# REGIONAL & NATIONAL COMPETITION PARTICIPANT POLICY
# AUGUST 2026

## PURPOSE

The purposes of this policy are to document:

- expectations for BCLM members attending national and international Pony Club competitions;
- financial support for members attending competitions and the associated responsibilities of members receiving financial support;
- roles, responsibilities, and training requirements for BCLM chaperones; and
- financial support for chaperones.

## EXPECTATIONS FOR BCLM MEMBERS ATTENDING NATIONAL AND INTERNATIONAL PONY CLUB COMPETITIONS

Canadian Pony Club (CPC) requirements for members can be found here:
https://www.canadianponyclub.org/documents/operational/administration

Policies of specific importance include the Safe Sport Policy Suite:
https://www.canadianponyclub.org/documents/CPC_Safe_Sport_Policy_Suite.pdf

In addition to the requirements of CPC and the applicable national and regional discipline regarding participation in national and international competitions, BCLM expects the following from all members selected to teams:

### Character & Representation

- Represent BCLM Region with maturity and integrity.
- Give your best effort in every practice, event, and competition.
- Maintain a positive attitude, even under pressure, as your behaviour reflects on the entire team.
- Demonstrate respect toward competitors, judges, volunteers, and event staff.
- Congratulate others and uphold the spirit of fair competition.
- Handle outcomes with grace and refrain from making negative comments about judges or other competitors.

### Preparedness & Focus

- Arrive on time for events, meetings, and competition sessions.
- Bring all required materials, equipment, and documentation.
- Stay mentally and physically prepared, rested, focused, and ready to perform.
- Avoid distractions that could impact performance, such as late nights or excessive phone use.
- Keep track of your belongings and maintain an organized space in shared accommodations.
- Stay adaptable, as national and international competitions may involve last-minute changes.

**Teamwork & Collaboration**

- Support your teammates and contribute to a cohesive team environment.
- Communicate clearly and respectfully.
- Seek assistance from chaperones promptly to address any team conflicts.
- Step in to help others when needed and accept help when offered.
- Celebrate team successes and handle setbacks together.

**Conduct & Respect**

- Follow instructions from chaperones, coaches, and officials.
- Follow competition rules, codes of conduct, and safety guidelines.
- Follow all travel, accommodation, and event safety protocols.
- Stay with the group unless given explicit permission to separate.
- Keep team chaperones informed of your whereabouts at all times.
- Use social media responsibly and avoid posts that could reflect poorly on the team or BCLM Region.
- Dress according to team standards and competition requirements.

Competitors may be required to complete training arranged by the Regional Executive, Discipline Chair, or Team Coach on any of the preceding topics, or other relevant topics, as part of their preparation to participate on teams attending national and international competitions.

## FINANCIAL SUPPORT POLICIES, AND RESPONSIBILITIES OF MEMBERS RECEIVING FINANCIAL SUPPORT TO ATTEND COMPETITIONS

Subject to approval by the Regional Board, members are eligible for reimbursement of up to 65% of travel and entry/land fees.

To be eligible to receive reimbursement, members must:

- Complete and submit the BCLM National & International Competition Participation & Funding Declaration as soon as possible after being named as a team member and, except in exceptional circumstances, at least one month before the date of travel.
- Demonstrate commitment to BCLM Region by:
  - participating in at least one team fundraising activity; and
  - committing to contribute a minimum of 12 hours of volunteer time to branch and regional Pony Club initiatives, with at least 25% of those hours at the regional level, within the 12 months before and/or after attending the competition. Members must document how the volunteer time was contributed if requested by the Board or Discipline Committee.
- Follow all reimbursement requirements outlined in the BCLM Financial Policy.

## RESPONSIBILITIES AND FUNDING OF CHAPERONES

For the purposes of this policy, references to “chaperones” include chaperones, team managers, coaches, and other adults appointed or approved by BCLM to accompany or support a team at a national or international competition, as applicable.

Chaperones are critical to helping teams manage the stress of travel and competition and may also have additional volunteer duties assigned by competition organizers, such as monitoring stations, snack preparation, venue setup, and cleanup. They may be responsible for youth who have not previously travelled to a competition without the support of a family member.

Canadian Pony Club requirements for chaperones can be found here:
https://www.canadianponyclub.org/documents/operational/administration

Policies of specific importance include the Safe Sport Policy Suite:
https://www.canadianponyclub.org/documents/CPC_Safe_Sport_Policy_Suite.pdf

and the Screening Policy:
https://www.canadianponyclub.org/documents/ScreeningPolicy.pdf

Chaperones are required to complete Level 4 Enhanced Screening as detailed in the CPC Screening Policy.

In addition to CPC requirements for chaperones at national and international competitions, BCLM expects the following:



**Safety & Supervision**

- Follow all safety protocols and rules established by the organizers, venue, and event.
- Ensure BCLM youth competitors are not left unsupervised in public areas.
- Conduct room checks at curfew and ensure BCLM youth competitors remain in their assigned rooms.
- Monitor hallways and common areas during designated supervision times.
- Respond calmly and efficiently to emergencies or unexpected situations.

**Travel & Logistics**

- Keep track of schedules, meeting points, and event timelines.
- Assist with transportation coordination, including loading gear, head counts, and seat assignments.
- Ensure BCLM youth competitors stay with the group during travel transitions, including at airports, bus terminals, and hotel check-in.
- Help BCLM youth competitors stay prepared for their activities, including uniforms, equipment, and schedules.
- Help BCLM youth competitors manage their belongings and avoid lost items.
- Instruct and remind BCLM members to dress according to team standards and competition requirements where needed.

**Conduct & Behavior**

- Model respectful and responsible behaviour at all times.
- Encourage sportsmanship, teamwork, and positive participation.
- Enforce rules, curfews, team dress, and codes of conduct consistently and fairly.
- Address inappropriate behaviour or conflicts promptly and discreetly.
- Support a positive and inclusive environment for all participants.
- Where BCLM competitors are not meeting expectations, address concerns promptly and appropriately.

**Communication**

- Maintain open communication with event organizers, coaches, and other chaperones.
- Ensure BCLM youth competitors understand daily plans, expectations, and boundaries.
- Keep parents and guardians informed when required.
- Report concerns, injuries, or incidents promptly to the appropriate person.
- Be available and reachable throughout the night in case of emergency.

**Health & Well-Being**

- Monitor BCLM youth competitors for signs of fatigue, stress, illness, or emotional distress.
- Ensure participants eat, hydrate, rest, and follow any medical instructions provided by parents or guardians.
- Safeguard medications, where applicable.
- Support healthy routines, including sleep, nutrition, and downtime.
- Ensure rooms are kept safe, orderly, and free of prohibited items.

**Event Support**

- Attend all required meetings, events, supervision shifts, and volunteer duties.
- Assist coaches and organizers with logistics as needed.

**Boundaries**

- Maintain appropriate adult-youth boundaries at all times.
- Avoid one-on-one situations unless in an open, visible area.
- Do not consume alcohol, cannabis, or other intoxicating substances while responsible for competitors.
- Respect privacy, especially in hotel rooms and changing areas.

Chaperones may be required to complete training arranged by the National Executive, Regional Executive, or Discipline Chair on any of the preceding topics, or other relevant topics, as part of their preparation to chaperone teams attending national and international competitions.

## FINANCIAL SUPPORT POLICY FOR CHAPERONES

Chaperones are eligible for reimbursement of up to 100% of travel costs and event fees. These costs will be shared equally among all BCLM team members participating in the competition. The Region may subsidize a portion of chaperone travel costs and fees, as finances permit.

To be eligible to receive reimbursement, chaperones must:

- Indicate their intention to apply for reimbursement as soon as possible after being named as a chaperone and, except in exceptional circumstances, at least one month before the date of travel.
- Follow all reimbursement requirements outlined in the BCLM Financial Policy.

BC Lower Mainland
REGION SOCIETY

www.bclmponyclub.ca

# NATIONAL & INTERNATIONAL COMPETITION PARTICIPATION & FUNDING DECLARATION

This form must be submitted as soon as possible after selection or appointment and, except in exceptional circumstances, at least one month before travel.

**Member & Competition Information**

Member: _____ Branch: _____
Competition: _____ Discipline/Team: _____
Location: _____ Dates: _____
Email: _____ Phone: _____

**Funding Request**

I intend to request BCLM financial support for this competition: □ Yes □ No

| **Estimated Eligible Costs** | **Amount** |
|---|---|
| CPC Entry/Land Fees | $_____ |
| Travel Costs | $_____ |
| Total Estimated Costs | $_____ |

**CPC Entry/Land Fees will be paid:**

□ Directly to CPC by member/family □ Directly by BCLM □ To be determined

**Declaration**

I intend to participate in the competition identified above and request financial support from BCLM Region in accordance with the BCLM National & International Competition Policy.

I understand that funding is subject to Regional Board approval and that I am responsible for meeting the applicable requirements of the policy. Reimbursement requests must be submitted in accordance with the BCLM Financial Policy, with required receipts and proof of payment.

Member Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____

**BCLM Use Only**

Date Received: _____ Estimated BCLM Contribution: $_____
Funding Approved: □ Yes □ No Approved By: _____