




Visiting Instruction Program

Visiting Instruction Program User Guide

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Travel

Clinics
Camps
Preps
Certifications

Friendship

Fun

Horse Management



Sportsmanship
Stewardship
Leadership
THROUGH
Horsemanship

Visiting Instruction Program

Hello Visiting Instruction Program Participant,

The Visiting Instruction Program is a service of matching a specific Pony Club teaching need with a unique opportunity to have a well qualified eighteen to twenty-five year old A, H-A, H or B visit a Club, Center or Region to instruct in a summer, weekend or vacation camp or clinic. All Visiting Instructors (VI) are recommended by several sources. The lower the certification level of the Instructor, the more referrals requested. If there is available space, special consideration will be given to placing H-B and C-3 members who demonstrate a high level of maturity and are well experienced in teaching.

Great time and effort is put into making the best possible match for both the Visiting Instructor and the need requested. A Visiting Instruction Program Committee Member is assigned to be an advocate and mentor to each Visiting Instructor approved to be in the program. The Committee Member is familiar with the Visiting Instructor's strengths and disciplines skilled to teach because they have personally vetted each candidate prior to being accepted into the program.

This User Guide has been developed with you in mind. We hope that this guide will assist in making your experience with the Visiting Instruction Program be more productive and useful to your membership base.

We have provided useful checklists, sample schedules, sample lessons, and forms that may provide you with some structure or ideas on how to make your camp, clinic, certification, prep, etc. less intimidating for those of you using the service for the first time; or help you not reinvent the wheel if you have done this a million times and are looking for some new ideas.

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Visiting Instruction Program User Guide
Visiting Instruction Program Fees

There is a \$15.00 non-refundable registration fee when applying for a Visiting Instructor.

The activity Organizer will be responsible to make sure the following fees are paid:

Travel expenses are paid for the Visiting Instructor to and from the venue(s). The Visiting Instruction Program can try to assist by grouping Clubs, Centers, or Regions in an area and, when possible, share travel expenses. Please let us know if this is a concern when submitting your application. Travel expenses include any baggage fees, airfare, train or bus fees, meals, taxi rides, lodging costs, mileage, etc. If there is an unexpected delay in the Visiting Instructor's trip, such as being stranded at an airport overnight or local transportation did not pick them up, there should be a plan in place on how to assist them.

In addition, the Organizer will provide a stipend to the Visiting Instructor according to the following schedule which is not to exceed seven (7) hours per day. A Visiting Instructor should not be expected to teach all day and chaperone members at night. Any exceptions must be approved in writing by the chair of the Visiting Instruction Program.

Stipend for four to five (4-5) days with a USPC certification of:

A:	\$300
H-A:	\$275
B or H:	\$250
H-B or C-3:	\$225

For clinics that are three (3) days or less, the daily fee is:

A:	\$75
H-A:	\$70
B or H:	\$65
H-B or C-3:	\$60

Any additional camp days beyond five (5) should be figured at the above daily rate or \$15.00 per hour for partial day.

If additional time is requested of the Visiting Instructor beyond the seven hour work day, the Organizer may contract with them for an additional fee if they are willing to provide additional services like 1:1 lessons, etc. The rate may be negotiated between the Organizer and the Visiting Instructor.

A canceled request once an assignment is made, may be subject to the cost of the Visiting Instructor stipend. This will be evaluated on a case by case basis by the Visiting Instruction Program Committee.

Visiting Instruction Program User Guide
Expectations of the Visiting Instructor

Please arrive prepared for the expected activity agreed upon with all of the necessary attire and equipment. Your work day should be seven hours or less per day. You may agree to work longer days for a separate agreed upon fee. This should be clearly defined ahead of time.

Your assigned club or region should be providing you with the type of instruction needed, group information, and the attributes of the facility. Additionally, the club or region must provide at least one adult official to be present at all times while you are instructing. This adult is expected to be knowledgeable about the local emergency procedures, and the guidelines of the USPC Safety Committee. You should be prepared to help the adult in any emergency. You and all campers must wear a medical armband with a medical release whenever you are on the grounds where horses are kept.

It is important to make contact with your assigned Organizer as soon as possible so travel plans can be made. It is your responsibility to initiate contact. At this time, it is completely appropriate to candidly express any special conditions, needs or concerns you have. These items could include, but are not limited to:

Special diet needs such as vegetarian, gluten intolerance, food allergies, celiac, etc.

Does the Organizer expect you to assist in setting the schedule?

Does the Organizer expect you to provide written plans?

Will you be asked to review the schedule?

Will there be extra lessons or other duties to perform?

What will they pay for the extra duties? See the Visiting Instruction Program application paperwork for recommended fees.

Will unmounted or horse management session props be provided such as farrier tools, feed samples, etc?

Do you have allergies to feather pillows, cats, smoke, etc.?

Do you have allergies to insects, bees, or need to bring special netting to avoid special creatures?

For more details or to view all documents, please visit Visiting Instruction www.ponyclub.org.

Visiting Instruction Program User Guide Expectations of the Organizer

Here are some tips and hints that our committee has put together after feedback from past users of the Visiting Instruction Program. The Organizer should:

- Contact your Visiting Instructor right away to share information and to let them know about your club members and goals. Find out your Visiting Instructor's strengths and favorite activities. Get their ideas. Combine your needs with their abilities and experience.
- Share and discuss the overall schedule with the Visiting Instructor to ensure that he/she is comfortable with everything planned. As you put your schedule together, remember that our 'no more than 7 hours work a day' is a maximum; not a guideline. Do not expect the Visiting Instructor to plan your schedule. Provide your Visiting Instructor with an agenda of expected duties at least two weeks in advance.
- Always find your Visiting Instructor's preferred method of communication, and let them know yours. Find out the best way to reach them quickly – just in case!
- Think SAFETY ... Flat lessons are always a good way to begin to allow your Visiting Instructor to get to know your members and to build a relationship. Although the committee screens the Visiting Instructors and receives recommendations and referrals, this is the first time that they have met your club members and every club does things a little differently and expectations vary across the country. Your 'solid D-3' might not be theirs. Don't forget that your Visiting Instructor is also a Pony Club member. Although experienced and ready to teach your members, they are not a professional with years of experience under their belt. You know your Pony Club members, they do not (yet).
- Plan your schedule to allow for flexibility if your Visiting Instructor needs to make group or content changes. Many organizers will create riding groups and schedule ride times, then leave it up to the Visiting Instructor to develop lesson plans according to the group needs. It is helpful to the Visiting Instructor (and Pony Club members) to determine basic content, such as 'flat lesson', 'jump lesson', 'games', etc. Plus, in order to have your equipment and volunteers ready ahead of time, you will need to have a minimum of a basic schedule in place – but again, be prepared to be flexible in case your Visiting Instructor has other thoughts after watching the members ride.
- Give your Visiting Instructor a break. Take them off-site if possible, or give an option for a time away from the members that they can choose to take. Some will want it, some will not.
- Treat your Visiting Instructor as a professional adult, but do balance things by remembering that this is also a Pony Club member who is learning and gaining experience. Share your wisdom and advice in a kind and professional manner; and never discuss concerns in front of other Pony Club members.
- ***Organizer arranges and pays for all travel plans with prior approval of the VI.*** Make sure that you have your Visiting Instructor's correct spelling of their name as per their legal identification that they will be traveling with and make plans with your treasurer for immediate payment of any travel reimbursement fees (mileage, baggage, parking) as agreed upon between you and your Visiting Instructor. Your Visiting Instructor must be paid prior to leaving. Remember to check the amount that you owe them according to the agreed upon Visiting Instructor contract and/or any private agreements that you have made for additional hours, lessons, etc.
- Do not create unfortunate surprises. Discuss sleeping arrangements, dietary needs, emergency contacts, allergies ... BEFORE your Visiting Instructor arrives.
- Do share with us. We would love to add to our resources and share your successes with other clubs. Please let your Visiting Instructor Committee member know what worked ... and perhaps what did not ... so that we can spread the knowledge and help every activity to be as successful as it possibly can.

For more details or to view all documents, please visit the USPC website, www.ponyclub.org under Member Opportunities.

Visiting Instruction Program User Guide
Visiting Instruction Program Success Checklist

- Visiting Instruction Program request for service or the Visiting Instructor application submitted
- Anne Lenhart Memorial Grant, if qualified and have an interest, submitted
- Visiting Instruction Program User Guide read
- Visiting Instructor contract received
- Organizer contract received
- Dates of the activity have been confirmed.
- Organizer is aware of paying a cancellation fee once the Visiting Instructor match has been made.
- Organizer understands they are responsible for assisting the VI from the time they leave home until they return home.
- Organizer is aware they are responsible for making travel arrangements and acknowledge paying fees for the VI: baggage, meals, parking, stipend, housing arrangements, mileage, etc.
- Legal name of the Visiting Instructor is obtained for travel documents.
- Organizer understands that they are the primary person for developing the schedule.
- Organizer will consult with the VI regarding the planned goals, desired expectations, duties, and how best to achieve them.
- Procedures for a Visiting Instructor conducting certifications has been read.
- Organizer is aware of maximum seven hour work day for the Visiting Instructor.
- Organizer is aware to pay the VI for any additional services contracted outside of the seven hour day.
- Discussion about allergies, dietary restrictions, health concerns, sleeping arrangements, travel concerns, and time zone issues has occurred between the Organizer and the Visiting Instructor.
- VI and Organizer have exchanged phone numbers and have programmed them into their phones.
- Preferred method of contact shared between the Organizer and Visiting Instructor
- Visiting Instruction Program Committee Member's phone number is programmed into the VI's phone.
- VI has shared with someone close to them where and whom they will be staying.
- VI has shared emergency contact information with family members.
- Confirm understanding of the process for contacting someone if help is needed or an emergency occurs.
- Visiting Instructor is encouraged to join the VIP Facebook site and post about their experiences.
- VI and Organizer to complete evaluations via Survey Monkey

Visiting Instruction Program User Guide
Visiting Instructor Helpful Hints

The USPC Visiting Instruction Committee has compiled some suggestions, ideas and thoughts for you to contemplate before your trip.

- Remember to give your parents or guardians contact information of where and whom you will be staying with, other than relying on your cell phone. You can be in a remote area where a cell phone may not work. Your parents can always contact one of us if they have an emergency and are not able to reach you.
- Program your Visiting Instruction Program Committee member's phone number in your cell phone as soon as possible. If something is not going well or you need assistance with any situation please know that you may contact us to discuss your concerns. We want this to be a good experience and need to know if something is not going well.
- While you are at camp please limit your texting and iPod use. While texting is a very popular activity, please use this time to communicate primarily with the people you are with and make the most of your time with them. Also, when you have ear buds in, you may not seem very approachable.
- Be friendly and social even outside of teaching times. Enjoy the members attending the camp and have fun. Please spend some extra time with your host family. They offer to host you so that they can get to know and learn about you and your life. Please remember to send a thank you note to them when you return home.
- Act as a role model. You are an ambassador for the Visiting Instruction Program.
- Please take some time to have, at the least, a brief conversation with the parents of the riders. Parents of the riders also like to hear what you have to say and to get to know you better.
- The clubs are responsible for paying you and for paying for your travel to the airport. You should be prepared to settle financial affairs with the club before you leave the camp. Again, if there is a financial conflict, please contact your Visiting Instruction Program Committee representative.
- Expect to work a seven hour day; you should not be expected to do anything beyond that. If you decide to offer additional time, you can make arrangements with the club for additional pay or you can make the decision to volunteer additional time. You do need to act as your own agent.
- Attire: of course, your appropriate Pony Club safe barn attire is a given. Beyond that, you should dress professionally in clean clothes. We suggest polo shirts with sleeves, Pony Club approved footwear, hair pulled back, etc. Look professional. Be ready to ride if necessary. If you are not able to bring your helmet, make sure the organizer has one available for you.
- Medical armbands are to be worn, even by you, since you are a member participating in an activity with horses.
- Check with your organizer on the expectations of the local club for the expected activity. Plan ahead for what they need from you. While on assignment, we suggest you check in with the Organizer daily to find out if you are accomplishing what they had hoped. Ask if there is something they would like for you to do differently. Are you meeting their expectations? They may have suggestions that will make it a better experience for everyone. Encourage an open conversation.
- Make sure the host family or organizers know about any food allergies. If you have any other health information or issues, please let the Organizer know about them.
- Don't forget to join the Facebook "Visiting Instruction Program" page and post whenever you can. This is a great way to publicize the program and to let people follow your trip and experience.

Visiting Instruction Program User Guide

Safety & Travel Protocols

Travel Protocols

It is highly recommended that the Organizer purchase travel insurance for the Visiting Instructor to protect his/her investment in case the activity is cancelled or an unexpected injury happens to the Visiting Instructor. Be sure to have the exact legal name of the person for travel documents. Remember that spelling the legal name correctly and use of a middle name, or not, is important for these documents.

The activity Organizer is responsible for the Visiting Instructor from the time they leave their home until they return to their home. Please be mindful of travel time between time zones, how the Visiting Instructor will get from the airport, bus station, train station, etc. to the place where they will be staying. The Visiting Instructor should have the names and contact numbers of all the potential people they may need prior to leaving on their trip. If there is an unexpected delay in the Visiting Instructor's trip, such as being stranded at an airport overnight or local transportation did not pick them up, there should be a plan in place on how to assist them.

Travel Suggestions for the Visiting Instructor

When booking flights, be mindful of time zone changes. It may be over a two day time span.

Arrive at the airport in plenty of time with necessary documents (legal identification, ticket).

Check gate locations frequently because they do change.

Bring cash, debit card, or credit card available for any emergency that may arise (lodging).

Consider bringing a phone charger in your carry on bag in case of extended delays.

Notify Organizer of any delays that occur and keep updated with new flight information.

Keep receipts for all purchases to give to main Organizer for reimbursement.

If you take medication, bring extra in your carry-on bag.

Suitcase should weigh under fifty (50) pounds.

Remember, no more than three (3) ounces of fluids may be carried on the plane.

Have a pre-arranged place to meet the person picking you up at the airport.

Supervision of Visiting Instruction Program Camp Members:

Pony Club Members who are participating in an overnight activity must be accompanied by at least one chaperone who is at least twenty-five (25) years old. Each Visiting Instruction Program overnight activity in which members are housed shall have a designated adult serving as the chaperone.

The recommended supervision ratio for overnight camps is one chaperone for every six to eight Pony Club members. It is recommended that these chaperones be twenty-five (25) years of age or older. Those under the age of eighteen (18) assisting with the Visiting Instruction Camp must be at least two (2) years older than the youth they are supervising.

Suggested Chaperone to Camper Ratio:

One chaperone per six campers for ages 6-8 years

One chaperone for every eight campers for ages 9-15 years

The RS, DC, Chaperone, Instructor, Parents, and Sponsors should avoid placing themselves in situations where they are alone with a single, unrelated minor. The rule of two should apply. Generally, adult members eighteen (18) years of age or older shall not be housed in sleeping quarters (dormitory rooms, hotel rooms, tents, RV's) with unrelated minors. However, when an adult chaperone presence in sleeping quarters is necessary to protect the safety and well being of Pony Club members, it is permissible to house adults in the same room. Regardless of the housing arrangement, all minors must have a designated adult chaperone twenty-five (25) years of age who is specifically responsible for their whereabouts and safety. USPC provides education & training for all Visiting Instructors, DC's, CA's, and RS's, in abuse reporting procedures as if they were mandatory reporters.

Visiting Instruction Program User Guide
How to Get Help

Each Visiting Instructor and Organizer is assigned a Visiting Instruction Program Committee member who will be your advocate throughout your experience with the Visiting Instruction Program assignments. If at any time you need assistance, please do not hesitate to call, email, text, Facebook message, etc. If an emergency arises, please use the following order in which to contact people for help. Each Visiting Instruction Program Committee member will have provided their contact information when your Visiting Instruction Program match is made. It is always a great idea to program the numbers into your phone before the assignment begins.

1. Call your assigned Visiting Instruction Program Committee Member

Numbers can be found on your Assignment letter

2. Call or text the Visiting Instruction Program Committee Chair

Numbers can be found on your Assignment letter

3. Call or email USPC National Office contact:

Connie Jehlik 859-254-7669
instruction@ponyclub.org

4. Call, text or email USPC VP of Instruction:

Claire Harmon 281-639-8165 Cell
claireh@ponyclub.org

Of course, always use your family and local Pony Club officers to assist you.

Visiting Instruction Program User Guide Certification Guidelines

Many Visiting Instructors are highly capable of conducting certifications and retests up through the C-2 level. They are quite familiar with the Standards of Proficiency and what is expected at each level of a certification. Before the committee will send a Visiting Instructor on a certification assignment, there have been a minimum of seven reference checks and calls made to adults involved in previous certifications to confirm their readiness for these assignments.

Visiting Instructors may conduct a testing on the first day of their assignment. However, they may not teach members and later conduct a certification of those same members. Organizers may be creative in having members in different groups in which a Visiting Instructor may teach in order to preserve the integrity of the Visiting Instructor for a testing later in the week.

If using a Visiting Instructor for a certification, they must have two Examiners for each testing they conduct. They may not be the only Examiner for a testing. It is suggested that one Examiner is designated as the PIP (Primus Inter Pares, or “first among equals”), with overall responsibility for the conduct of the test and for the paperwork. The “Second” Examiner is there to provide another "eye" to view the candidates during the testing or to be a PIP in training. Any Visiting Instructor sent out for a certification will be capable of acting as the PIP. Any Visiting Instructor may also team up with one of the local Examiners or provide mentorship to a member(s) wishing to gain experience with certifications as an "apprentice" Examiner.

In preparing for a certification, it is highly recommended to include an Impartial Observer (IO) during the testing. The Impartial Observer is formally designated by the DC or CA to serve as the liaison between the candidates, their support team (parents, guardians, coaches), and the Examiner(s). The Impartial Observer must not be a parent or instructor, etc. of a Candidate testing that day. Having a scribe(s) can also be helpful to a Visiting Instructor; especially at C level tests where tests are longer and when using the Alternative Certification Progression.

Visiting Instruction Program User Guide
Sample Schedules - Day Camp or Clinic

Objective of Clinic:

To prepare current D-2 – C-1s for their next certification by offering mounted and unmounted instruction. Participants will learn what skills are still needed for their certification and leave with advice on how to attain them. Also, participants will meet their peers throughout the Region.

Who may attend?

Current D-2 – C-1s

Participant Cost:

\$ 160.00

Clinic Fees include (subject to change due to scheduling requirements):

- 4 mounted Lessons
- 2 Bandaging Lessons
- 2 Longeing Lessons
- Record books
- Haul in fee

What to bring:

Longeing equipment (lunge line, lunge whip, wristwatch, helmet, gloves, protective boots)

Bandaging supplies for a stable wrap and a shipping bandage

Regular tack and equipment for flat and jumping work

Record book

Stall card

Feed for horse

Paper and pen or pencil

Group 1: (D-3 candidates)

Group 2: (D-3 candidates)

Group 3: (C-1 candidates)

Group 4: (C-1 candidates)

Group 5: (C-2 candidates)

SATURDAY

8:30 Meeting with everyone to go over the Day Camp schedule and to answer any questions.

Flat	Instructor 1	Instructor 2	UL Member (Record Books)
9:15 -10:30	Group 4	Group 2	Group 1
10:30 - 11:45	Group 3	Group 1	Group 2
11:45 - 1:00	Group 5		Group 3

Instructor 4 Longeing with C-2 candidates

9:00

9:30

10:00

10:30

11:00

11:30

Visiting Instruction Program User Guide
Sample Schedules - Day Camp or Clinic (continued)

1:00 - 1:30 LUNCH

Parents or volunteers set the courses

Jumping	Instructor 1	Instructor 4	UL Member (Record Books)
1:30 - 2:45	Group 1	Group 2	Group 4
2:45 - 4:00	Group 3	Group 4	Group 5
4:00 - 5:15	Group 5		

6:30 BBQ and Swimming

SUNDAY

Group 1: (D-3 candidates)

Group 2: (D-3 candidates)

Group 3: (C-1 candidates)

Group 4: (C-1 candidates)

Group 5: (C-2 candidates)

Flat	Instructor 3	Instructor 2	UL Member (Bandaging)
8:30 - 9:45	Group 4	Group 5	Group 2
9:45 - 11:00	Group 1	Group 3	Group 5
11:00 - 12:15	Group 2		Group 4

12:15 - 12:45 LUNCH

Parent or volunteers set the courses

Jumping	Instructor 3	Instructor 2	UL Member (Bandaging)
12:45 - 2:00	Group 4	Group 5	Group 3
2:00 - 3:15	Group 3	Group 2	Group 1
3:15 - 4:30		Group 1	

Visiting Instruction Program User Guide
Sample Schedules - Overnight Camp I

Group 1:
Group 2:
Group 3:
Group 4:

MONDAY

8:00 - 10:00 Arrive and set up
10:00 - 11:30 Member presentations on trailer safety
11:30 - 12:30 Lunch
1:00 - 2:00 Flat lesson - Group 1 ride, Group 2 assist Group 1
Badge Material - Group 4, Group 3 teach
2:00 - 3:00 Flat lesson - Group 3 ride
Badge Material - Group 1, Group 2 teach
Crafts with Volunteer - Group 4
3:00 - 4:00 Flat lesson - Group 2 ride
Crafts with Volunteer - Group 1
Pony Tube Video - Group 4, Group 3 assist (writing scripts)
4:00 - 5:00 Flat lesson - Group 4 ride, adult help needed
Crafts with Volunteer - Groups 2 & 3
Free Time - Group 1
5:30 Dinner
6:30 Boot cleaning demonstration by Military personnel
8:00 Trail ride
9:00 Camp fire with smores
10:00 Lights out

TUESDAY

7:00 Feed horses
7:30 Breakfast
8:30 - 9:30 Grid lesson - Group 1 ride, Group 3 assist Group 1
Build XC Jumps - Groups 2 & 4
9:30 - 10:30 Grid lesson - Group 3
Build XC Jumps - Group 2 & 4
Free time & Crafts - Group 1
10:30 - 11:30 Grid lesson - Group 4 ride, Group 2 assist Group 1
Build XC Jumps - Groups 1 & 3
11:30 - 12:30 Grid lesson - Group 2
Build XC Jumps - Groups 1 & 3
Free time & Crafts - Group 4
12:30 - 1:30 Lunch
1:30 - 2:30 Flat lesson - Group 1 ride, Group 2 assist
Practice Pony Tube Video - Group 4, Group 3 assist
2:30 - 3:30 Flat lesson - Group 3
Crafts with Volunteer - Groups 1, 2 & 4
3:30 - 4:30 Flat lesson - Group 4 ride, Group 3 assist
Practice Pony Tube Video - Group 1, Group 2 assist
4:30 - 5:30 Flat lesson - Group 2 ride
Free time & crafts - Groups 1, 3 & 4
6:00 Dinner
7:00 Trail Ride, Swim, Games
9:00 Camp Fire with Smores and Stories
10:00 Lights out

Visiting Instruction Program User Guide
Sample Schedules - Overnight Camp I (continued)

WEDNESDAY

7:00 Feed horses
7:30 Breakfast
8:30 - 9:30 Flat lesson - Group 1 ride, Group 2 teach one rider with prepared written lesson plan under supervision of Visiting Instructor
Paint XC jumps - Group 3 & 4
9:30 - 10:30 Flat lesson - Group 2
Paint XC jumps - Groups 3 & 4
Crafts with Volunteer - Group 1
10:30 - 11:30 Jump lesson - Group 4 ride, Group 3 assist with mounted
Paint XC jumps - Groups 1 & 2
11:30 - 12:30 Jump lesson - Group 3
Paint XC Jumps - Groups 1 & 2
Crafts with Volunteer - Group 4
12:30 - 1:30 Lunch
1:30 - 2:30 XC lesson -Group 1
Make Pony Tube video - Group 4, Groups 2 & 3 assist
2:30 - 3:30 XC lesson - Group 3
Badge program - Group 1, Group 2 teach
Free time Group 4
3:30 - 4:30 XC lesson - Group 4
Crafts with Volunteer - Group 2
Make Pony Tube video - Group 1, Group 3 assist
4:30 - 5:30 XC lesson - Group 2
Badge program - Group 4, Group 3 teach
Crafts & Free time - Group 1
6:00 Dinner
7:00 Trail ride, swim, games
9:00 Camp Fire with Smores and Stories
10:00 Lights out

THURSDAY

7:00 Feed horses
7:30 Breakfast
8:30 - 9:30 Jump lesson - Group 1, Group 3 assist with lesson plan prepared to teach
Group 2 & 4 complete XC jumps
9:30 - 10:30 Jump lesson - Group 4
Group 1 & 3 complete XC jumps
10:30 - 11:30 Jump lesson - Group 3 ride, Group 2 teach mounted lesson
Crafts with Volunteer - Groups 1 & 4
11:30 - 12:30 Jump lesson - Group 2
Crafts with Volunteer - Group 3
Badge lesson - Group 1, Group 4 teach badge lesson
12:30 - 1:30 Lunch
1:30 Pacing all groups together
Assessments
3:30 Pack up and go home!

Visiting Instruction Program User Guide
Sample Schedules - Overnight Camp II

SUNDAY

12:00 Arrive
Settle Horses In
Set up Camp
2:30 Camp Meeting and Announcements
3:30 Water Slide
5:30 Horses Fed & Stalls Picked
6:00 Dinner (Meat and Veggie Lasagna, Garlic Bread, Salad, Mini Brownies & Ice Cream)
7:00 Group Trail Ride
Campfire
10:00 Lights Out

MONDAY

Group A
Group B
Group C

8:00 Horses Fed & Stalls Picked
Breakfast (Cereal, Muffins, Hard Boiled Eggs, Fruit)
9:30 Group A - Dressage (Group C Leads Group B in Horse Management)
10:30 Group B - Dressage
11:30 Group C - Dressage (Group B Leads Group A in Horse Management)
12:45 Lunch (BBQ Chicken Sandwiches, Corn Bread, Fruit)
1:30 Arts and Crafts
2:30 Demonstration "The ABC's of CDE's" A Driving Demonstration by Professional Rider
3:30 Group A - Trail Ride & Cross Country
4:30 Group B and C Cross Country Pacing
5:30 Horses Fed & Stalls Picked
6:00 Dinner (Build Your Own Pizza, Salad, Chocolate Chip Cookies)
Campfire
10:00 Lights Out

TUESDAY

Group A
Group B
Group C
Group D

7:00 Up and Horses Fed & Stalls Picked
Breakfast (Cinnamon Rolls, Fruit, Yogurt)
8:30 Group A - Gymnastics (Group C Leads Group B in Horse Management)
9:30 Group B - Gymnastics (Group D Leads Group C in Horse Management)
10:30 Group C - Gymnastics (Group B Leads Group A in Horse Management)
11:30 Group D - Gymnastics
12:45 Picnic Lunch at Park & Swimming (Sandwiches, Chips, Pudding, Grapes)
2:30 Arts and Crafts
3:30 Group A Presentation: "Who am I?"
Group B Presentation: "What's Wrong with Me?"
Group C Presentation: "Is this Normal?"
Group D Presentation: "Standing Wraps"

Visiting Instruction Program User Guide
Sample Schedules - Overnight Camp II (continued)

5:00 Group Trail Ride
6:00 Horses Fed & Stalls Picked
6:30 Dinner (Salad Bar, Focaccia Bread, Strawberry Shortcake)

WEDNESDAY

Group A
Group B
Group C
Group D

Group 1
Group 2
Group 3
Group 4

7:00 Up and Horses Fed & Stalls Picked
Breakfast (Apple and Chicken Sausage, Donut Holes, Fruit)
8:30 Group A - Stadium (Group C Leads Group B in Horse Management)
9:30 Group B - Stadium (Group D Leads Group C in Horse Management)
10:30 Group C - Stadium (Group B Leads Group A in Horse Management)
11:30 Group D - Stadium
12:45 Lunch (Hot Dogs, Pasta Salad, Chips, Fruit)
1:30 Group 1 - Pas de Deux Development
2:15 Group 2 - Pas de Deux Development
3:00 Group 3 - Pas de Deux Development
3:45 Group 4 - Pas de Deux Development
4:30 Pas de Deux Demonstrations/Awards
5:30 Horses Fed & Stalls Picked
Water Slide
6:30 Dinner (Shish-ka-bobs, Pineapple, S'mores)
Campfire
10:00 Lights Out

THURSDAY

7:00 Horses Fed/Stalls Picked
Breakfast (Cereal, Bagels and Cream Cheese, Fruit)
8:30 - 12:00 Longe Lessons: 30 minutes per member
12:45 Lunch (Sandwich Wraps, Chips, Fruit)
1:30 Arts and Crafts (Finish Project)
2:30 Farewell Run on Water Slide
3:30 Pack Up Camp
4:30 Camp Meeting
5:00 Load Up Horses
Strip Stalls and Pick out Runs
5:30 Depart Camp

Visiting Instruction Program User Guide
Sample Schedules – Certifications

D-1 – D-2 Traditional USPC Certification

Examiners:

Impartial Observer:

Location:

Date:

8:00 Briefing

- Introductions
- Facility
- Explain “teaching” rating and importance or perseverance with a positive attitude
- Exceed Standard opportunities
- Parents help with set up of course

8:15 Unmounted

9:30 Tack up

9:45 Turnout and Safety Inspection

10:45 Flat

12:00 Lunch

12:45 Jumping

2:00 XC

2:30 Paperwork

3:00 Closing

- Thank parents, candidates, and the facility owners for all of their hard work and cooperation
- Evaluations
- Certificates

Organizer contact information:

Visiting Instruction Program User Guide
Sample Schedules – Certifications (continued)

D-3 Traditional USPC Certification

Examiners:

Impartial Observer:

Location:

Date:

8:00 Briefing

- Introductions
- Facility
- Last minute
- Explain “teaching” rating and importance or perseverance with a positive attitude.
- Exceed Standard opportunities
- Parents help with set up of course

8:15 HM Testing--

Demonstrate stall cleaning

10:00 Turnout and Safety Inspection-

- 10:00 Candidate 1
- 10:15 Candidate 2
- 10:25 Candidate 3

10:30 Flat Testing

11:45 Lunch

12:30 Jumping Testing

1:30 XC Testing

2:30 Paperwork

3:00 Closing

- Thank you
- Evaluations
- Certificates

Visiting Instruction Program User Guide
 Sample Schedules - Certifications (continued)

C-2 HM Certification

Examiners:

Apprentices:

Impartial Observer:

7:30	Examiner Orientation and Paperwork Review (Examiners, Apprentices, IO)	
8:00	Briefing for all Candidates & Parents	
8:30	Turnout Inspection Section of Test Sheet (each with own horse) to include "Breeds, Parts of Mount, Conformation & Lameness" and "Foot & Shoeing" sections	
8:30	Examiner & Apprentice Candidate 1	Examiner & Apprentice Candidate 2
9:00	Candidate 3	Candidate 4
9:30	Bandaging, & Longeing (Each candidate with own horse for T.P.R., etc.)	
9:30	Examiner & Apprentice Candidate 2	Examiner & Apprentice Candidate 1
10:00	Candidate 4	Candidate 3
11:00	All Candidates: Nutrition Test Section Categories	
11:15	All Candidates: Stable Management Test Section Categories	
11:30	All Candidates: Travel Safety & Land Conservation	
11:45	All Candidates: Health Care & Veterinary Knowledge Testing Section	
12:00	Lunch with Record Books & Conditioning Plans	
1:00	Teaching	
1:00	Examiner & Apprentice Candidate 1	Examiner & Apprentice Candidate 2
1:15	Candidate 3	Candidate 4
1:30	Examiners complete written test sheet comments	
2:15	Debriefing & Certificates awarded	

Visiting Instruction Program User Guide
Sample Camp Equipment Item List

HORSE EQUIPMENT

- 2 Water Buckets
- 1 Feed Bucket
- Stall Card
- Hay
- Feed (Morning & evening rations individually bagged and labeled using only paper bags)
- Manure fork or shovel
- Wheelbarrow or muck bucket
- Saddle rack (not necessary, but helpful for tacking up)
- Pony Club grooming kit
- Tack
- Extra saddle pads
- Jumping boots etc.
- Fly Spray
- Lead Rope
- Wash bucket and Sweat Scaper
- Halter
- Stakes and tape to rope off paddocks for horses

RIDER EQUIPMENT

- Medical Arm Band
- Boots
- Breeches or Jodhpurs
- Belt
- Polo shirts (tucked in) No tank tops while riding!
- Helmet
- Plenty of socks
- Rain gear
- Sunscreen
- Bug spray
- Tent, sleeping bag, pillow
- Personal hygiene items
- Towel
- Swimsuit
- Sandals
- Flash light
- Notebook
- Pen
- Pony Club Manual

EXTRAS

- Chair
- Camera
- Snacks

Visiting Instruction Program User Guide
Sample Mounted Lessons

Topic: How to Ride Bending Lines

Time: 50-60 minutes

Instructor's Name:

Instructor's Certification:

Students' Names:

Students' Certification:

Number of Students: 4

Equipment: 3 pairs of standards, 12 poles, approximately 10 cones

Assistance needed: Jump Crew

References: United States Pony Club D Manual pages 36-38, 44-45, 56-58, & 76-78

New Vocabulary: Bending line, stride length

- I. Objectives
 - To have a basic understanding of how to correctly ride a bending line
 - To learn new ways of practicing control of your pony

- II. Demonstration
 - Cones and other guiding materials will help show the correct way to go.
 - More experienced rider(s) may be asked to demonstrate for other riders.

- III. Group Activity
 - Follow the leader around the course (while maintaining safe distances).

Outline

1. Safety Checks - 5 minutes
2. Introduction (riders, their horses, me, and our topic) - 10 minutes
3. Warm up with ring figures and stretches - 10 minutes
4. Walk over set of poles on a straight line - 5 minutes
5. Walk over set of poles and do a bending line to another set of poles - 5 minutes
6. Trot over set of poles on a straight line - 5 minutes
7. Trot over set of poles and do a bending line to another set of poles - 5 minutes
8. Add or decrease strides without changing stride length by changing deepness or shallowness of bend - 5 minutes
9. While cooling out play "follow the leader" and discuss key points of the lesson - 10 minutes

Visiting Instruction Program User Guide
Sample Mounted Lessons (continued)

Topic: Mounting and Dismounting Correctly From Both Sides

Time:

Instructor's Name:

Instructor's Certification:

Student Certification:

Equipment: Mounting Block

Assistance needed: Demo Rider & Horse

References: Pony Club D Manual

New Vocabulary: off side, near side, bight, pommel, cantle, croup

I. Objectives:

1. Learn how to safely mount and dismount from both sides.
2. Learn the correct terminology for the sides of the horse

II. Demonstration:

- A. Have everyone demonstrate the skills after they have been explained

III. Group Activity: Have everyone line up and start a chain of mounting and dismounting where everyone starts while mounted, then dismounts, then moves to the horse behind them and mounts that horse, then dismounts, then mounts again. Mounting and dismounting on either the near side or off side depending on which side they are told.

IV. Homework: Everyone should review lengthening and shortening stirrups and girth while mounted so that you feel prepared enough to be able to explain the process.

Outline

Discuss and explain the new terminology (off side, near side, bight, pommel, cantle, croup), then talk about how to mount and dismount correctly. Have a demonstration with a horse and assistant. Include safety measures (dropping your whip) and the correct procedure for mounting and dismounting.

Play the group activity.

Procedure for Mounting

1. Stand next to your pony's shoulder facing the tail.
2. Put your reins in your left hand.
3. Place your left hand on top of the neck with the reins snug enough that your pony will not walk off.
4. Put the extra loop of rein, the bight, on the right side of your pony's neck.
5. Turn the stirrup toward you with your right hand and put your left foot inside it. Keep your toe down so it does not poke your pony in the belly.
6. Put your right hand on the pommel--never on the cantle because it can pull the saddle over.
7. Turn to face your pony's side and push off the ground with your left foot.
8. Swing your leg over the cantle and gently sit in the saddle.
9. Put your other foot into the stirrup and pick up the reins making sure the pony does not move until you say so.
10. Walk on!

Visiting Instruction Program User Guide
Sample Mounted Lessons (continued)

Procedure for Dismounting

1. Put both reins and crop in your left hand with the bight on the right side of your pony's neck.
2. Take both feet out of the stirrups.
3. Put your right hand on either the pommel or your pony's neck.
4. Lean forward and swing your right leg over your pony's croup (making sure not to accidentally bump him with it).
5. Turn and slide down with your side against your pony so that you are facing forward when your feet touch the ground.
6. Take the reins over your pony's head and run up the stirrups (if you are not getting back on right away you should loosen the girth a hole or two as well).

Visiting Instruction Program User Guide
Sample Mounted Lessons (continued)

Topic: Posting Trot Diagonals and Reverses

Time: 30-45 Minutes

Students' Certification:

Equipment: Cones

Assistance needed: None

References: United States Pony Club D Manual

New Vocabulary: diagonals, reverse across the diagonal, reverse on the rail, figure eight, serpentine

I. Objectives

- Understand the difference between the correct diagonal and the wrong one.
- Know when to change their diagonal in the different school figures.
- Be able to change their diagonal quickly and smoothly.
- For more advanced students, have them able to feel whether they are on the right or wrong diagonal without needing to check by looking.

II. Demonstration

- Have them watch a video showing changes of diagonal on portable DVD player

III. Group Activity

- Each person ride a pattern including at least three changes of diagonal

Outline

1. Discussion on how to know which diagonal you are on
2. Discussion on which diagonal to use going either direction
3. Discussion on how to switch your diagonal (include video portion)
4. Mount up and practice picking up the correct diagonal.
5. Trot simple school figures that have you reverse and change diagonals.
6. Each person has the opportunity to perform a simple pattern while using correct diagonals.

Visiting Instruction Program User Guide
Sample Unmounted Lessons

Topic: Basic Rules of Feeding: Compare what and how much your pony eats to other ponies and discuss why there may be such a difference. Write down your pony's feed schedule including the measurements. Learn at least ten basic rules of feeding.

Certification Level: D-1 – D-3

Equipment: Handout of 17 basic feeding rules and concentrate and roughage ratio per weight of horse, example of feeding schedule for "Smartie" and "Plenty" to compare differences, game to practice new skills

Assistance needed: None

References: Pony Club D Manual, Member's Record Book

New Vocabulary: Roughage and Concentrate Ratio

I. Objectives:

- A. To understand the reasons for at least ten basic rules of feeding
- B. To become aware of feeding differences for different horses
- C. To examine feed schedules for own horse

II. Demonstration: Examples of feeding schedule for "Smartie" and "Plenty"

Role Play or Skit: Game where examples of different horses are given. Have members figure out a rough feeding schedule for the "horse" in question.

Overview of the concept: Ask for any questions, discuss everything learned during the time.

Extension Activity: Have each person find one thing in the reading section (Chapter 7, pages 183-194) that they did not know before reading it.

Outline

Introduce self and have members introduce themselves (name, certification) and ask for each person to share one thing they learned from reading in the D Manual.

Pass out the handout of 10 basic feeding rules and talk about their importance (introduce new vocabulary such as roughage, concentrate, etc).

Share example of "Smartie" vs. "Plenty's" feed charts to discuss differences and start a discussion about the differences in feed for their own horses amongst each other.

Give the group their hypothetical situation to have them figure out a close example of what that horse might eat (no specifics) and a schedule for what times that horse could be fed.

10 Basic Rules of Feeding

1. Your pony should be fed small amounts often (2-3 times a day).
2. Feed plenty of roughage.
3. Feed according to your pony's size, temperament, and the type of work he does. If he is worked hard he should get more grain, if he gets worked less he won't need as much grain. If you give him a day off you should reduce or completely cut his grain and replace it with more roughage.
4. All feed changes should be made over ten days-two weeks so it is easier for him to digest the new types or amounts of food. If you are trying to feed your pony less grain, it is okay to reduce the amount quickly. But when you want to increase the grain, it has to be added slowly.

Visiting Instruction Program User Guide
Sample Unmounted Lessons (continued)

5. Your pony should be fed on a regular schedule.
6. Only feed good quality food, no mold or dust.
7. Always have fresh and clean water available to your pony (break the ice if it gets frozen in winter).
8. Have salt available to your pony at all times (plain = white, trace mineral = red, iodized = grey or blue, salt with selenium = yellow brown).
9. Do not ride your pony on a full stomach. Always wait at least an hour after he is done eating to ride him. Always make sure he's cooled out well before you feed him after working too.
10. Learn how your pony normally eats.

Some Additional Feeding Rules to Consider

1. Your pony's diet should include the five basic kinds of nutrition (roughage, concentrates, water, succulents, and salt).
2. Be aware of how your pony behaves when you feed them treats and make sure if he gets "nippy" that you put the treats in his grain bucket instead of feeding them to him by hand. Also feed the treat correctly, with your palm up and fingers flat.
3. Weigh the food you give your ponies with a feed scale or a baby scale to make sure they get the same amount of food every feeding.
4. Do not feed hay or grain on sand because your pony could get sand colic.
5. Space out the piles of hay if you are feeding many ponies at once in a field (30-40 feet apart).
6. Keep your concentrates closed up securely and close feed room doors so your pony cannot get in.
7. Do not let your pony eat too much pasture grass in early spring when the grass is full of water.
8. Do not let your pony eat grass in a pasture with poisonous plants.

Smartie's Feeding Schedule

AM (5:35)

Free Choice Grass Hay

3 lbs Dry COB

PM (6:00)

Free Choice Grass Hay

3 lbs Dry COB

SALT (available at all times)

Loose salt-1:2 Calcium Phosphorous

Salt block & Trace Mineral Salt

Plenty's Feeding Schedule

AM (5:35)

Free Choice Grass Hay

4.5 lbs Ultium Grain

AFTERNOON (11:30)

Free Choice Grass Hay

4.5 lbs Ultium Grain

PM (6:00)

Free Choice Grass Hay

4.5 lbs Ultium Grain

SALT (available at all times)

Loose salt-1:2 Calcium Phosphorous

Salt block & Trace Mineral

Visiting Instruction Program User Guide
Sample Unmounted Lessons (continued)

Name

Date

Certification

Example Horse:

A 15.2 Thoroughbred mare, lives in a stall but has regular turnout onto a grassy pasture that she has all to herself all year round. She gets worked 5 days a week in summer, but only 3 days in winter because her rider is busy during the school year.

Please answer the following questions using the example above:

- Should this horse get more concentrates in spring & summer or fall & winter?

- Why?

- Should this horse get more roughage in spring & summer or fall & winter?

- Why?

- Should she get more or less turnout in early spring?

- Why?

- Should a Thoroughbred be fed a concentrate with more or less sugar?

- Why?

Answers:

- She should get more concentrates in spring & summer, because she gets worked more and needs more energy.
- She should get more roughage in spring & summer, because since her grain increased, you have to increase the roughage too so that the amounts of both are balanced.
- Less, because early spring is when the pasture grass is full of lots of water and if she were to eat lots of it, it could cause stomach problems like colic or foot problems like founder.
- A Thoroughbred should be fed a concentrate with less sugar because they are a hot-blooded breed or horse and some get excitable when they are fed a concentrate with lots of sugar.

Visiting Instruction Program User Guide
Sample Unmounted Lessons (continued)

Topic: Breeds of Horses and Ponies

Equipment: Photos of different breeds of horses/ponies

Assistance needed: None

References: Pony Club D Manual, internet photos

New Vocabulary: Varied

I. Objectives:

1. To be able to identify and differentiate between the main horse and pony breeds
2. To be able to understand the correct terminology for special characteristics of certain breeds

II. Demonstration:

1. If there is enough time, go look at examples of whatever breeds are available.

III. Group Activity:

1. Play a game where everyone has a picture of a horse breed on their back and they have to figure out what it is by asking their friends yes or no questions about the photo.

IV. Homework:

1. Everyone needs to read Chapter 11 in the D Manual (pages 231-246)
2. Everyone should come to the meeting with a picture of their favorite horse breed to look at it together and decide what its breed is and identify what markings it has.

Outline

Discuss lesson topic (conformation and breed identification) and learn the parts of the pony.

Go over the parts of the pony previously learned and talk about the good and bad conformation for each of the parts: mouth, eyes, nostrils, neck, shoulders, back, barrel, loins, croup, and legs.

Go over special characteristics of certain breeds such as Arabians tend to have a flat croup, dished face, and arched necks. Briefly mention some history for each breed.

Use the information learned about the characteristics of breeds to play a game where they ask yes or no questions to figure out what is the horse breed taped to their back.

Visiting Instruction Program User Guide
Sample Unmounted Lessons (continued)

Topic: Conformation

Certification Levels: D-1 – C-2

Equipment: Breed Flashcards and Parts of the Pony (Pin the Part of the Pony)

Assistance needed: None

References: Pony Club Manuals

New Vocabulary:

Ringbone

Curb

Bowed Tendons

Sidebone

Sprain

Spavin

Navicular

Splint

Thoroughpin

Objectives:

D1-D3: To learn breeds & parts of the horse

C1: To learn good and bad leg conformation & unsoundnesses

C2: To learn ideal conformation points and how they effect movement

Demonstration:

1. Pin the part of the pony
2. Breed flashcards
3. Conformation flashcards and drawing pictures

Homework:

Analyze conformation of own mount

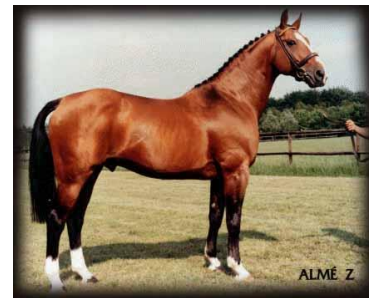
Cutting & Roping:

Overly sloped croup
downward tilting pelvis
Low set neck
Slightly downhill
Longer back



Show Jumping:

Short, flat croup
Cow hocked--Uphill
Long back for bascule
Short back for strength
Higher set neck
Short, upright humerus
Over at the knee



Visiting Instruction Program User Guide
Sample Unmounted Lessons (continued)

Racing:

Wedge shaped body for aerodynamics
Narrow shoulders to wide hips, but narrow bodied in general
Slightly over at the knee
Slightly downhill
Wasp waisted
Set back, prominent withers
Long toe, low heel
Long, sloping croup
Set back withers
Slightly downward pelvis
Long back and pasterns



Movement:

Stifle higher than elbow = downhill mover
Level = level mover, dependent on body
Elbow higher than stifle = uphill mover, expressive front end

Horizontal humerus = limited forward range of motion
Vertical humerus = limited backwards range of motion
Long forearms = round step
Short forearms = daisy cutters, flick triangularly from the knee

Short cannon bones = longer, lower steps
Long cannon bones = shorter, taller steps

Long pasterns = long, smooth stride with suspension
Short pasterns = short, choppy stride with limited suspension

Visiting Instruction Program User Guide
Sample Budgets

Overnight Camp for 10-15 Members

Expenses	Amount	Income	Amount
Visiting Instructor Fee	\$250.00	Anne Lenhert Grant	\$500.00
Visiting Instructor Airfare	\$550.00	Member Dues or Fee	\$750.00
Crafts	\$104.00		
Supplies	\$150.00		
Thank You Gifts	\$100.00		
Food	Each Family Provides One Meal		
Facility Fee	Donated		
Total Expenses	\$1154.00	Total Income	\$1250.00

Day Camp or Clinic for 12

Expenses	Amount	Income	Amount
Visiting Instructor Travel & Parking Fees	\$500.00	Clinic Fees	\$1920.00
Visiting Instructor Flat	\$300.00	Stabling	\$480.00
Jumping Instructor	\$350.00	Haul In Fee	\$240.00
Longeing Instructor	Work Study	Food	\$200.00
Bandaging Instructor	Work Study		
Record Instructor	Work Study		
Haul In fee	\$240.00		
Stabling Fees	\$480.00		
Bedding	\$50.00		
Food	\$300.00		
Office Supplies	\$100.00		
Total Expenses	\$2320.00	Total Income	\$2840.00

Visiting Instruction Program User Guide
Fun Ideas for Camp Activities

Here are some fun camp activities that have been successful ways to use the Visiting Instructor, other than just lessons:

1. End with a fun show for the parents to watch (and participate in). Have the Visiting Instructor be the judge and give the awards or ribbons.
2. Give special awards for special moments, have the Visiting Instructor work with the Organizer on identifying what they may be and award prizes (best fall, bravest ride, funniest moment, member who takes best care of their horse, cleanest stall, cleanest horse, best brushed tail, most improved tack by the end of camp, etc.)
3. Do a mini Standards and Certification for the parents with the Visiting Instructor explaining what they 'see'.
4. Have your Visiting Instructor share a 'their experiences in Pony Club' talk as an evening activity. It takes some planning, but if they can create a slide show of moments to share, it can be quite inspiring – especially for smaller clubs that do not have upper level Pony Club members to set the example.
5. Plan a scavenger hunt.
6. Enjoy a trail ride.
7. Rider's swim in the creek, pond, slip and slides.
8. Have members plan a talent show displaying other talents they may have.
9. Daily craft project.
10. Paint internal organs on the outside of the horse
11. Combine horse management with a project. Design a cross country or stadium jump and build during camp.
12. Provide a community service to a local facility or business.
13. Create educational video.
14. Encouragement Box--Members write down words of encouragement for each other throughout camp and place them in the box to be read at the end of camp.
15. Jousting with pool noodles.
16. Human longeing and bandaging with members.

Visiting Instruction Program User Guide
Ideas for "Extras" for the Visiting Instructor

Visiting Instructors always love to take in local sight seeing or attractions while doing an assignment. Please consider asking whether this might be of interest to the Visiting Instructor. Some ideas might include:

- Eating lobster or other foods that are special to the area
- Fishing
- A trip to the ocean
- A visit to a local lake
- Hiking
- Special shopping excursions
- Attending a local play or show
- Watching a local A Circuit or Recognized Event that may be occurring
- Being able to ride in the evening after their duties are complete
- Attend a professional sporting event
- Visit a museum
- Cultural activity

Visiting Instruction Program User Guide
Guidelines of Anne Lenhert Memorial Grant

The purpose of the Anne Lenhert Memorial Grant is to aid Pony Clubs and Regions in funding a Visiting Instructor for summer instruction and/or Club or Regional camps, and to assist Clubs who might not otherwise be able to afford to participate in the Visiting Instructor's program.

The Fund will pay \$500 annually to a minimum of two Clubs or Regions. Clubs or Regions applying must be hosting an overnight camp for a minimum of three nights and four days. It must also include horse management instruction in addition to members caring for their own horses. Clubs or Regions wishing to be considered for funding must complete the questions on the Anne Lenhert Memorial Grant application and check the box on the Visiting Instruction Program application that you are applying for the grant. A Club or Region may receive funding for no more than two consecutive years.

All applications must be received by February 28th to be eligible to receive one of the grants.

