

## **The United States Pony Clubs, Inc.**

### **Policy 0900 P.1 Member and Volunteer Safety and Protection Procedures related to Background Checks and Required Training**

- A. USPC requires all Pony Club Volunteers in a leadership position within Pony Club and especially anyone involved directly with mounted or unmounted lessons or activities to complete the Member Protection, Concussion, and Heat Illness training. Understanding the requirements regarding reporting and/or Return to Play, including filling out any required documentation, is an essential part of the training. (Some individuals may be required to complete other training specific to their position or roles which will be specified in their respective job descriptions, e.g., first aid)
- B. USPC Leaders, Officers, and Volunteers required to submit a USPC approved background check and complete required training include, but are not limited to:
1. Board of Governors
  2. Advisory Committee members
  3. International Exchange Coaches & Team Managers
  4. National Examiners (NEs) and apprentices
  5. Chief Horse Management Judges and Provisional (CHMJs)
  6. Regional Supervisors (RSs) and Vice RSs
  7. District Commissioners (DCs) and Joint DCs
  8. Center Administrators (CAs) and assistant CAs
  9. Activities, Instruction and Regional Administration Committee Chairs
  10. National Youth Congress Committee Members (NYC)
  11. Visiting Instruction Committee Members
  12. Club and Regional Secretaries and Treasurers
  13. Horse Management Organizers (HMOs)
  14. Regional Instruction Coordinators (RICs)
- C. Individuals required to complete required training if 18 years of age or older and to submit a USPC approved background check if 21 years of age or older include:
1. Participating Club/Center and National Members
  2. Individuals having ongoing contact with members (defined as more than one event or activity per year, or multiple days of one event or activity.) include, but are not limited to:
    - A. Instructors/ Clinicians
    - B. Local Level Examiners
- D. **Instructions for completing and required frequency of Background Checks and the mandatory training are located:** <https://www.ponyclub.org/Volunteers/Requirements.aspx>