

Mt. Eden Club Handbook - revised 10/21/91

I

MT. EDEN VAULTING CLUB

Mt. Eden Vaulting Club was formed when two local clubs, Chez Scherf at the Scherf Pony Farm and Garrod Farms merged in 1980. Purpose of Mt. Eden is to foster local, national and international amateur sports competition in vaulting and to provide a medium to teach horsemanship, sportsmanship and the gratification of working together as a team while improving ones' coordination, physical abilities and mental attitude.

II

A.V.A.

AVA. American Vaulting Association; (1) is organized to promote interest in vaulting. (2) To educate and inform by publishing a newsletter, rulebook and other education lmaterial; (3) to make and provide films for study and training; (4) To sponsor clinics,forums and workshops for the training of vaulters, coaches and judges; (5) to establish rules for recognized competitions; (6) to establish standards for achievement awards; (7) to license judges; (8) To maintain records of the sport for the use of its members; (9) To perform other educational and administerial functions to assist in the promotion and development of the sport.

Rule books are provided to all AVA Member Clubs and AVA Sustaining Members or may be purchased from the AVA national office.

III

USEF

United States of America Equestrian Federation deals with international equestrian competitions. To compete internationally or in USEF events, one must be a member of the USEF. This organization sets up national rules and guidelines and is the vehicle that communicates with foreign horse organizations and the International Equestrian Federation (FEI) which oversees horse sports internationally

IV

GARROD FARMS

Garrod Farms is a family owned and operated diversified farming operation. It raises alfalfa, grain, cattle and strawberries in Lassen County and grapes (wine) and operates a commercial boarding and livery stable in Saratoga, Santa Clara County, California.

It was established in 1893 by David and Sophia Garrod from Suffolk County, England, who had immigrated from England primarily for health reasons in 1879. They and their family of 2 boys and 1 girl raised prunes, apricots, peaches, pears, hay, grapes, and cut stove wood.

When the fruit raising in these dry farmed hills became no longer economically viable, David Garrod's grandson, Vince S. Garrod and his wife, Jane, established a horse boarding and Livery operation using some of the old buildings and adding new barns and arenas. The goal of the Stables is to provide facilities and personnel that encourages children and adults to learn about and enjoy horses.

In order to do this, the Farm offers riding lessons, day camps, trail rides by the hour, facilities for boarding privately owned horses, horse shows and vaulting (gymnastics on horseback).

Since 1972, after Jane and her equestrian-minded daughter, Emma, became interested in vaulting, Garrod Farms has sponsored vaulting so that more children and parents could enjoy this unusual sport. it has proven to be a challenging, interesting and educational endeavor. Through the years, Garrod Farms and Mt. Eden teams and individuals have traveled and competed all over the Americas and Europe.

V TEAMS AND INDIVIDUALS

Regular vaulting teams (trot or canter) consist of six members and an alternate. If necessary, a team of 4-7 may be allowed for beginning canter or beginning trot levels. The teams are usually chosen after in the fall.

Individuals competing in individual classes may be part of a team or may take lessons only as an individual competitor.

VI COMPETITIONS

Competitions are put on by various vaulting clubs in the area and are often used as fund-raisers for that Club. Each vaulting competition requires many volunteers during the day(s), 40-100, so all parents are asked to help out. It is an enjoyable way to get to know other parents and also to see how the sport works. Competitions may be simple, offering only a few classes, to very complete competitions. Some may include team competitions as well as 2-Phase, Pas-de-Deux and Barrel classes. The Regional Championships and National Fest are usually run for 4 days each.

Vaulters may not miss competitions at which their team is competing except for serious medical reasons. They must notify their coach by phone or email as soon as possible.

Vaulters must arrive at the time designated by their coach with their leotards and/or team uniforms, clean vaulting shoes, and hair in the style designated by their coach.

Vaulters are representatives of the club and their team as well as themselves. They should be helpful, considerate, practice good sportsmanship, and support other Mt. Eden vaulters. They must assist with horse care and may not leave the competition site without the coach's approval.

Coaches are responsible for collecting and filling out all the team and individual payments and entries for competitions, and events. Coaches should designate one of their team parents to help with this effort. All payments and entries must be combined with the other Mt. Eden coaches' payments and entries. Entries and payments are to be turned in to the Mt. Eden treasurer at least three days before the due date for the competition entries. A Mt. Eden Club check must then be written and sent with the entries in time to be received by the organizing committee of the competition before their entry due date.

Tack needs for each event are the responsibility of each coach.

Each coach is responsible for arranging for the horse(s) transportation and should be available to help load, unload and drive. Coaches unable to attend to horses before or after competitions must arrange for other responsible person(s) to tend to the horses.

Each coach is responsible for all their vaulters, their proper attire (i.e. shoes, uniforms, hair), attitude, performance, and timeliness of the event entries. The families of vaulters must know where to meet at the competition site. Maps to the competition should be provided by the coach.

VII MEDAL TESTS

The AVA administers an achievement level program. Medals are awarded to those that pass the Medal Tests. Categories are: Gold, Silver, Bronze, Trot. Novice Canter and Novice Trot pins are awarded to those that pass the Novice categories.

Costs for the tests are set by the AVA. The cost for the judge and any travel costs are distributed among the Medal Test applicants. Payment of fees is no guarantee of passing the test.

These tests are formal affairs with flowers on the table and refreshments for the judge. Each test needs an adult volunteer to act as hostess and an adult or experienced older vaulter to be the judge's clerk. Vaulters must participate with complete uniforms as designated by their coach.

VIII DEMONSTRATIONS

Demonstrations are often performed for publicity and recruitment purposes and may be paid for (including transport and insurance) by the participant(s) or by Mt. Eden Vaulting Club.

IX HORSE USE

Each team is assigned one horse for their exclusive use. Other horses may only be used with the express approval of Garrod Farms and Mt. Eden's head coach.

X FEES AND PAYMENTS

Pay to GARROD FARMS

- Monthly vaulting fees for team members.
- Fees for individual practices for team members.
- Fees for individual practices for non-team members.

Pay to MT. EDEN VAULTING CLUB

- Membership fees for Mt. Eden Club and AVA.
- All Fests competition, registration costs
- Other costs as directed by your coach (sweats, T-shirts, etc.)

Pay directly to vendor

- USEF membership fees
- Team uniforms as directed by your coach
- Shoes
- All Fests costs (travel, food, housing, etc.) except as directed to Mt. Eden Club

XI MT. EDEN VAULTING CLUB RESPONSIBILITIES AND DUTIES

Mt. Eden Vaulting Club is a non-profit (tax exempt) 501-C(3) organization. It is able to collect moneys and make awards for scholarships, pay for travel, etc.

Mt. Eden Club makes policies about the vaulting activities of the Mt. Eden Coaches, Longeurs and vaulters. It does not become involved in the day-to-day activities of the teams. The Executive Board of Mt. Eden Club must approve team designations and must approve any solicitation of vaulters from other established teams or other areas.

Mt. Eden Club holds meetings, puts out a newsletter and keeps a current membership list in order to conduct the business of the Club and keep the membership informed. All adult (18 years or older) family members are eligible to vote when their dues are current.

Mt. Eden Club collects AVA and Club dues and all fees assessed for competitions. The Club treasurer, or designated person, then sends the required fees on to the AVA or appropriate Fest manager. The Club makes certain that Mt. Eden vaulters are eligible for AVA benefits and activities by collecting AVA dues and filling out AVA Forms. The club also helps with filling out the USEF forms when necessary.

The Executive Board of Mt. Eden selects vaulting coaches each season with concurrence of the Manager of Garrod Farms, who actually hires the coaches and pays their wages.

Mt. Eden Club holds fund-raising events in order to cover costs of replacing, maintaining tack, first aid supplies, provide room and board for coaches, and longeurs at Regional and National Competitions, transport horses, and other projects approved by the Club such as foreign exchanges and horse purchase. Money raising events are staffed by Club members.

The Mt. Eden Club Executive Board serves as a problem solver between Coaches or between Coach and Parent, or between Coach and Vaulters only when all parties have already clearly communicated their concerns to each other and have tried to work out any differences. The Executive Board consists of an elected President, Vice-President, Secretary and Treasurer. They serve for one year.

Foreign Exchanges, Trips and Competitions

The Team Parents and Coach:

- Must get approval and commitment from the club for any planned activity before making a commitment.
- Must get a commitment for horse use from Garrod Farms
- Must get a commitment from the Foreign Team if an exchange.
- Must get financial commitment and support from parents.

XII

GARROD FARMS' RESPONSIBILITY TO VAULTERS

Garrod Farms, buys, boards and trains the best available vaulting horses. It provides the facilities, the arenas, barrels, some tack and storage areas for equipment, and allows the use of other Garrod facilities as needed and planned for. It provides the trailers for horse transportation, hires and pays coaches, longeurs, and trainers, and supervises horse care and use.

XIII

COACHES' RESPONSIBILITIES AND DUTIES

Coaches are expected to promote good horsemanship, sportsmanship, and horse care as well as demonstrate expertise in the sport, be aware of safety factors and be skilled in first aid.

They are ultimately responsible for all vaulting activities of their vaulters. In cooperation with Garrod Farms, Mt. Eden Club, and the Mt. Eden head coach they must decide on competitions, clinics, Medal Tests and demonstrations in a timely manner. They must complete a course in advanced First Aid or its equivalent.

All coaches sign a performance contract with Garrod Farms.

A Head Coach may be designated, who, in addition to his/her regular duties will supervise other coaches. Coaches are to teach vaulting, horsemanship, and the values of sportsmanship. They are expected to arrive on time and finish practice on time and to stay until all duties are taken care of and all vaulters picked up.

Coaches are to follow the directives and policies of the Mt. Eden Vaulting Club and Garrod Farms and they must arrange practice times so as not to over-use the horses as well as to be as convenient as possible for the vaulters and self.

They must arrange for a meeting with all their vaulters' parents at least once early in the season.

They are required to attend all Mt. Eden Vaulting Club meetings to give their Team report. If unable to attend, the coach must arrange for other responsible person to deliver a written or oral report.

Coaches may not invite vaulters from another club to be on their team without the express permission of the Mt. Eden Executive Board. There may be mobility between the Mt. Eden Teams as necessary.

They must communicate precise practice and competition times, exact fees, costs and deadlines and other necessary information to vaulters and parents in a timely manner.

They must turn in vaulting lesson fees to Garrod Farms and competition, event or membership fees to the Mt. Eden Club Treasurer with detailed information on each check as to the allocation of said fees. They must be firm - no payment, no vaulting!

Coaches are expected to enforce safety requirements as set forth by Mt. Eden Club policies and common-sense health and safety rules.

They are expected to promote good horsemanship and horse care and require vaulters to take some responsibility for horse care. They supervise horse care, feeding, and medication of their vaulting horses and stay in communication with any vaulting horse trainers, care takers, or exercisers. They are expected to supervise tack and facility upkeep and arrange for sharing of the facilities with other coaches. They are ultimately responsible for all the vaulting activities of their team members and must see that the vaulters and parents fulfill their responsibilities, and in cooperation with Garrod Farms and Mt. Eden Club, must decide on competitions, clinics, Medal Tests, and demonstrations in a timely manner. They and the longeurs are paid for practices, Medal Tests and competition days. Coaches are responsible for their vaulters' attitudes, performance and attendance at all designated events. Coaches' performance will be reviewed regularly by Garrod Farms and Mt. Eden Club.

XIV

LONGEURS' RESPONSIBILITIES AND DUTIES

Some coaches prefer to longe the horse themselves, others prefer or require a longeur to keep the horse going smoothly. Longeurs may warm-up the horses so that they are ready for practice or competition per the Coach's request. Longeurs will dress in a manner complimentary to the Team uniforms for competitions and will provide a good example of proper horsemanship and attitude around horses and will assist with horse care as required by the coach. Longeurs are not to interfere with the actual coaching and are to take direction from the coach. Longeurs must be Mt. Eden Club members.

XV

VAULTING FAMILIES' RESPONSIBILITIES AND DUTIES

Parents of Mt. Eden Club vaulters must sign Garrod's contract and Mt. Eden Legal and Medical Releases as well as any Competition releases. Parents should attend Mt. Eden Club or Team meetings and read carefully any newsletters, communications, and/or bills from Garrod Farms or Mt. Eden Club. Parents must be sure all vaulting fees are paid and costs are covered on time. Coaches' time is more valuable for coaching than for collecting money or forms. Parents should see that vaulters arrive at practice and competitions correctly dressed and on time (shoes too!). They are requested not to communicate with vaulters during practices (no coaching from the sidelines or instructing by parents). Parents may not request vaulters to leave practices or competitions before being released by the Coach. Let the coach know in advance if absences are unavoidable. Vacations during the vaulting season could result in the vaulter being dropped from the Team. Concerns should be talked over with the Coach as soon as there are any perceived problems. If the problems are not solved satisfactorily, parents may bring their concerns to the Head Coach or the Mt. Eden Vaulting Club Executive Board.

XVI

TEAM PARENT'S RESPONSIBILITIES AND DUTIES

The Team Parent acts as a liaison between the Team Coach and the other Team families. They may be requested to help with the collection of fees and take attendance. The Team Parent is responsible for having an adult "on site" for competitions and special events who can be available to help vaulters with the little emergencies like torn leotards, lost lunch money, Band-Aids, hair care supplies, and misunderstandings about pick-up times, etc.

XVII

VAULTERS' RESPONSIBILITIES AND DUTIES

Vaulters may be on a Team and/or practice/compete as an individual, depending on coaches and horse time available. She/he must express a commitment to attend all practices, especially if selected for a Team.

Vaulters must be Mt. Eden Club members.

Vaulters should come to practice on time, with a positive attitude about their team mates, coach, horses and their sport.

Vaulters should be ready (proper clothing and shoes) and be able to perform horse care chores such as hoof-picking, brushing, training, walking out, etc., tack up horses, warm-up or begin practice as per Coach's request.

Vaulter's Team fees, competition costs and other payments must be paid on time.

Vaulters will be asked to clean tack, straighten up the tack shack, rake and clean vaulting arenas, barrel areas, and paddocks, as per the direction of their coach.

Vaulters must not leave practice before being released by their coach.

If a vaulter is unable to completely fulfill any of the above responsibilities, he or she must contact their Coach before the next practice.

Vaulters and Coaches should be familiar with and follow all rules of good horsemanship and also must be familiar with all specific rules of Garrod Farms, for example; 1. No bare feet at the stables; 2. Turn horses loose only in designated areas; 3. Do not climb on the hay bales; 4. Do not ride horses without a bit; 5. Ride with a helmet; etc.

XVIII

RESPONSIBILITIES OF MEMBERSHIP CHAIRMAN

1. Arrange to have membership, medical consents, and liability release forms annually completed and signed by each member's parents or guardian. Have on hand extra sets of forms throughout the year for new members.
 2. Receive and log in membership renewals and checks.
 3. Give checks to the Club Treasurer.
 4. Obtain Club check from Treasurer for AVA dues.
 5. Fill out AVA membership forms for Club and Individual Memberships and mail with the Club check to the AVA National Office.
 6. Make copies in triplicate of medical consent forms.
 - Keep original with membership material
 - File in Garrod Farms Office
 - File in Tack Shed First Aid Kit
 - Give to Coach(s) for events away
 7. Provide membership roster to membership as soon as possible, updating it as needed. Copies to the Newsletter editor for mailing with newsletter to all members.
 8. Maintain file of originals of Mt. Eden membership registration forms, liability release forms, medical consent forms.
 9. Maintain file of AVA membership registrations and a list of USAE numbers.
- Note: the Mt. Eden Membership year runs from January 1 through December 31. Persons not renewing by February 1 are not members and should be deleted from the roster and mailing list.

Mt. Eden Club Bylaws

I

Purpose: The purpose of this corporation is to foster local, national and international amateur sports competition in vaulting.

II

Memberships: Any member of a family who has a child competing for the Mt. Eden Vaulting Club or who competes for the Club, or who coaches, or is affiliated with the Club in any other manner, and who is a dues paying member of the Club in good standing, shall be deemed a voting member of the corporation.

III

Meetings: Meetings may be called at anytime by any of the officers/directors. Members shall be informed of meetings in person, by telephone or by mail.

IV

Quorum: A quorum for any meeting of the members shall be five (5) members.

V

Election of Officers/Directors: The officers/directors shall be elected yearly by majority vote of the members at the meeting called for that purpose.

VI

Officers/Directors: Each officer of the Corporation will also serve as a Director of the Corporation for the period of his or her tenure as Officer. The Corporation will have no other Directors. The Officers/Directors will include only a President, a First Vice President, a Second Vice President, a Treasurer, and a Secretary. The President shall preside at all meetings and shall have such other powers and duties as may be voted from time to time by the members. The First Vice President shall perform all duties of the President in the President's absence. The Second Vice President shall keep all corporate records and shall perform all duties of the Treasurer in the Treasurer's absence. The Treasurer shall keep in deposit all funds of the Corporation, keep a businesslike accounting of the financial status of the Corporation and pay all bills of the Corporation when authorized by a vote of members. The Secretary shall keep a record of all Club Meetings.

VII

Replacement of Officers/Directors: A new officer/Director may be elected by a majority vote of the members present at any meeting following the death, resignation or removal of an existing officer/Director. An Officer/Director may be removed from office at any meeting by a two-thirds majority of those members present.

VIII

Amendment of the by-laws: These By-laws may be amended or repealed and new by-laws adopted by the vote of a two-thirds majority of the members present at any meeting.

IX

Liabilities of Officers/Directors and members: No person who is now or later becomes a member of this corporation or an Officer/Director of this Corporation shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this corporation shall look only to the assets of this Corporation for payment. 052