



Player Development Program
INTERNATIONAL
TOUR & TEST MATCH
PACKET

SUPPLEMENT TO THE PLAYER DEVELOPMENT PROGRAM PLAN & GUIDELINES

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INTERNATIONAL TOUR/TEST MATCH PACKET

Welcome:

Congratulations and thank you for your involvement with this tour/test match. In order to make this experience an enjoyable, safe and positive experience for everyone, please review the following documents and provide the necessary forms to the players for their signatures. These forms should be returned to the team manager well in advance of the tour dates and shall be kept in their possession at all times during the actual tour/test match.

Enclosed for your review and to distribute:

1. International Tour/Test Match Outline of steps for US hosted Tour
2. International Tour/Test Match Player Expectations
3. International Tour/Test Match Coach Responsibilities
4. International Tour/Test Match Team Manager Responsibilities
5. International Tour/Test Match Horse Manager Responsibilities
6. International Tour/Test Match Rules & Responsibilities Form for USA players

ADDENDUMS

1. International Tour/Test Match Rules & Responsibilities form for USA players
2. International Tour/Test Match Visitor Check List
3. American Polocrosse Association Release of Liability Form
4. Horse ID Form
5. State Equine Liability Warnings
6. Test Match Score Sheet

Additional information for International Tour/Test Match Hosts, Test Match Umpires and Horse Welfare Officers can be obtained from the APA International Liaison.

Thank you for your dedication and support!

David Brooks

Chair, Player Development Committee

American Polocrosse Association

INTERNATIONAL TEST MATCH/TOUR OUTLINE OF STEPS FOR US HOSTED TOUR

1. Player Development Committee (PDC) requests/suggests tours for International Liaison (IL) to promote to other countries outlining the age, months and basic format.
2. IL gives feedback from other countries about the possibility of filling the suggested tours.
3. PDC then fills in the details of the tour and sends out requests for application proposals for host/venue and applications for coaches, managers and players. Each will have a deadline. Potential coaches can have input into venue selection. Player applications are primarily to determine if there is enough interest to warrant a test match/tour.
4. PDC names coach.
5. PDC names venue.
6. IL requests that the APA president sends out a formal invitation written up by PDC with the coach's input.
7. IL sends written acceptance to the Chair of the PDC
8. Coach has input on manager. PDC selects manager.
9. Tour coordinator is the host venue Zone Representative (unless otherwise determined).
10. PDC will be responsible for distributing the International Test match tour packet to all members of the tour management.
11. IL will be responsible for distributing an Instruction and direction sheet to the Venue Host.
12. IL will forward all pertinent correspondence and contact information to the Coach, Team manager and Tour Coordinator.
13. Chief Umpire will be responsible for distributing an Instruction and direction sheet to the Test match umpires and Horse Welfare Officer.

INTERNATIONAL TEST MATCH/TOUR- PLAYER EXPECTATIONS

Overall expectations:

You are expected to be a respectful ambassador and representative of the USA. This is a team effort and you are an integral part of team no matter what your position. Respect the coach and team manager as well as your teammates, give 200% in your play, be respectful of the horses, and have fun.

Pre-Trip:

1. Develop sponsorship and fund raising opportunities.
2. Promote your trip to other members of the APA and the equine community- chatter!
3. Attend team clinics and practices.
4. Develop a network with other team members to borrow horses in other ones to encourage more travel without the expense of horse transport.
5. Prepare your 2 required horses (and your required portion of the funding for the spares).

During the trip:

1. Upon arrival to "Camp" in preparation for the test, each player is expected to arrive prepared, on time, and focused.
2. Players will camp together in accommodations that they will need to keep clean, orderly and be left in perfect condition.
3. Laundry will need to be handled by the players themselves, not the manager, but the manager will see that time is built into the schedule for such tasks. This means that the players are responsible for providing the laundry detergent and laundry money, if appropriate.
4. Each player is responsible for providing a copy of health insurance information, emergency contact information, health issues and any other pertinent information to the manager PRIOR to the start of camp.
5. The manager will provide an itinerary for the players so that the team and each players knows the schedule and is responsible for being on time to meals, practice, meetings, etc.
6. Players are responsible for arranging transportation to and from the camp for themselves; this is not the job of the manager.
7. Players are to return any items of the team uniform (IE, saddle blanket) to the manager upon completion of each test. Failure to return such items will result in a cost to the player to replace the item.
8. Players are not permitted to have guests stay in the player accommodations without prior approval of the manager.
9. Players are responsible for cleaning up after each meal, meeting or practice. All trash, food and equipment must be discarded, refrigerated or replaced, as appropriate.
10. Player intoxication, vandalism, or criminal behavior will not be tolerated and the manager has the ultimate authority to send a player home should such behavior occur.

Post trip:

1. Produce a report card- overall impressions, issues, good points, suggestions, and any other important points to help future tours and give to the team manager within 15 days of the end of the tour.
2. Give talks to your club and regions on international experience.
3. Work with the PDC to schedule clinics and ways to give back to the APA and PDP.

INTERNATIONAL TEST MATCH/TOUR- COACHE(S) RESPONSIBILITIES

Overall expectations:

The coach is to lead the US squad for a specific tour or series of tours with the goal of developing the best riding, skills, teamwork and sportsmanship among eligible players. The coach is charged with the overall direction of all the activities associated with a particular tour, age group or division that he or she coaches. The coach should give 100% effort and coach the team to the best of their ability.

Duties:

1. Input on venue and details of tour – age, horse requirements, etc.
2. Confirm all details of the match as set out in the official invitation and agreed upon by the PDC.
3. All applicants are received by the PDC and forwarded to the coach for selection.
4. Input into selection of manager- but must have approval of selection from the PDC.
5. Determine how selection of players will be accomplished – tryouts, selection, ladder, recruiting from outside to fill the ranks. Coach to have ultimate say in who makes the squad and who does not, but **MUST** select from PDC approved applicants (those who have filed all forms, paid all fees and are members in good standing.)
6. Announces the team privately to the PDC chair. Once approved by the PDC chair, then sends the list for publication to the Communication chair of the APA.
7. Set practice dates and venues.
8. Determine the horse requirements.
9. Communicate with players and manager on tour requirements.
10. Coach team and work with visiting coaches as applicable.
11. Follow up report.

INTERNATIONAL TEST MATCH/TOUR- TEAM MANAGER RESPONSIBILITIES

Overall expectations:

Your mission is to provide the necessary support to the coach, hosts and players to ensure a safe, enjoyable, effortless and positive experience for the players and coach. You are responsible for organizing and managing the budget and expenses for the tour, and working within the PDC structure on all management and accounting duties.

Pre-Trip duties:

1. Organize a good communication stream with all members of the tour: players (including parents and or spouses), coaches, managers, hosts, zone representative, and visiting team manager and coach. For all team members (not visitors) utilize a Yahoo group, E-newsletter, group email. Keep information chatter frequent- even if it is nothing urgent- everyone will feel better if they get consistent news updates.
2. Prepare a budget for the trip- use your coach, hosts, PDC, zone rep and past budgets for guidelines and help. Once a budget is approved by the coach and then the PDC chair, send the player cost and a payment schedule to the team.
3. Monitor funds and fund-raising by players. Encourage fundraising and offer ideas and suggestions. An inexpensive "team brochure" really helps to get sponsors- help draft letters.
4. Organize travel arrangements. For in-bound tours it is usually the players responsibility to get themselves and their horse(s) to the event. Once there you may need to organize travel to group functions- that will be determined in your budget and whatever the agreement is with the visiting team. For outbound tours you will need to organize and possibly purchase airfare (using APA or PDP funds). It is standard procedure for teams traveling outside the USA to all leave from the same airport on the same flight. Depending on budgets you may need to book the domestic flights to get everyone to the International departing airport.
5. Assist Coach in organizing team training functions such as clinics, camps or meetings at local tournaments. Encourage horse swapping/sharing so that team members can play together at tournaments or attend clinics and practices in other zones prior to the tour without the expense of hauling horses across country.
6. Order/purchase necessary team apparel and equipment such as team shirts, jackets, polo wraps etc. The players are responsible for having the traditional team dress for dinners, receptions, ceremonies, etc., — navy blue blazer with blue buttons, white collared shirt, khaki pants/skirt. Nice shoes- no sneakers. Team ties for men and scarves for women is a nice detail which can be procured by the team manager.
7. Organize and purchase/procure necessary awards for the guest team, such as best player, best horse, coach and manger gifts and player gifts for all team members. Ask for suggestions from previous tours. *Players supply their own gifts for hosts. Gifts that are traditional from your home residence are well received. Players should bring small items to use as trade such as team pins, patches, club or tournament t-shirts or hats, etc.
8. Develop an itinerary and publish it to the group... it will continue to evolve as you go, but it will help to keep everyone aware of what will be going on.
9. Maintain a binder or folder to use as your "bible" for the entire tour. It should include all contact info for players, hosts, guests, schedules, insurance, travel itineraries, maps, an envelope for all receipts, paper for note taking, score sheets and whatever else is relevant to the trip.
10. Require the guest team to purchase medical insurance policies for each player. Make sure they understand that the travel insurance they may purchase with their air tickets does not cover any accident while participating in an amateur sporting event. We can help them by providing the names of a few companies that would provide temporary insurance- but be cautious about recommending a company. Request copies of the insurance binders for each player prior to their

arrival in the USA.

11. Work with the coach to establish the test match format and the rules that will be used (international vs USA rules?). Also organize how the horse pools will work. Communicate this to guests for agreement.
12. Make sure umpires, goal judges, balls, timer and score sheets are lined up for the test matches. Umpires should bring their own shirts and whistles, but I suggest an extra whistle as a spare. (Score sheet at end of list). Secure an American flag to be carried by team captain- also either the national anthem on CD or invite someone to sing. Ask the guests if they would like to bring a CD of their national anthem.
13. Work with coach and chief umpire to set up pool of umpires.
14. Food: work with hosts and zone reps to plan for special meals. Organize breakfasts, lunches snacks and drinks and any meals that are for the home team only (this will be determined in the budget to some degree). Put out an email to the group asking for any food allergies or dietary restrictions, and ask for suggested snacks and drinks. Lots of water, fruit, and high protein snacks. Plan on good hearty breakfasts to get everyone going!
15. Keep reminding everyone about payment schedules. There is a no tolerance rule in effect. If you do not make that last payment you don't play. Inform the coach of any problems and discuss a course of action.
16. Create a suggested packing list- especially for the youth groups. Keep the amount of clothes needed to a minimum. Group Tee shirts are best for keeping a uniform look when traveling or touring, and also during practice time. One suggestion is to get left over t shirts from past tournaments donated for the entire team and plan on certain shirts for certain days. Laundry detergent might be a good addition to the list!
17. Make up a first aid kit with bandages, antibiotic ointment, tylenol, ibuprofen, bee sting meds, benedryl, wound wipes, tweezers etc. for non emergency first aid.
18. Housing Accommodations: work with the venue host and the zone rep.
19. Team meeting spots: Make sure the hosts have special places that can be used by each team as their "headquarters" for the duration of the tour. Supply dry erase boards and pens – if video will be taken during practices a TV to view and discuss video would be helpful.
20. Transportation Inbound: work with the host club and the zone rep- depending on the agreement with the guests you might need to rent a van for travel to dinners or sightseeing excursions. Outbound: rental vehicle probably needed- discuss with coach, PDC, and host tour manager.
21. Coordinate and plan for sight-seeing and recreational activities with the hosts, zone rep and coach. Ask if the players have any special things they would like to do.
22. Consider who might take photos/videos during the test match- coordinate with the hosts.
23. Work on team building; organize time together as a team at clinics and tournaments prior to the tour- help to build relationships between kids who do not know each other. Send out "to do lists" with ideas for how to get ready for the tour- keep on communicating!

During the trip duties:

1. Travel with the team and manager to all practices and the actual tour.
2. provide rides during inbound camps- shopping, tours etc. For outbound tours make sure you are legal to drive a rental vehicle if needed..
3. Make sure all accommodations are appropriate (non coed), this should be organized prior to the tour but confirmed once you get there. For special circumstances you need parental agreement.
4. Organize food and meals once there. You might need to do the food shopping there-discuss with hosts and zone rep. Recommend arriving the day before the teams.
5. Schedule practices and tour schedule for players and coach.
6. Work with opposing manager to arrange all aspects of the test and horse pool.
7. Work with horse managers to set schedule for working with horses in various pools.

8. Appoint table representative at match.
9. Turn in and sign all players rosters and score sheets after match.
10. Give out final itineraries and schedules- have a “welcome” meeting to get everyone started on the right foot- and hand out any necessary items.
11. You are the coach's right hand “ man” - make sure everyone is where they need to be when they need to be there. That includes enforcing a “lights out” time!
12. Be adjustable and available to jump in and do whatever you need to make things work.
13. If you are also the horse manager- please read the Horse manager duties.
14. Keep all receipts and keep track of all expenses. Try to keep all purchases on the team credit card for ease and simplicity. If anyone is buying for the team they will need to have the expense approved by you and then turn in the receipts and a request for reimbursement to you within 15 days of the end of the tour. You are in charge and have final word on the expenses at this point!
15. Assist at the test match –discuss with coach.
16. Keep track of issues, good things, and be prepared to give a report on your impressions of each player including sportsmanship, team-manship, performance, and attitude, and also on the host and accommodations and the coach.
17. Have some fun!

Post trip duties:

1. Produce an expense report of the entire tour and send with all receipts to the book keeper (Patti Cifelli). The host will send you their expense report and requests for reimbursements.
2. Send thank you notes to the hosts-remind players to do the same.
3. Produce a tour report- overall impressions, issues, good points, suggestions, facilities and any other important points to help future tours. You will also receive a report from the host club to include in your report.

Thank you!!!

INTERNATIONAL TEST MATCH/TOUR- HOST CLUB AND TOUR COORDINATOR RESPONSIBILITIES

Overall expectations:

Your mission is to provide the necessary facilities, accommodations, and equipment to ensure a safe, enjoyable and positive experience. You are responsible for working together to stay within a budget and to organize free time activities in conjunction with the Team Manager. In those tours where international games are held at one facility the first weekend and a different facility/club the second weekend, each facility/club will have a Host Club Representative. This stands if one of the weekends is not international team play, but includes international team players on a club side (i.e. players have to be mounted).

Pre-Trip duties:

1. Work directly with the Host Club Representative and the Tour Coordinator to establish a list of needs, jobs and who will fill those requirements with guidance from the PDC Chair.
2. Work closely with the Team Manager on free time activities and sight-seeing opportunities and develop an itinerary.
3. Ensure that all facilities required by the Horse Manager are in place and ready.
4. Keep the APA Communications Chair updated so as to keep the membership informed of the date/location and event schedule, and to promote the players to the APA general membership.
5. Field preparation: mow, line, goal post placement, cones.
6. Test Match Site prep: Port-o potties, trash facilities, tents, tables, chairs, electricity, PA system, signage, parking areas.
7. Match Officials: Schedule umpires, 4 goal judges, announcer, scorers and timers for the test matches.
8. Match Officials supplies: have on hand – clipboards, pens, paper, a timer, bell/horn for the main table, whistles, umpire shirts, 4 game balls, and score sheets (Master score sheet at end of list).
9. Obtain a list from the Chief Umpire of all potential exceptions to the game (e.g. not completed game, tied game) with the resultant match (2 or 4 game) score outcome. Ensure this list is available to the match umpire(s) including any guest umpire before commencement of game 1. This should include outcomes of player complaints of umpiring/umpire(s).
10. Set up a chain of command with Match Umpire, Tour Coordinator and HWO as to which position takes charge should an accident occur, and who takes over their responsibility should they be absent from the facility.
11. Secure an american flag to be carried by team captain- also either the national anthem on CD or invite someone to sing. Ask the guests if they would like to supply a CD of their national anthem.
12. Provide Umpire horses.
13. Secure the services of a vet or qualified person to be at the field and serve as the Horse Welfare Officer.
14. Have a farrier on call for the camp and ready at the test match.
15. Accommodations and living for everyone in the official party:
 - o Food: work with Team Manager to plan meals
 - o Housing Accommodations/Laundry: work with Team Manager to provide and/or coordinate housing and laundry facilities
16. Team meeting spots: ensure a nominated place is provided for each team as their “headquarters” for the duration of the tour. Need Dry erase boards and pens – if video will be taken during practices a TV to view video and discuss would be helpful.
17. Transportation: work with Team Manager to determine transportation for both teams to an event off the premises.

18. Arrange for photos/videos to be taken of the teams during the test match and coordinate with the Team Manager.
19. Provide liability forms to the Team Manager specific to your facility(ies) and ensure all releases and venue required forms are returned to you on the first day of player arrival. The Team Manager will make sure all forms are signed and returned to you on the first day.
20. Arrange for an EMT for the test match. Inform the local rescue squad if you will be holding a “camp” and that there will be horse events happening for a specified time frame- as a precaution.
21. Attain local or national sponsorships and donations of goods and services such as meals, in-kind services or regional prizes to help keep the costs as low as possible.
22. Advertising and promotion for the test match — aim for free press and plenty of spectators!

During the Trip duties:

1. Follow through with all above preparations.
2. Use every endeavor to minimize any change to the published/advertised schedule. Ensure that any change to the published schedule is broadcast widely along with the reason for the change. Every departmental/area person should have this information promptly.
3. Communicate with Chief Umpire (or Head Match Umpire in the event that the Chief umpire is not present) to make sure Match Umpires are ready and field has been checked and approved.
4. Listen to Match Umpire’s interpretation of Chief Umpire’s list in the event of an exception to a game. Ensure that this interpretation is broadcast to coaches, players and spectators if required.
5. Any items that need to be purchased using team funds should be approved by the team manager.

Post trip duties:

1. Make arrangements for any repairs needed to the facility, keep track of any missing/ borrowed piece of equipment (over \$200) and try to locate.
2. Produce an expense report of the entire tour and send with all receipts and requests for reimbursements to the team manager within 10 days of the end of the tour.
3. produce a report card- overall impressions, issues, good points, suggestions, and any other important points to help future tours and give to the team manager within 10 days of the end of the tour.

Thank you!!!!

INTERNATIONAL TEST MATCH/TOUR- HORSE MANAGER RESPONSIBILITIES

Overall expectations:

Your mission is to oversee the care and management for all horses during an inbound event and the team horses for an outbound event.

Pre-Trip duties:

1. Communicate horse logistical needs to Tour Coordinator/ Host/Zone Representative such as: hot-wire pens, paddocks, stalls, water, trailers for feed/tack, etc.
2. Make sure all of the Horse ID forms are filled out and signed (if forms are not signed the horse can not be used in the test.)
3. Keep copy of the Horse ID forms available at all times - if a player's horse changes, make sure the proper forms are completed for the new horse.
4. Set up feeding and care schedule for horses. Communicate with owners to get specific care instructions (Use a questionnaire- see attached). Get signed permission to ride, treat and feed horses.
5. Make sure the care info is detailed on the Horse ID form if the owner is different from the player.
6. Make sure that all the equipment that comes with each horse is labeled with horse name and owner name- including buckets, hay nets, halters, shipping boots, etc...
7. Create a kit of Vet care supplies: Bute paste, Banamine, surpass, SMZ tablets, Electrolyte paste, Corona, Saran Wrap (for sweating), Poultice, Sweat scrapers, Vetrap(3 rolls), Betadine, Antimicrobial scrub, Rubbing Alcohol, Silver Sulvadine or Nulvasan salve, Furazone, 4 sets of quilts (8), 2 sets of wraps (8), sterile gauze pads (1 box), vaseline, thermometer.
8. Create a team Grooming Kit (especially if traveling): 4 body brushes, 4 main brushes, 6 hoof picks, 3 sweat scrapers, Electrical tape (6 rolls), scissors, screw drivers, sealtek, duct tape (one roll), liquid hand soap, leather punch, pliers
9. Create a Grooming kit for the visiting team. (Take a grooming kit if you are the visitor.)
10. Find RESERVE horses for the event.
11. Select Horse pool managers for each pool.

The Tour/Camp and Test:

1. Review feeding and care schedule and adjust to practice and play schedules.
2. Work with team managers in setting up practice schedule. Set a time limit for the amount of time a horse can be ridden in one day.
3. Keep the coach advised of all of the horses' fitness and soundness.
4. Provide both coaches with a folder with all of the Horse ID forms.
5. Put ID tags on all of the Horses.
6. Put ID tags on all of the horses' pens or stall.
7. Set up vetting schedule to vet horses into the pool (if required).

8. Keep track of all horse's fitness and soundness before the event and before riding any horse — become familiar with ALL horses in the pool and perform a physical assessment of each horse (including soundness, cuts, bruises, soreness, swelling, any visible impairments or unsoundness) and keep a record of your findings- it is wise to have an owner sign off on this form.
9. Review all tack that is to be used on each horse- check fit, condition and keep a good list.
10. Keep track of equipment in a central location.
11. Create a master list of all horse medications being given during the event. The Horse manager should be the person dispensing and giving all meds.
12. Oversee the horse care for the visiting team.
13. Advise the coaches during practice and game if a horse is becoming fatigued.
14. Arrange for horse walkers (who are familiar with horses if possible).
15. Arrange for area to hose and cool horses during games. Make sure buckets are available for drinking water and wash water at all times
16. Set up vet appointments if needed for horses in the pool.
17. Have an emergency plan in place during the games. See Emergency Plan below.
18. Advise player on horse care and treatment if a horse is having a problem. Request assistance from the Horse Welfare officer if necessary

Emergency Plan:

1. Have a 2 horse trailer available and hooked up. -You need a trailer with a ramp, tractor or equivalent with a front bucket and a very large blanket or blankets for removal of a dead or injured horse. It is also handy to have a winch or come- along and a chain.
2. Have a horse pool manager selected to take a horse to the hospital if needed.
3. Have directions to the local vet hospital available in truck with directions from fields to hospital.
4. Have an on-call vet enlisted and phone number handy.
5. Have payment arrangement agreed upon with all of the owners and players.

Post trip duties:

1. provide a final expense report of the entire tour and send with all receipts and requests for reimbursements to the Team Manager within 10 days of the end of the tour.
2. produce a report card- overall impressions, issues, good points, suggestions, and any other important points to help future tours and give to the team manager within 15 days of the end of the tour.

Copy of Horse Id/Information form in addendum

INTERNATIONAL TEST MATCH-UMPIRE RESPONSIBILITIES

Overall expectations:

To safely and fairly umpire international matches. It is important to meet the expectations of players, coaches and spectators by safely calling matches, allowing advantage where appropriate and using hand-signals. Umpires involved in any international match must be certified by the APA or have a letter in good standing from the chief umpire of his or her home country's association. All must have a knowledge of international rules and it is recommended that each have previous experience either in international play or umpiring an international match.

Duties:

1. Chief Umpire to arrange for umpire pool – including contact with the guest country regarding bringing in a foreign umpire.
2. Chief Umpire to designate the match umpire who will decide all issues of controversy. If possible, match umpire should sit at the table rather than officiate on the field.
3. Match Umpire to meet with coaches/managers to determine agreements on number and length of chukkas, time between chukkas, set parameters on broken tack, injuries to horse or person and schedule exchange of team rosters.
4. Insure safety of match.
5. Make sure goal tenders are prepared and ready. Only 2 at each end.



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PACKET

Addendums

American Polocrosse Association Player Development Program
INTERNATIONAL TEST MATCH/TOUR RULES AND RESPONSIBILITIES

This form must be signed and submitted to the Tour Manager

Participants in events sanctioned by the American Polocrosse Association (“APA”) are exercising a privilege afforded them by tournament committees and the APA. In consideration of this privilege, participants agree to abide by this Code of Conduct.

1. GENERAL GUIDELINES:

Participants will place horses’ welfare above all other considerations. Animal abuse as identified by a doctor of veterinary medicine will not be tolerated.

Participants are expected to conduct themselves at all times in a manner which is in keeping with representing the APA, and will not bring discredit upon the APA. Persistent irresponsibility, unsportsmanlike conduct or disrespectful behavior will not be tolerated.

Participants will respect the person and property of others, adhere to rules and guidelines of the APA rule book, the rules established by the Event Organizer, and obey all local, state and federal laws. Destruction of property, theft, or violation of local, state or federal laws will not be tolerated.

2. ENFORCEMENT:

Tournament committees, acting in good faith, may take such action as is necessary to prevent the inappropriate behavior from harming people or animals, or disrupting the activity to the detriment of other participants including, but not limited to suspending the participant from play or participation in event-related activities immediately.

The Tournament committee is then responsible to:

1. Report the incident to the APA Grievance Panel in writing.
2. Upon receipt and verification by the APA Grievance Panel, the panel may decide no further action is necessary, may issue a one year suspension of the offending member’s membership beginning from the date of the incident, suspend the membership for life, or any such degree of discipline in between, at its will.
3. Appeal may be taken upon receipt in writing of suspension of membership. Any appeal must be made in writing to the APA Secretary within 30 days of notification by the grievance panel. The APA Board of Directors must act upon any appeal and notify the member of its action in writing within 30 days after receiving the written appeal. Suspension will remain in effect throughout the appeal process.

3. PLAYER DEVELOPMENT PROGRAM RULES AND RESPONSIBILITIES:

I understand that participation with any tour is a privilege and I look forward to working with the team and representing my sport, my association and my country to the best of my ability. I understand that I will be required to attend practices to the best of my ability, raise funds for my team and trips, provide 2 fit horses for me or others to ride during or in preparation for these tours (need not be your own) and help procure and share in the expense (if necessary) for 4 additional horses for a reserve pool. I agree to submit myself to the direction of my coaches and managers for the good of my team and this tour. I agree to abide by the APA Code of Conduct and any specific conduct requirements that my coaches or managers may have. I agree to conduct a clinic for my club or a requesting club upon my return before I will receive any refund of monies.

I also understand that my coaches and managers have the authority to send me home from any practice, event or tour if my behavior is not acceptable to them. Any additional costs incurred by the APA or any party to send me home will be promptly reimbursed by me or my parents.

PLAYER NAME	PLAYER SIGNATURE	DATE
PARENT NAME (if player is under 18)	PARENT SIGNATURE	DATE

INTERNATIONAL TOUR/TEST MATCH-VISITOR CHECK LIST

Welcome:

We are pleased that you have accepted our invitation to travel to the United States to participate in the tour and test match. In order to make this experience an enjoyable, safe and positive experience for everyone, please provide the following documents and information to the USA Team Manager prior to your arrival in the United States. We look forward to meeting you!

Please send the following:

1. list of names all players, coaches and team managers who will be traveling as part of the team.
2. A copy of the insurance binder for each of the above.
3. Completed Liability Form- one for each team member (copies of the form is enclosed)

Thank you.

Team Manager, American Polocrosse Association

Please mail to:

address: _____

American Polocrosse Association Release of Liability Form

The undersigned agrees as follows:

I acknowledge that the game of Polocrosse involves inherent risks of personal injury to me personally, to my horse and damage to equipment and property. Knowing and understanding this, I still desire to participate in and attend the

(event) _____

held at(venue) _____

on(date) _____

In consideration for my participation in and attendance at these events, I hereby for myself, my heirs, executors and assigns waive, release, discharge and hold harmless the event organizers, landowners, and the American Polocrosse Association and the agents and employees of the foregoing from any and all rights, claims or liability for damages from any and all claims of any kind or nature, that might arise out of my participation in any way connected with this event or taking place upon the grounds.

I further acknowledge that his release will extend to any accidents, damages or claims arising out of my participation caused by my own act or the act of anyone or any animal within my control.

By signing this release and waiver, I am assuming all risks of the activities in which I will be engaged and releasing all of the parties indicated above of any and all liability for their negligence of any description whatsoever. It is my intent to assume all risks and to waive and give up my rights (for myself and my heirs) to sue, and I do so knowingly and voluntarily.

I agree to abide by the APA Code of Conduct and to comply with all State laws pertaining to the possession or distribution of alcohol to minors. Further, I acknowledge that it is my responsibility to comply with all APA rules including those pertaining to equipment and helmets. It is my responsibility to check the safety of all equipment and the animals that I use.

Signature

Printed Name

Date

PARENT OR GUARDIAN RELEASE AND WAIVER

I am the parent or guardian of _____
, a minor and on the minor's behalf, on my behalf and on the behalf of all other parents or guardians of the minor, I accept the releases and waiver of liability above as an inducement for allowing my child to participate in Polocrosse games, practices and related activities. I further authorize any emergency medical care which may be necessary.

Signature

Printed Name

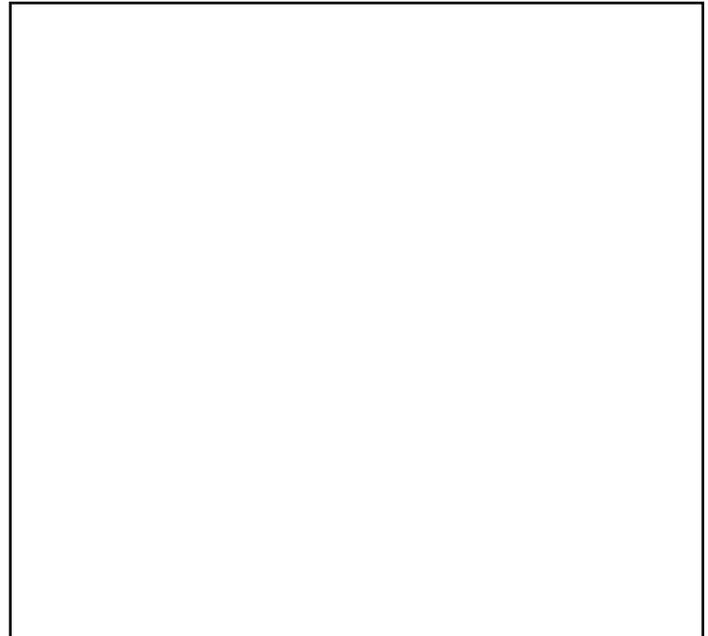
Date

Horse ID Form – Ownership, Contact and Identification Information

Horse's Name:

Attach Horse Photo Here

Gender: Color: Breed: Age:



Horse Ownership & Responsibility

Does the player own the horse: Yes / No

If NO who does?:

Who is responsible for DECISIONS regarding emergency care?

Player

Owner

Who is responsible for ALL bills incurred by the named horse:

Player

Owner

Is this horse Insured: Yes / No

If yes, Company Name:

Company Phone Number:

Player/Owner Contact Information

Players Name:

Players Address:

Players Phone: hm:

cell:

Email:

Please fill out if the owner is different from the player

Owners' Name/s:

Owners Address:

Owners Phone: hm:

cell:

Email:

Secondary Horses Emergency Contact Number

Name:

Relationship :

Number:

Please sign this form approving that all of the information provided is correct.

The previous information must be completed before the named horses can compete in any American Polocrosse Association event.

Print name: _____ Signature: _____ Date: _____

I the horse owner, agree that in no way can the American Polocrosse Association be held liable or responsible for and the animal named.

Print name: _____ Signature: _____ Date: _____

Horse ID Form – Playing, Vices and Equipment

Horse’s Identification Information

Horse’s Name:

Gender: Color: Breed: Age:

Who is responsible for all decision regarding the horse?

Name:

Who can ride the horse?

Men Ladies Men/Ladies

Playing experience

Grade played: Years played: Preferred position:

Horse Equipment *Any equipment that is supplied must be clearly labeled.*

Bridle supplied: Yes /

No Bit played in: Snaffle / Gag / Kimberwick Supplied: Yes / No

Tie-down: Yes / No

Spurs: Yes / No

Whip: Yes / No

Handling or Playing Instructions or Vices

Detailed list of all equipment supplied: *Any equipment that is supplied must be clearly labeled.*

Filled out by event horse manager

Pool Assignment for the event
and other identifying information

Horse ID Form – Medical and Feeding

Horse's Name:

Attach Horse Photo Here

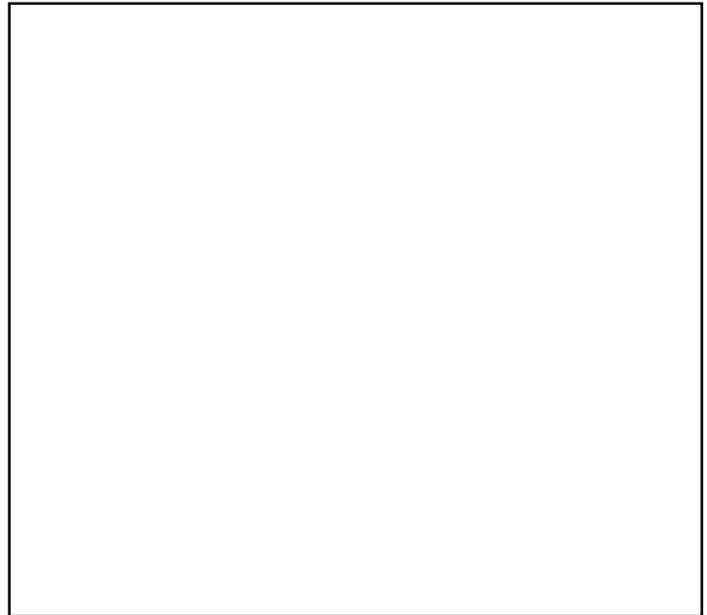
Gender: Color: Breed: Age:

Who is responsible for all decision regarding the horse?

Name:

Is the person named the owner? Yes / No

If no, who is? Name:



Medical Information i.e. tying up, non-sweater, etc.
All medications and treatment
will be run through the horse manager

Pre-existing lameness, Injury or medical condition? Yes / No

If yes, what is the condition? Please explain:

Feeding Instructions

Special Feed Requirements or Medications: Yes / No *If YES please explain below*

AM

Grain

Alfalfa _____ flakes

Costal _____ flakes

Supplements / Medications

PM

Grain

Alfalfa _____ flakes

Costal _____ flakes

Supplements / Medications

STATE EQUINE LIABILITY WARNINGS

ALABAMA

WARNING: Under Alabama law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to the Equine Activities Liability Protection Act.

ARIZONA

WARNING: Contestant is aware of the inherent risks associated with equine activities and is willing and able to accept full responsibilities for his or her own safety and welfare. Contestant releases the Event Sponsor from liability unless Event Sponsor is grossly negligent or commits wilful, wanton or intentional acts or omissions.

ARKANSAS

WARNING: Under Arkansas law, an equine activity sponsor is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risk of equine activities.

COLORADO

WARNING: Under Colorado Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to section 13-21-119, Colorado Revised Statutes.

DELAWARE

WARNING: Under Delaware Law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to 10 Delaware Code Section 8140.

FLORIDA

WARNING: Under Florida law, an equine sponsor or equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

GEORGIA

WARNING: Under Georgia law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Chapter 12 of Title 4 of the Official Code of Georgia Annotated

ILLINOIS

WARNING: Under the Equine Activity Liability Act, each participant who engages in an equine activity expressly assumes the risks of engaging in and legal responsibility for injury, loss, or damage to person or property resulting from the risk of equine activities.

INDIANA

WARNING: Under Indiana law, an equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

IOWA

WARNING: *UNDER IOWA LAW, A DOMESTICATED ANIMAL PROFESSIONAL IS NOT LIABLE FOR DAMAGES SUFFERED BY, AN INJURY TO, OR THE DEATH OF A PARTICIPANT RESULTING FROM THE INHERENT RISKS OF DOMESTICATED ANIMAL ACTIVITIES, PURSUANT TO IOWA CODE CHAPTER 673. YOU ARE ASSUMING INHERENT RISKS OF PARTICIPATING IN THIS DOMESTICATED ANIMAL ACTIVITY.*

Iowa Statement of Inherent Risks

A number of inherent risks are associated with a domesticated animal activity. A domesticated animal may behave in a manner that results in damages to property or an injury or death to a person. Risks associated with the activity may include injuries caused by bucking, biting, stumbling, rearing, trampling, scratching, pecking, falling, or butting.

The domesticated animal may act unpredictably to conditions, including, but not limited to, a sudden movement, loud noise, an unfamiliar environment, or the introduction of unfamiliar persons, animals, or objects.

The domesticated animal may also react in a dangerous manner when a condition or treatment is considered hazardous to the welfare of the animal; a collision occurs with an object or animal; or a participant fails to exercise reasonable care, take adequate precautions, or use adequate control when engaging in a domesticated animal activity, including failing to maintain reasonable control of the animal or failing to act in a manner consistent with the person's abilities.

KANSAS

WARNING: Under Kansas law, there is no liability for an injury to or the death of a participant in domestic animal activities resulting from the inherent risks of domestic animal activities, pursuant to sections 1 through 4. You are assuming the risk of participating in this domestic animal activity.

Kansas Statement of Inherent Risks:

Inherent risks of domestic animal activities include, but shall not be limited to:

- (1) The propensity of a domestic animal to behave in ways i.e., running, bucking, biting, kicking, shying, stumbling, rearing, falling or stepping on, that may result in an injury, harm or death to persons on or around them;
- (2) the unpredictability of a domestic animal's reaction to such things as sounds, sudden movement and unfamiliar objects, persons, or other animals;
- (3) certain hazards such as surface and subsurface conditions;
- (4) collisions with other domestic animals or objects; and
- (5) the potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the domestic animal or not acting within such participant's ability.

KENTUCKY

WARNING: Under Kentucky law, a farm animal activity sponsor, farm animal professional, or other person does not have the duty to eliminate all risks of injury of participation in farm animal activities. There are inherent risks of injury that you voluntarily accept if you participate in farm animal activities.

LOUISIANA

WARNING: Under Louisiana law, an equine sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to R.S. 9:2795.3.

MAINE

WARNING: *UNDER MAINE LAW, AN EQUINE PROFESSIONAL HAS LIMITED LIABILITY FOR AN INJURY OR DEATH RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES.*

MASSACHUSETTS

WARNING: Under Massachusetts law, an equine professional is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities, pursuant to section 2D of chapter 128 of the General Laws.

MICHIGAN

WARNING: Under the Michigan equine activity liability act, an equine professional is not liable for an injury to or the death of a participant in an equine activity resulting from an inherent risk of the equine activity.

MISSOURI

WARNING: Under Missouri law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities pursuant to the Revised Statutes of Missouri.

MISSISSIPPI

WARNING: Under Mississippi law, an equine activity or equine sponsor is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to this chapter.

NEBRASKA

WARNING: Under Nebraska law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to this act [Sections 25-21, 249 to 25-21, 253].

NORTH CAROLINA

WARNING: Under North Carolina law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in equine activities resulting exclusively from the inherent risks of equine activities. Chapter 99E of the North Carolina General Statutes.

OHIO

Ohio Statement of Inherent Risks:

"INHERENT RISK OF AN EQUINE ACTIVITY" MEANS A DANGER OR CONDITION THAT IS AN INTEGRAL PART OF AN EQUINE ACTIVITY, INCLUDING, BUT NOT LIMITED TO, ANY OF THE FOLLOWING:

- (a) *THE PROPENSITY OF AN EQUINE TO BEHAVE IN WAYS THAT MAY RESULT IN INJURY, DEATH, OR LOSS TO PERSONS ON OR AROUND THE EQUINE;*
- (b) *THE UNPREDICTABILITY OF AN EQUINE'S REACTION TO SOUNDS, SUDDEN MOVEMENT, UNFAMILIAR OBJECTS, PERSONS, OR OTHER ANIMALS;*
- (c) *HAZARDS, INCLUDING, BUT NOT LIMITED TO, SURFACE OR SUBSURFACE CONDITIONS;*
- (d) *A COLLISION WITH ANOTHER EQUINE, ANOTHER ANIMAL, A PERSON, OR AN OBJECT;*
- (e) *THE POTENTIAL OF AN EQUINE ACTIVITY PARTICIPANT TO ACT IN A NEGLIGENT MANNER THAT MAY CONTRIBUTE TO INJURY, DEATH, OR LOSS TO THE PERSON OF THE PARTICIPANT OR TO OTHER PERSONS, INCLUDING BUT NOT LIMITED TO, FAILING TO MAINTAIN CONTROL OVER AN EQUINE OR FAILING TO ACT WITHIN THE ABILITY OF THE PARTICIPANT.*

OREGON

In accordance with Oregon Revised Statutes 30.691, Contestant (or persons or entities affiliated with Contestant), as a condition of participation in The Event, further waives the right to bring an action against the Event Sponsor (as defined in the Assumption of Risk, Waiver, or Release of Liability) for any injury or death arising out of riding, training, grooming or riding as a passenger upon the equine.

PENNSYLVANIA

Warning: Under Pennsylvania law an equine professional and equine activity sponsor is not liable for an injury to or death of a participant in equine activities resulting from the inherent risks of equine activities.

RHODE ISLAND

WARNING: Under Rhode Island Law, an equine professional, unless he or she can be shown to have failed to be in the exercise of due care, is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities, pursuant to this chapter.

SOUTH CAROLINA

WARNING: Under South Carolina law, an equine activity sponsor or equine professional is not liable for an injury to or the death of a participant in an equine activity resulting from an inherent risk of equine activity, pursuant to Article 7, Chapter 9 of Title 47, Code of Laws of South Carolina, 1976.

SOUTH DAKOTA

WARNING: Under South Dakota law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to Section 42-11-2.

TENNESSEE

WARNING: Under Tennessee Law, an equine professional is not liable for an injury to or the death of a participant in equine activities from the inherent risks of equine activities, pursuant to Tennessee Code Annotated, title 44, chapter 20.

TEXAS

WARNING: UNDER TEXAS LAW (CHAPTER 87, CIVIL PRACTICE AND REMEDIES CODE), AN EQUINE PROFESSIONAL IS NOT LIABLE FOR AN INJURY TO OR THE DEATH OF A PARTICIPANT IN EQUINE ACTIVITIES RESULTING FROM THE INHERENT RISKS OF EQUINE ACTIVITIES.

UTAH

Pursuant to the Utah Equine Activity Liability Act, § 78-27b-101, et. seq., it shall be presumed that participants in equine or livestock activities are aware of and understand that there are inherent risks associated with these activities. An equine activity sponsor, equine professional, livestock activity sponsor, or livestock professional is not liable for an injury to or the death of a participant due to the inherent risks associated with these activities. "Inherent risk" with regard to equine or livestock activities means those dangers or conditions which are an integral part of equine or livestock activities, which may include:

- (a) The propensity of the animal to behave in ways that may result in injury, harm, or death to persons on or around them;
- (b) the unpredictability of the animal's reaction to outside stimulation such as sounds, sudden movement, and unfamiliar objects, persons, or other animals;
- (c) collisions with other animals or objects;
- (d) the potential of a participant to act in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the animal or not acting within his or her ability.

VERMONT

WARNING: Under Vermont Law, an equine activity sponsor is not liable for an injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities that are obvious and necessary, pursuant to 12 V.S.A § 1039.

VIRGINIA

Notice of Intrinsic Dangers of Equine Activities pursuant to Code of Virginia § 3.1-796.130c: "Intrinsic dangers of equine activities" means those dangers or conditions that are an integral part of equine activities, including but not limited to, (i) the propensity of equine to behave in ways that may result in injury, harm, or death to persons on or around them; (ij) the unpredictability of an equine's reaction to such things as sounds, sudden movement, and unfamiliar objects, persons, or other animals; (iii) certain hazards such as surface and subsurface conditions; (iv) collisions with other animals or objects; and (v) the potential of a participant acting in a negligent manner that may contribute to injury to the participant or others, such as failing to maintain control over the equine or not acting within the participant's ability.

WEST VIRGINIA

WEST VIRGINIA EQUESTRIAN ACTIVITIES RESPONSIBILITY ACT STATEMENT FOR HORSEMEN:

I ACKNOWLEDGE AND AGREE THAT I WILL PERFORM THE DUTIES REQUIRED OF ALL HORSEMEN UNDER THE WEST VIRGINIA EQUINE ACTIVITIES RESPONSIBILITY ACT, W. VA. CODE § 20-4-1, ET SEQ., WHICH INCLUDE THE FOLLOWING:

- (1) Make reasonable and prudent efforts to determine the ability of a participant to safely engage in the equestrian activity, to determine the ability of the horse to behave safely with the participant, and to determine the ability of the participant to safely manage, care for and control the particular horse involved;
- (2) Make known to any participant any dangerous traits or characteristics or any physical impairments or conditions related to a particular horse which is involved in the equestrian activity of which the horseman knows or through the exercise of due diligence could know;
- (3) Make known to any participant any dangerous condition as to land or facilities under the lawful possession and control of the horseman of which the horseman knows or through the exercise of due diligence could know, by advising the participant in writing or by conspicuously posting warning signs upon the premises;
- (4) In providing equipment or tack to a participant, make reasonable and prudent efforts to inspect such equipment or tack to assure that it is in proper working condition and safe for use in the equestrian activity;
- (5) Prepare and present to each participant or prospective participant, for his or her inspection and signature, a statement which clearly and concisely explains the liability limitations, restrictions and responsibilities set forth under the West Virginia Equestrian Activities Responsibility Act.

WISCONSIN

NOTICE: A person who is engaged for compensation in the rental of equine or equine equipment or tack or in the instruction of a person in the riding or driving of an equine or in being a passenger upon an equine is not liable for the injury or death of a person involved in equine activities resulting from the inherent risks of equine activities, as defined in section 895.481(1)(e) of the Wisconsin Statutes.

Tournament _____

DAY/TIME _____ Grades _____

lineup	Team Name			Team Name	
	Player	Horse		Player	Horse
1					
2					
3					
impact					
1					
2					
3					
impact					

	Goals scored	total	Goals scored	total	Lineup changes
CH1					
CH2					
CH3					
CH4					
CH5					
CH6					
Sudden death					
Total					

Umpire _____ Umpire _____

Scorer _____ Timer _____

MANAGER SIGN OFF

COACH SIGN OFF

MANAGER SIGN OFF

COACH SIGN OFF

INTERNATIONAL TEST MATCH - HORSE WELFARE OFFICER

Overall expectations:

To safe-guard and promote the safety of this sport for the horses during play at events designated by the Chief Umpire including Nationals and international matches. The duties of the Horse Welfare Officer are delegated by the Chief Umpire of the American Polocrosse Association. These duties include requiring additional time for a horse to recover during play, declaring a horse unsafe or unfit to play, working with the tournament committee and tournament umpire to best accomplish the goal of protecting horses and allowing a full robust play of the sport of Polocrosse.

Duties:

1. Meet with the Horse Manager for any event prior to the event to ascertain if there are issues related to any horse whether raised by a player, coach, manager, owner or spectator.
2. Receive and review and review any written reports on horses who are to take place in the match.
3. Review the response and recovery of any horses to the conditions of play.
4. Take action to prevent the playing of any horse that is not responding well to conditions of play or is unable to adequately recover between chukkas. This may include requiring a horse to withdraw from play for a period of time or for the match; requesting additional time or change in equipment to cure or prevent injury to a horse.
5. Provide information to the horse or team manager, in writing if requested, on any action taken by the horse welfare officer during the event

Note to be rewritten and included:

It is not mutual. It is whoever says pull the horse that has the final say. A horse owner can pull a horse even if the HWO says let it play. The HWO can pull a horse even if the owner says let it play. If both agree then the horse plays. If the owner has no opinion then the HWO's decision is final. The real problem is with the owner saying it. HWO lets that owner off the hook to some extent with the team.