

# Pony Club



## International Exchanges Handbook 2025



## THE USPC PLEDGE

*As a Member of the United States Pony Clubs, Inc., I stand for the best in sportsmanship as well as in horsemanship. I shall compete for the enjoyment of the game well played and take winning or losing in stride, remembering that without good manners and good temper, sport loses its cause for being. I shall endeavor to maintain the best tradition of the ancient and noble skill of horsemanship, always treating my horse with consideration due a partner.*

## USPC MISSION STATEMENT

The United States Pony Clubs, Inc. is an educational organization that builds the foundations of teamwork and sportsmanship through riding, mounted sports, and the care of horses and ponies, while developing and enhancing leadership, confidence, responsibility, and a sense of community in its youth and adult members.

## USPC VISION STATEMENT

To be the leading source and voice of education in horse care, safety, and equestrian pursuits.

### Introduction

The United States Pony Club, Inc., offers cultural exchanges to USPC members. International Exchanges offers each participant a cultural experience with a competitive edge.

Exchanges are offered in Dressage (virtually), Eventing (Inter-Pacific), Foxhunting, Mounted Games, Quiz (in-person and virtually), Show Jumping (virtually), and Tetrathlon. Each exchange has its own age and certification requirements.

### Pony Club International Alliance

The Pony Club International Alliance (PCIA) oversees all international exchanges including which nations will participate, the frequency of the exchange, and the rotation/timetable for hosting countries.

In addition, PCIA establishes international guidelines for selection of teams, coaches, team managers, approves competition rules, and determines benchmark competency standards and Pony Club certifications required for participants.

## USPC CORE VALUES

**H**orsemanship with respect to healthcare, nutrition, stable management, handling and riding a mount safely, correctly and with confidence.

**O**rganized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment.

**R**espect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

**S**ervice by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism.

**E**ducation at an individual pace to achieve personal goals and expand knowledge through teaching others.

### Special Opportunities Committee

The Special Opportunities Committee directly oversees the implementation of the International Exchanges program in USPC.

Committee members must provide support to all exchanges and invitationals.

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# International Exchanges Handbook

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## Types of Exchanges

There are a few types of different exchanges USPC participates in, in-person and virtual.

### In-Person

USPC participates with other nations within the Pony Club International Alliance (PCIA) for international exchanges. Participants enjoy traveling within the hosting country for a cultural experience while making friends, and learning about the people, customs, and culture of the host country. Competition takes place at the end of the tour between each participating country's teams, on borrowed horses. All teams travel together with a coach and team manager.

A selection panel determines the USPC team using the information provided in applications and recommendations. The selection panel will consider a candidate's ambassadorial attributes and teamwork skills, as well as riding abilities.

#### PCIA Inter-Pacific Exchange

The PCIA Inter-Pacific Exchange takes place every two years, between countries on the Pacific Rim, including Australia, Canada, Hong Kong, New Zealand, and United States. This is an Eventing/Show Jumping exchange with one competition in Eventing (sometimes scrambled with other countries) and the other being the Nation's Cup Show Jumping. There are four USPC members selected to be on the Inter-Pacific team along with a coach and a team manager.

#### PCIA Foxhunting Exchange

The PCIA Foxhunting Exchange takes place every three years between Canada, Ireland, New Zealand, United Kingdom, and United States.

Members do not have to take part in a competition; they instead participate in mounted hunt days with an established hunt club. There are four members chosen to be on the USPC Foxhunting team along with a team manager.

#### PCIA Mounted Games Exchange

The PCIA Mounted Games Exchange takes place annually, between Australia, Canada, New Zealand, United Kingdom, and United States. Teams are composed of five riding members along with a coach and team manager.

#### PCIA Quiz Exchange

The PCIA Quiz Exchange takes place every three years, between Australia, Canada, New Zealand, United Kingdom, and United States. Members do not ride on Quiz exchanges but do compete in a Quiz competition following the hosting country's curriculum. There are four USPC members selected to be on the Quiz team along with a team manager.

#### PCIA Tetrathlon Exchange

The PCIA Tetrathlon Exchange takes place every two years between Australia, Ireland, New Zealand, United Kingdom, and United States. Members participate in a classic Tetrathlon competition of riding, running, swimming, and shooting. USPC sends two teams of four riders, one of females and one of males, along with a coach and team manager.

### Virtual

Virtual exchanges can be done from the comfort of your own arena or home. Members submit competition videos or participate on the day of the event.

Teams are selected based on member's applications.

#### PCIA Virtual Dressage Show

The PCIA Virtual Dressage Show takes place annually. Members submit their competition video with their application. Requirements and divisions are set by the host country. USPC selects teams in Training Level, First Level, Second Level, Third Level, Pas de Deux, and Prix Caprilli.

#### PCIA Virtual Jumping Show

The PCIA Virtual Jumping Show takes place annually. Teams submit their competition video with their application. Requirements and division heights are set by the host country.

#### PCIA Virtual Quiz Exchange

The PCIA Virtual Quiz Exchange occurs on off-years of in-person Quiz exchanges. Members compete as a team over a live virtual conferencing system.

## Team Selection Process

### Selection Process

All applications will be posted online.

Applications will only be accepted for review by the Selection Panel if they have been completed by the designated due date.

Team members will receive an email regarding the status of their selection. To accept the invitation, the member must reply to the invitation and pay the land fee within two weeks.

### Team Preparations

Team preparations will start from the moment team members accept a position on the exchange team. The preparations will include completing required paperwork, fundraising, participating in team-building activities, and more.



# International Exchanges Handbook

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Members selected for a mounted exchange may be required to meet some days before departure for training camp.

## Applicant Criteria

Each exchange will have its own set of applications for participants. To be considered for selection, applicants must complete all forms, including recommendations, by the deadline stated on the application.

All exchange requirements are set forth by the PCIA rules.

## In-Person Exchanges

All applicants must:

- Meet USPC Policy 1002\*, Member in Good Standing Policy
- Sign and adhere to a Code of Conduct
- Be SafeSport Trained if 18 or older
- Have strong ambassador qualities and Pony Club participation record
- Have strong Horse Management Skills (mounted exchanges)

## Foxhunting

Applicants must:

- Be certified C-3 Eventing or above (C-2's may be considered with strong references).
- Be at least 16 years of age and under the age of 25 by January 1 in the year of the exchange.
- Have recommendations of DC/CA, RS, and Master of Foxhounds. Recommendations cannot be made by a relative to the member.
- Have a strong background in Foxhunting and riding borrowed horses.
- All applicants must have hunted in the first field.

## Inter-Pacific

Applicants must:

- Be certified B Eventing or Show Jumping or above.
- Be at least 17 years of age and under the age of 25 as of January 1 in the year of the exchange.
- Have recommendations of DC/CA, RS, and one other Pony Club Official (HMO, RIC, NE, BOG, Committee member, etc.). Recommendations cannot be made by a relative to the member.
- Have a strong background in riding borrowed horses, Eventing at Training level, and Show Jumping at 3'6".

## Mounted Games

Applicants must:

- Be certified C-2 Eventing Phase 1 (EV1) or above at the time of the application deadline.
- Be 13-15 years of age and shall not have achieved their 16th birthday by January 1 of the year of the exchange.
- Have recommendations of DC/CA, RS, and one other Pony Club Official (Horse Management Organizer, Regional Instruction Coordinator, National Examiner, Board of Governors, Committee member, etc.). Recommendations cannot be made by a relative to the member.
- Candidates must demonstrate strong riding skills on unfamiliar ponies.

The PCIA Mounted Games Exchange team members may not participate together as a team in any competition before they participate as a team in the international exchange. In addition, they may not practice together as a team except in the official training camp (as organized by the coach and team manager) which precedes the exchange.

## Quiz

Applicants must:

- Be certified C-2 HM or above.
- Be at least 16 years of age and under the age of 25 as of January 1 in the year of the exchange.
- Have recommendations of DC/CA, RS, and one other Pony Club Official (HMO, RIC, NE, BOG, Committee member, etc.). Recommendations cannot be written by a relative to the member.
- Competitors must have competed in either Quiz Championships or a regional Quiz rally.

## Tetrathlon

Applicants must:

- Be certified C-3 Eventing or above.
- Be at least 16 years of age and under the age of 25 as of January 1 in the year of the exchange.
- Have recommendations of DC/CA, RS, and one other Pony Club Official (HMO, RIC, NE, BOG, Committee member, etc.). Recommendations cannot be written by a relative to the member.
- Have a strong background in riding borrowed horses.

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## Virtual Exchanges

### Virtual Dressage

Classes are organized according to age group and level of test. All applicants must submit the competition video with application.

### Virtual Quiz

Applicants must be at least 16 years of age and under the age of 25 as of January 1 in the year of the exchange. All applicants must have an H-B or above certification.

### Virtual Show Jumping

Requirements and division **heights** are set by the host country. All teams must submit a video for their division with their application.

## Team Manager

The Team Manager should understand the USPC mission statement, vision, core values, pledge and purpose of International Exchanges, and always exhibit the behavior expected of a member and Ambassador of the USPC. **The Team Manager** serves as a chaperone, travel planner, and problem solver for the team in addition to facilitating conflict resolution as necessary.

They should be aware of allergies and medications for each team member including the Coach.

Team Manager Requirements:

- Minimum of 30 years old.
- Must be USPC Corporate or Life Members.
- Must be in compliance with USPC Policy #0721 regarding Background Checks for Volunteers.
- Must be Safe Sport trained.
- Must complete the training for Youth Protection, Head Injury, and Heat Illness.
- Sign the USPC Code of Conduct.
- Must not be a family member of anyone on the team.
- Must not have a significant pre-existing relationship with anyone on the team.
- The Team Manager cannot be the Exchange Organizer, as the duties of the Exchange Organizer prohibit them from taking on the team manager role.

Team Manager Responsibilities:

- **Have a medical release for all including members, Coach, and Team Manager.**
- **Note any additional allergies.**

- **Make sure all members wear a medical armband.**
- **Have emergency contact information for each member.**
- **Have National Office contact information.**
- **Help team fundraiser.**
- **Ensure members uphold the signed Code of Conduct.**
- **Participate in team building activities (calls, camps, etc.).**

## Coach

**Coaches** should understand the USPC mission statement, vision, core values, pledge and purpose of international exchanges, and always exhibit the behavior expected of a member **and ambassador** of USPC. While they are not expected to take on all the duties and responsibilities of the team manager, they are expected to support and assist the team manager in fulfilling those responsibilities.

Coach Requirements:

- Minimum of 30 years old.
- Must be USPC Corporate or Life Members.
- Must be in compliance with USPC Policy 0900 and 0900 P.1 regarding Background Checks for Volunteers.
- Must be Safe Sport trained.
- Must complete the training for Youth Protection, Head Injury, and Heat Illness.
- Sign the USPC Code of Conduct.
- Must not be a family member of anyone on the team.
- Must not be a regular coach/trainer of anyone on the team.
- The Coach cannot be the Exchange Organizer, as the duties of the Exchange Organizer prohibit them from taking on the coach role.

Coach Responsibilities:

- Participate in team building activities (calls, camp, etc.).
- Assist in fundraising.
- Assist Team Manager.
- Ensure members uphold the signed Code of Conduct.

# International Exchanges Handbook

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## Required Paperwork

Each exchange will have standard paperwork that all team members, coaches, and team managers must complete prior to departing.

Other paperwork will be dependent upon the specific itinerary of the exchange and the host countries requirements.

Required paperwork for all exchanges include:

- USPC Code of Conduct
- USPC Release and Indemnity Agreement for Foreign Competitive Exchanges Teams
- Short biography (less than 200 words, paragraph format)
- Passport size photo (head shot)

Examples of other paperwork that may be required based on exchange itinerary:

- Country-specific Code of Conduct
- Country-specific Release Form
- Waivers for exchange excursions
- Any others as required by the hosting country

## Team Expenses

When a member **agrees** to be part of an international exchange team, they are also making a commitment to cover the expenses of participating. Each participant may have to raise/pay more than the initial estimated amount if not enough money has been raised. All international exchanges are self-supporting, and teams are responsible for covering all expenses related to their exchange.

Expenses for an exchange may include:

- Land Fee
- Flights and transportation to and from the exchange
- Uniforms and luggage
- USPC pins to trade with other exchange participants
- Fundraising costs
- Other expenses as appropriate

Most meals are covered by the hosting country, but there may be an occasional out-of-pocket meal. Each team member, coach, and manager is responsible for their own spending money while on the trip.

Each team will have a deadline for raising money prior to their departure. Once that deadline is reached, all money raised will be

totaled against the exchange budget. Any remaining expenses will be billed to each team member.

In no case will an individual be allowed to take part in an exchange if any outstanding invoices have not been paid in full.

**The USPC Development department is available for advice and assistance in fundraising.**

## Planning for International Travel

The team manager and coach will work together to create a suggested packing list for the team.

Items for consideration for the trip should include, but are not limited to:

- International travel insurance.
- Up-to-date passport. Some countries require at least six months on passport for entry and departure.
- Luggage options and requirements (normally limited to 2 bags per participant).
- Visa requirements (host country will notify the USPC National Office of this requirement).
- International calling plans for cell phone and data service.
- Foreign transaction fees for credit or debit cards.
- Gifts for host families.
- Gifts for horse lenders.
- Gift for host country (provided by USPC National Office).

All USPC teams will be expected to travel together when going overseas.

Special requests to stay in a country to visit other areas can be arranged with written parent approval. USPC is no longer responsible once the exchange is completed.

## Traveling Parents

It is recognized that parents might like to see the competitions held during the exchange, and they are welcome to attend the exchange competitions (at their own expense).

They may not travel or stay with the exchange group, nor take their member away from the exchange group at any time during the exchange.



# International Exchanges Handbook

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## Guidelines for Safety

Safety checks will be given before any riding takes place in both non-competitive and competitive exchanges.

Each rider must wear a helmet complying with USPC Policy 0180\*, or the helmet policies of their country of origin. Instructions to visiting countries will require that their riders wear the helmet approved by their country.

Proper footwear will be worn while riding and in the stable area. This will be specified in the instructions sent to the visiting countries for all exchanges.

## Horse Care/Management

Once a rider has been given a borrowed horse for an exchange, they will assume responsibility for the mount during the time of use.

Responsibilities will entail:

- Cleaning stable area and stalls.
- Feeding and watering (owners may leave instructions for feeding).
- Returning horses groomed with clean tack.
- Proper cool out and turn back after the horse has been ridden. The horse coordinator or appointed barn manager will check to see this is done properly.

It is expected when borrowing a horse that the mount be returned to the owner in good condition.

# Appendix I: Code of Conduct



**The United States Pony Clubs, Inc.**  
4041 Iron Works Parkway, Lexington KY 40511-8483  
859-254-7669 | Fax 859-233-4652 | ponyclub.org

## Code of Conduct for Members of International Exchange Teams

In your selection for a USPC International Exchange, the committee has taken into consideration not only your ability as a rider but also your potential to represent your Club/Center, Region, the USPC, and the United States with dignity and pride. You are entrusted with an extremely important responsibility. To assist you with this responsibility, it is fair that an accurate statement of the Code of Conduct required and the standards of behavior expected of you is made known to you prior to your departure for the Exchange. This Code of Conduct and the Release and Indemnity Agreement of which it is part (the "Agreement") constitute that statement.

Failure to return the Agreement fully executed with this exhibit appropriately initialed, accepting and agreeing to be bound by these standards of expected behavior, will render you ineligible as a Team Member. Success of the exchange rests firmly with each member's ability to cooperate in every way with the team officials (Chaperone and Coach) and with the other team members. International Exchange rules state that the Chaperone and Coach of any international team representing USPC need the assurance of a clearly defined, appropriate behavioral code for all teams taking part in international exchanges. You will be expected to behave throughout the exchange in a dignified and respectful manner and in accordance with all instructions and requests of Chaperone(s) and Coach(es). Team meetings will be called and held from time to time at the Chaperone(s)' or Coach(es)' absolute discretion and you will attend all such meetings.

### THE FOLLOWING WILL NOT BE PERMITTED:

- Uncontrollable, obstreperous, or other disruptive or undignified behavior, including displays of temper or physical attacks.
- The use of any controlled substance (exception: prescription drugs of which the Chaperone and Coach must be aware in advance).
- Consumption of alcohol.
- Smoking or other use of tobacco.
- Theft.
- Sexual liaisons and/or amorous behavior (public or private).
- Leaving team lodgings without the express knowledge and permission of the Chaperone and/or Coach.
- Driving a motor vehicle of any kind or being driven in a motor vehicle by anyone under 21 years of age.
- Failure to abide by Team or Event rules or policies.
- Any other behavior or action which the Chaperone or Coach determines warrants dismissal from the team.

Please evidence your understanding of this Code of Conduct by signing below in the appropriate space.

TEAM MEMBER: \_\_\_\_\_ PARENT/GUARDIAN: \_\_\_\_\_  
*(Signature)* *(Signature)*

TEAM MEMBER: \_\_\_\_\_ PARENT/GUARDIAN: \_\_\_\_\_  
*(Print Name)* *(Print Name)*

DATE OF SIGNATURE: \_\_\_\_\_ DATE OF SIGNATURE: \_\_\_\_\_

# Appendix II: Release and Indemnity



**The United States Pony Clubs, Inc.**  
4041 Iron Works Parkway, Lexington KY 40511-8483  
859-254-7669 | Fax 859-233-4652 | ponyclub.org

## Release and Indemnity Agreement for Foreign Competitive Exchange Teams

This Release and Indemnity Agreement for USPC International Exchange Teams made and entered into at Lexington, Kentucky, on the day signed hereinafter by the authorized representative of The United States Pony Clubs, Inc. ("USPC"), by and between the USPC, a Kentucky nonprofit corporation as defined in Section 501(c)(3) of the IRS code and \_\_\_\_\_ and/or \_\_\_\_\_

(Name of Participant)

\_\_\_\_\_ resident(s) and citizen of \_\_\_\_\_.

(Parent and/or Legal Guardian if Participant less than 21 years)

(City, State, County, Country)

In consideration of the voluntary participation of \_\_\_\_\_ ("Team Member") in exchange activities organized \_\_\_\_\_

(Name of Participant)

by The United States Pony Clubs, Inc. or one of its affiliates or member Pony Clubs (collectively and individually "USPC"), as a member of a USPC International Exchange as a member of such Team, and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned Team Member and, if Team Member has not attained the age of 21 years, the undersigned parent or legal guardian of such Team member ("Parent"), have executed and delivered this release and indemnity agreement ("Agreement") and hereby agree as follows:

Team Member and Parent understand and agree that there are inherent risks of serious injury or even death possible with equine activities. Team Member and Parent, hereby jointly and severally, intending to be legally bound for themselves and for their respective spouses, heirs and successors, assigns and representatives, executors and administrators (1) wave and release forever any and all liability, and all claims for damages against USPC, including, without limitation, its Board of Governors, Instructors, Administration, Volunteers, Employees, the affiliate Pony Clubs, the Team, the Event, all organizers and officials of the Event, all representatives, agents and horse owners, of any of the foregoing (collectively "The USPC Parties"), of and from any and all responsibility or liability of any nature for, or resulting out of, the death or personal injury of, or property loss or damage suffered or incurred by, Team member or Parent, occurring during, or resulting, directly or indirectly, from Team Member's voluntary participation on the Team or in the Event, including, without limitation, practice, training sessions, travel, riding and/or contact with a horse/pony owned by any person in connection therewith, and any other activity in connection therewith, and (2) agree to defend and indemnify all and each of the USPC Parties from and against any and all losses, damages, proceedings, judgments, causes of action, and claims incurred by any of the USPC Parties as a result of, or arising out of, any breach of this Agreement by Parent or Team Member, or any negligent or wrongful act or omission, or any other act or omission, of Team Member or Parent, at, during, or in connection with, the Event, or otherwise related to or connected with the Team, the Event, and any travel or other activities connected therewith, and (3) agree any controversy or claim arising out of or relating to this Agreement, or any breach thereof, shall be settled by arbitration in accordance with the Arbitration Rules of the American Arbitration Association, and that the decision and award of the arbitrators shall be final and conclusive and binding upon the parties hereto, and that such award shall be specifically enforceable by any court of competent jurisdiction having jurisdiction over either of the parties by the entrance of a judgment upon such award, and (4) agree that this Agreement shall be governed by the laws of the Commonwealth of Kentucky, and submit to the jurisdiction of the Commonwealth of Kentucky and venue of Fayette County, Kentucky, and the United States District Court for the Eastern District of Kentucky. Team Member and Parent, intending to be legally bound, have executed this Agreement before a Notary and delivered it to USPC on the date set forth below.

TEAM MEMBER: \_\_\_\_\_  
(Signature)

PARENT/GUARDIAN: \_\_\_\_\_  
(Signature)

TEAM MEMBER: \_\_\_\_\_  
(Print Name)

PARENT/GUARDIAN: \_\_\_\_\_  
(Print Name)

DATE OF SIGNATURE: \_\_\_\_\_

DATE OF SIGNATURE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PHONE: \_\_\_\_\_

# Appendix III: USPC International Exchange Suggested Packing List

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Space limitations will occur with ground transportation, especially with personal vehicles. It is very important to limit the size and number of bags.

## General Items for Packing

### All participants

- Team Gear
- Collared shirts/polos
- Khaki pants
- Other casual but nice pants
- Jeans
- Shorts (weather permitting)
- Banquet uniform
- Pajamas
- Undergarments
- Walking/casual shoes
- Helmet
- Hairnet(s)
- Pony Club pin(s)
- Riding boots
- Spurs
- Crop/Bat
- Gloves, leather and non-leather (except for Mounted Games)
- Riding jacket or hunt coat (except for Mounted Games)
- Riding shirts (weather appropriate)
- Riding britches or jodhpurs
- Belt
- Tie or stock tie (as per sport)
- Stock pins if wearing stock tie
- Toiletries
- Extra PC pins for trading (provided by USPC)
- Passport and proper ID
- Lightweight Rain Jacket (weather permitting)
- Fleece jacket or packable down jacket (weather permitting)
- Bathing suit (based on activities)
- Chargers
- Regional pins (if you wish to trade)
- Extra spending money

### Tetrathlon Extras

- Air pistol
- Pellets (enough for practice at camp in addition to before and during competition)
- Shooting glasses, etc.
- Running shoes
- XC/mid-distance spikes (if you have them and are accustomed to racing in them.)
- Training suit(s)
- Competition suit
- Swim cap(s)
- Towel
- Goggles

### Team Managers or Coaches Only

- Small boot polishing kit
- Safety pins
- Host/Hostess gifts
- Braiding kit (discipline permitting)
- Horse owner gifts
- Thank you cards

### Tips for Packing

- You can have one "personal item" in addition to your duffel, it must be able to fit underneath the seat in front of you.
- Maximum size for liquids in a carry-on bag is 4oz.
- Remember the maximum weight for checked bags is 50lbs, and you are likely to accumulate "stuff" on the trip, so leave a little extra room.
- It is a good idea to put luggage tags on all of your bags with your name, phone number, email, and home address.

