to all competitors (including stable managers)
- "Little Bit" perpetual trophy ** to highest placing team Overall
- "The George Memorial" perpetual trophy ** to highest scoring Show Jumping Team
- "Golden Pitchfork" perpetual award ** to team scoring least Horse Management points
- "The David Kitts Memorial" perpetual trophy ** to individual with best riding score (equitation and clean rounds)

**** Please indicate on your entry form if you have these trophies and bring them along to be dropped off at the rally office upon arrival or arrange for delivery to the rally organizer in advance. Also, be sure to add your team's name to the trophy before bringing it back.**

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CLUB/DC CHECKLIST

Please double-check all forms to ensure they are completed correctly and all forms are signed before entering the Wufoo site. All entries and forms must be printed, signed and uploaded to Wufoo and entries do not save so enter the site when you have all your documents. All entries and payments must be made prior to the closing date to avoid late fee of **\$20/competitor**. Wufoo will accept debit, credit card or Paypal.

Per Team/Individual:

Required: Review all Riders and Riding Levels with your DC prior to signing up individuals.

Suggested: One team/club designee enter all team members with Team Name into [Wufoo Entry Form](#)

Scramble Teams: For Scramble teams enter SCRAMBLE-"CLUB/CENTER NAME" or SCRAMBLE WITH "NAME" for Team Name. The Rally Organizing Committee will put together scramble teams.

☐ Enter all Member's Names, Ages, Horses and Contact Info.

Complete and upload Forms

☐ [Chaperone Form](#) (1/team)

☐ [Coaches Form](#) (1/coach)

Coaches are optional for dressage and required for Show Jumping. Teams may share coaches.

☐ [Permission for Junior Competitors to Participate in a Rally on a Team with Senior Competitors](#)

If teams have members over 18 years of age this consent must be signed. (1 needed per junior member).

☐ [Emergency contact form](#)

1 needed per each team member over 18.

☐ Coggins for each horse on the team.

☐ List of volunteers from each club. *Required: 1 volunteer per competitor (including chaperone).*
Everyone will be assigned a job.

Fee Calculation

# of Rider(s)/mount combinations entering Dressage AND Show Jumping Rallies	x \$180	
Rider/mount combinations entering ONE rally	x \$100	
Late Entry (per competitor) if submitted after July 30, 2025	x \$20	
Stable managers (1 per team is recommended)	x \$25	
	TOTAL	

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Entry Worksheet- Enter all info via [WUFOO Entry Form](#)

Club(s):	
Team Name:	
Chaperone:	
Coach: <i>(optional for dressage)</i>	

Competitor Name	Pony Club	Flat/DR Cert.	Jump Cert	HM Cert.	Dressage Tests		SJ level	Horse Name (matches Coggins)
*								
					Stable Manager			

* denotes captain

Third test is the optional musical ride. Use the following test abbreviations:

USDF Intro Test A – IA	USDF Intro Test B – IB	USDF Intro Test C – IC	Pas de deux - PDD
USEF Training Test 1 – T1	USEF Training Test 2 – T2	USEF Training Test 3 – T3	Training Freestyle - TF
USEF 1st Level Test 1 – F1	USEF 1st Level Test 2 – F2	USEF 1st Level Test 3 – F3	1st Level Freestyle - 1LF
USEF 2nd Level Test 1 – S1	USEF 2nd Level Test 2 – S2	USEF 2nd Level Test 3 – S3	2nd Level Freestyle - 2LF
USEF Beg. Novice A – BA	USEA Beg. Novice B – BB		
USEA Training A – TA	USEA Training B – TB	USEA Novice A – NA	
USEA Prelim A – PA	USEA Prelim Test B -- PB	USEA Novice B – NB	Western Basic Freestyle--WBF
Western Intro Test 1 – WI1	Western Intro Test 2 – WI2	Western Intro Test 3 – WI3	Western Intro Test 4 – WI4
Western Basic Test 1 – WB1	Western Basic Test 2 – WB2	Western Basic Test 3 – WB3	Western Basic Test 4 – WB4
Show Jumping 6" Ground Poles - GP	Show Jumping Intro 0.6m - INTRO	Show Jumping Intermediate Jumper 0.80m - INTERM	Show Jumping Low Jumper 1.00m - LOW
Show Jumping 18" Crossrails - XR	Show Jumping Beginner Jumper 0.70m - BEG	Show Jumping Novice Jumper 0.90m - NOV	Show Jumping Medium Jumper 1.10m - MED
		Show Jumping Pony Jumper 1.00m - PONY	Show Jumping High Jumper 1.20m - HIGH

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Volunteer Job Descriptions

Job Title	Job Length	Experience Level (1-5)	Skill Level (1-5)	Full Description
AHMJ*	Full Days all rally (need some during move-in and move-out)	3-5	3-5	Supervise, evaluate and assist riders in the barns; AHMJ's must work well with each other and competitors; must be willing to work with horses and be physically able to work the entire rally; Review HM rules prior to rally and have prior HM training; Appropriate dress; compensated with food
Warm Up Arena Steward*	Half day	2	3	Assist Riders into the ring; monitor schedule and rider order to "push" them into the gate keeper at the ring (in order, in correct ring); watch schedule and rider order to answer rider schedule questions; Observe for safe warm up behavior to report to HM or TD if problems.
Announcer	All day during rides	2	2	Use PA to announce riders entering ring and other announcements
Rider Water*	Half Day	1	1	Hand water to mounted riders; watch for heat or dehydration problems; assist warm up arena steward
Port a Potty check	2x during day	1	1	Check all port a potties for TP level and cleanliness; refill TP and report problems to facilities organizer
Scribe	Half or full day	2	4	Write judge's comments and scores on score sheets; must have legible hand writing and focus for longer periods of time
Gate Keeper*	Half day	2	3	Monitor order of go and ride schedule to keep riders in order and on time; may communicate with judges if need to go out of order; work with ring steward to keep riders in order
Water Supply	Morning and mid day	1	1	Place water jugs at beginning of rally, refill water, ice and cups mid day; check again and refill at beginning of day 2, mid day and bring to rally office at rally end
Trash check	Mid day and end of day	1	1	Check all trash cans and empty to dumpster as needed
Scoring assistant	All day, both days	3	5	Receive, sort and input all scores into scoring database; Assist scoring chief in troubleshooting and producing final scores; must be detail oriented
Ring Crew	Sporadically throughout rally	1	1	Must be physically able to lift awkward or heavy equipment to facilitate grounds crew in changing of rings
Score Runner	Throughout day	1	1	Pick up score sheets from judges to bring to scoring; must be tactful in moving through show grounds and approaching judges; good job for youth volunteer
Night Watch*	Once at night (possibly more)	4	4	Refill water buckets in all barns during the night; look for horses in distress; be available to continue monitoring a horse in distress and assist if needed; report possible HM problems

*** Requires appropriate footwear to interact with horses. Closed toe shoes, over ankle.**



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CHAPERONE FORM

To be completed by the chaperone and turned in with the rally entry for USPC members below the age of majority.

Chaperone duties shall include:

1. The primary function of the “Official Team Chaperone” is to ensure that there is a contact person for every USPC member below the age of majority, on the grounds for the duration of the competition.
2. While multiple Chaperone Forms may be turned in for a single team, only one person will be designated the Official Team Chaperone. If the Official Team Chaperone must leave the grounds during the competition, they must delegate the team chaperone duties to another responsible adult, making it clear that they are to respond to rally officials and any team members in your absence.
3. Be present and available to rally officials and all team members for the duration of the competition.
4. Being in contact with parents/guardians for all team members during competition hours.
5. Being in contact with all team members and their parents/ guardians outside of competition hours.
6. Have copy of and be familiar with the current discipline rulebook and the current Horse Management Handbook. Rulebooks available for download from www.ponyclub.org.
7. Be aware that USPC members are required to wear a current, up-to-date USPC medical card/bracelet on their arm at all USPC activities.
8. Be familiar with the effects of heat and humidity and the potential risk for heat related illness. Take an active role in helping to keep all team members well hydrated and take every opportunity to encourage water breaks.
9. Uphold USPC Substances and Weapons Policy which prohibits the inappropriate or illegal use of any substance, including but not limited to drugs or alcohol, by anyone participating in any manner. Weapons of any kind are forbidden. Refer to About/About the Organization/By-Laws, Policies and Resolutions on www.ponyclub.org for the full policy statement.
10. Remember that administration of medications is the sole responsibility of the parent/guardian.

Print Name: _____ Signature: _____

Date: _____ Cell Phone: _____ Email: _____

Please list the competitors/team you are chaperoning:

COACHING GUIDELINES FORM

Each coach should have a copy and a signed copy submitted with entries. Photocopy as necessary.

Penalties for violating these coaching guidelines will be assessed by the discipline ground jury and/or overall ground jury under the rules governing unauthorized assistance. Any coach not adhering to the rules set forth below may be removed from their position for the duration of the phase and/or competition.

Coaches are required for Show Jumping rallies and Championships. There may be one or more coaches per team; the organizer or ring steward may limit the number of coaches in a warm-up area at any given time.

Agreement

By signing this form, you:

- Agree to be familiar with and observe all USPC By-Laws, Policies and competition rules.
- Agree to be governed by Horse Management guidelines as expected of competitors, including appropriate attire, footwear and conduct.
- Agree to adhere to the USPC Conflict of Interest and Code of Ethics Policies in all your actions and decisions.
- Agree to conduct yourself in a fair and courteous manner.

Coaches Must

- Check in as requested and attend any official coaches' briefings.
- Be familiar with, understand and comply with the current USPC discipline and Horse Management rules.
- Be aware of the welfare of mount and rider.
- Wear identification as provided by the organizer/secretary during the competition times.
- Follow all discipline coach parameters outlined in the discipline rulebook.
- Assist competitors in learning and understanding all rules pertinent to the competition.
- Help any Pony Club competitor who asks for help or who is present without a coach.

Coaches Must Not

- Enter the barn except during authorized visiting times.
- Interfere with the immediate care of the mount under penalty of elimination of the competitor.
- Coach in a manner that interferes with the warm-up of other competitors.

- Be the organizer, and member of the organizing committee or any other official of the competition.
- Be a team chaperone.
- Be an RS at a regional competition.

Coaching Duties

- Warming-up competitors for competition in the designated warm-up areas only.
- In addition, a coach may lead a competitor's mount into the arena area.
- Coaches may observe but not participate in (unless requested), soundness checks or horse inspections.
- Meet with the team to discuss ride times, planning and how to best utilize the coach within the team.

Communications between Coaches and Competitors

- Coaches may communicate with the competitors during the official briefing and any subsequent briefings as required by the organizer and in the warm-up area prior to and following the competitor's ride.
- Coaches may accompany competitors during their ride, arena inspection, course walks or any other subsequent times competition areas are open for warm-up, during which they may give advice and coach.

Competitors who wish to Coach while Competing

Championships competitors who are 18 years of age as of January 1 of the competition year may coach other members recognizing that:

- No scheduling changes will be made to accommodate coaching /riding times.
- Care of mount and other competitor responsibilities take precedence over coaching.

Print Name: _____ Signature: _____

Date: _____ Cell Phone: _____ Email: _____

Please list the competitors/teams you are coaching:



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EMERGENCY CONTACT FORM

For USPC Members above the age of majority

USPC Member: _____ Current Age: _____ State of Residence: _____

Competition Name: _____ Competition Date: _____

Emergency Contact 1 Name: _____

Emergency Contact 1 Relationship to Competitor: _____

Emergency Contact 1 Home Phone Number: _____

Emergency Contact 1 Cell Phone Number: _____

An additional Emergency Contact can be included but is not required.

Emergency Contact 2 Name: _____

Emergency Contact 2 Relationship to Competitor: _____

Emergency Contact 2 Home Phone Number: _____

Emergency Contact 2 Cell Phone Number: _____



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PERMISSION FOR JUNIOR COMPETITORS TO PARTICIPATE IN A RALLY ON A TEAM WITH SENIOR COMPETITORS

When merging a member under the age of 18 on a team with member(s) 18 years of age or older, written permission should be obtained by the person configuring the team. This form can be used for written permission, but other methods (email, etc.) are also acceptable. Written permission should be maintained with the rally entry paperwork.

This agreement acknowledges that _____ and their parent(s)/legal guardian(s)
Name of Participant
agree to the participant's placement onto a rally team with:

_____ <i>Name of Senior Participant</i>	_____ <i>Name of Senior Participant</i>
_____ <i>Name of Senior Participant</i>	_____ <i>Name of Senior Participant</i>

at _____ Rally.

Participant

Name: _____ Date of Birth: _____
Signature: _____ Date: _____

Parent/Guardian Information

Name: _____
Signature: _____ Date: _____

Note: Combining junior and senior teams into one division is not the same as combining junior and senior members into one team. Junior competitors can always compete up a division as a senior to fill out a team. Senior competitors can never compete down in a junior division. Before combining junior and senior-aged competitors on the same team, rally organizers must obtain the permission of the junior competitor and their parent(s)/legal guardian(s).