

Potomac Pony Club Mounted Event Medical Release Policy

It is the responsibility of each event coordinator to ensure that complete Medical Release Forms are available for each Potomac Pony Club rider at each mounted Potomac Pony Club event (lesson, prep, show, rally etc.). In order to help ensure that these forms are present we will implement the following procedures:

1. The Membership Chairperson (2008 – Laura Molsky) will prepare approximately 5 sets of Medical Release Forms. Each set will include complete paperwork for each club member.
2. Each set will be placed in a sealed FedEx type of package, labeled with PPC MEDICAL RELEASES, DO NOT OPEN UNLESS NEEDED IN AN EMERGENCY, and a packet number so we can try to control the location, responsible person etc.
3. These packets will be given out on an as needed basis and location documented by the Membership Chairperson:
Example:
Packet #1: Released to Julie Bellet for Games Lessons, packet placed in Dee Cook's tack room?
Packet #2: Placed for year in the shed at PPC Field?
Packet #3: Released to Roberta Johnson for use with Show Jumping Lessons?
4. If the packets are opened and information used for an emergency basis the packet should be placed in a new FedEx package, resealed and relabeled.
5. If an event coordinator no longer needs the packet, it should be returned to the Membership Chairperson.
6. The packets will need to be updated by the Membership Chairperson as we have member's added/removed or individual information changed.
7. At the end of the year the packets will be collected by the Membership Chairperson and destroyed by shredding and new packets will be made for the new year.