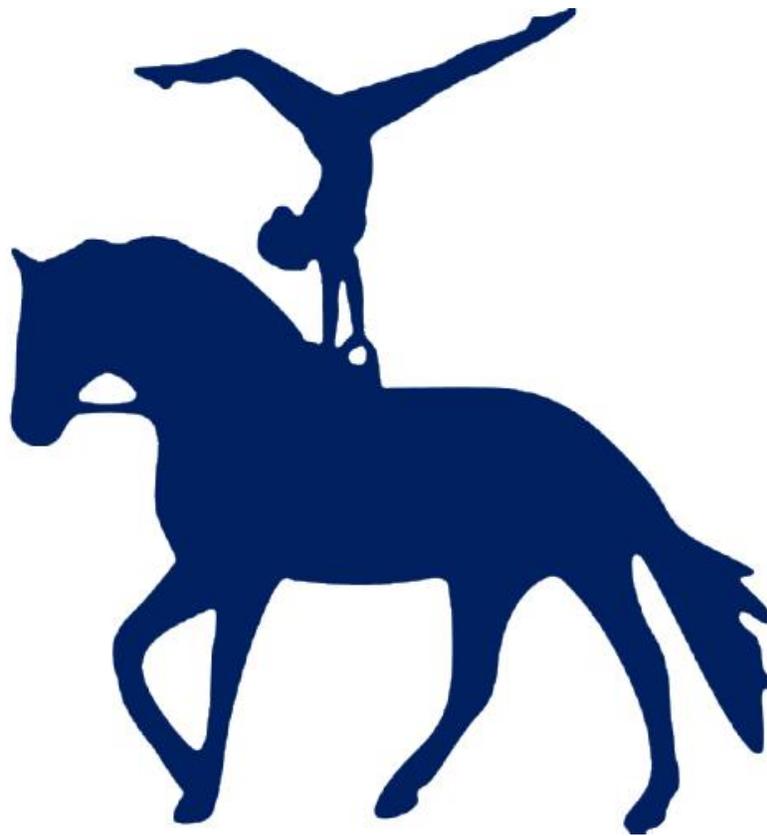


OC Vaulting

New Member Handbook



Welcome to OC Vaulting! We are excited you have decided to join our club, and we look forward to getting to know your family more. This handbook is designed to help you navigate this new world of equestrian vaulting! We are available to answer any questions you have, we are here to support you!

Section 1: Club Policies and Procedures

Fees & Tuition

Payment is due on the 1st of the month and a 10% late fee will be applied for all payments received after the 7th of the month. Club Classes are paid for on a monthly tuition fee and is based on an average of 4 weeks per month. There is no additional charge for a 5-week month, nor is there any adjustment for shorter months resulting from holidays, breaks, weather, etc.

Contributions made beyond such fees and costs are recognized as tax-deductible donations to our non-profit Club.

OCV Club, Monthly Tuition:

- One Day Per Week: \$185 per month
- Two Days Per Week \$299 per month

How do I pay?

Club Vaulting may be paid with check, or via PayPal. A \$35.00 fee will be charged for all returned checks.

1. To pay by check: Make check payable to OCEV and deliver to the OCV office by the first of the month. When you walk into the office there is a hanging file holder on the wall to the left of the door. Place checks in the "tuition" folder.
2. To pay via PayPal you must have a PayPal account. Visit www.paypal.com to create an account or to login. To pay, complete the following:
 - Click on "Pay or Send Money"
 - Be sure to choose the "Send to Friends and Family in the US" option (NOT "Pay for Goods and Services")
 - Enter our email, ocvaulting@gmail.com and hit next.
 - Enter the tuition amount you are paying and follow the onscreen directions. Please be sure your final screen is a confirmation that the money has been sent.

Attendance and Make-Ups

If attending 1 per week and absent due to vacation or illness, there is a make-up class available during the Saturday Practice, depending upon availability.

What do I do if I am absent?

1. You **MUST** contact your coach via Group Me or Team Snap **BEFORE** your class to let her know you will not be attending.
2. To attend the Saturday make-up class, you must pre-register by completing the following:
 - Visit ocvaulting.com
 - Click on "OC Vaulting Lessons, Classes and Pricing"
 - Scroll down to the "OCV Team/Club - competitive vaulting, approval required" category, and choose the "OCV Club Make-Up" option. Follow onscreen directions to enroll in the make-up class.
3. Any regular weekday class missed must be made up within 7 days of the absence, unless special arrangements have been made with your coach or Cindy.
4. Keep in mind that classes may be closed or combined if there are fewer than 6 students and/or class time may be reduced on any given day in which 4 or fewer students are present. Students are not allowed to drop in and attend classes to which they are not assigned without prior approval.

Holidays

OCV is closed in observation of the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Weekend, Christmas Eve, and Christmas Day. OCV is generally open on Martin Luther King Day, President's Day, Columbus Day, and Veteran's Day.

Schedule Changes

After each OCV Club Tryout and at the beginning of each competition year, the class schedule will be adjusted to accommodate new promotions and new Club members. Students may need to move from their present class time to another class.

Please see our website for the most current schedule of classes.

Minors Coaching

As part of our development of our Team Vaulters, there may be occasions when a minor will be coaching the vaulting students. These Minor Coaches have been trained and have been vaulting a sufficient period of time to safely and effectively coach your student. Additionally, an adult coach will be present at the equestrian center for the duration of the class.

Photo Release

We regularly photograph and/or videotape our vaulting activities. These photos and videos are usually used in promotional materials (printed and electronic). Unless specifically prohibited in writing by parent or guardian, enrollment with OC Vaulting gives OC Vaulting permission to use photos and videos of your child(ren) for promotional and/or communication purposes.

Communication

As a club, we communicate several ways. Please make sure that you are a registered user for all of the sites listed below. If you are not, contact Cindy Massaro ASAP:

OCVAULTING.COM is our website where we have Club Resources, and most of the information provided in this guide can be found there. Now that you are a club member, you have access to the "Club Members" tab. The password to enter is **ocv9**.

TEAMSNAP is an app we use to keep track of our competition, event and club communications (dates, deadlines, forms, payments, Club roster & contact information). If you need to email the entire club or specific members or coaches, you can use "messages" to do so. You can also find all important documents for our club and competitions under "files." More information about using Team Snap will be provided below.

GROUP ME is an app that allows the Club to text the ENTIRE Club at once. Please use this sparingly and only for immediate needs to reach most/all of the Club. If it is NOT immediate, please use the email feature through Team Snap. If you need to contact just a couple of people on the Club, please text separately, or contact individually through Team Snap.

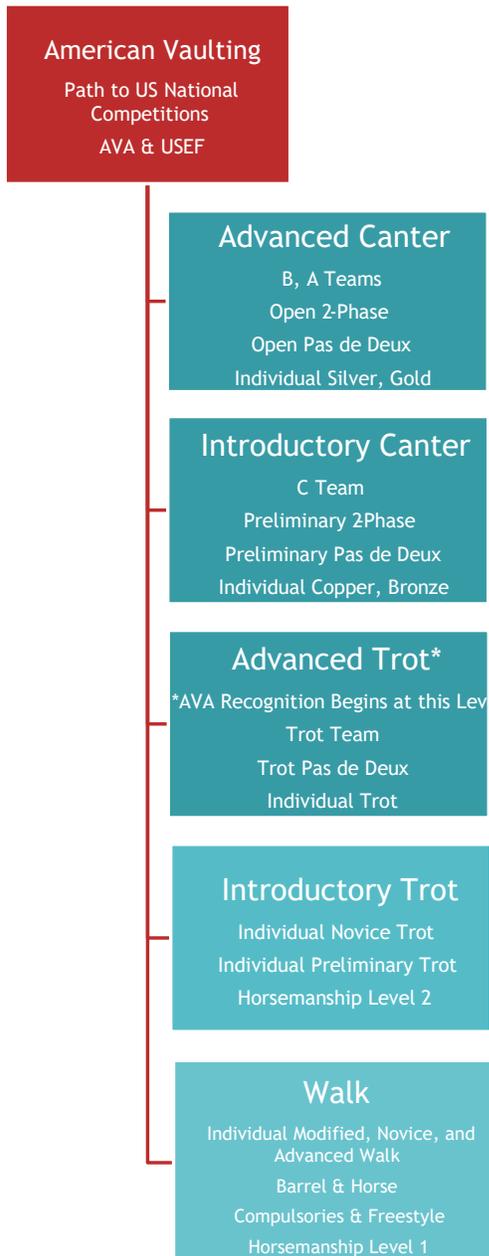
SHUTTERFLY is for you to upload, view, download, get prints, etc. of Club pictures taken from various places.

Changes in Club Membership

Monthly tuition is based on the year-round costs of operating the club. OCV Club members commit to our Club through each competition season (Sept. 1-Aug. 31). Changes in Club Membership must be made at the end of the season with two months advance written notice.

Section 2: Vaultler Progression & Competitions

We know that your first competition can be intimidating and confusing, so please remember that we've all been there and you can never ask too many questions! We are all here to support you. Let's start by understanding how a "typical" vaulter progresses through our program, and how a competition year may look. Keep in mind there can be many variations to this path.



Our Club Philosophy

OC Vaulting Club's goal is to work hard, build character, develop personally and as a team, and to treat others the way we would like to be treated. Prizes and ribbons are the fruit of labor, not our focus or goal.

In keeping with these values, please keep in mind the following:

BEFORE the Competition

1. The *Goal Sheet* included in the Appendix will be a part of your Competition Registration Packet. Please fill it out and turn in to your coach at least 1 week before the competition.

DURING the Competition

1. Our focus is on achieving the goals outlined on your Goal Sheet.
2. We bring attitudes of encouragement, gratitude, and support for ourselves, one another, other Clubs, Judges, and Host Club/people putting on the competition.
3. Only Coaches may talk to Judges—Parents and Vaulters may *not*.
We disallow Vaulters & Parents from checking the score board during the competition. Looking at scores distracts us from our purpose in being there and can change our attitudes and vaulting the rest of our day. We want our vaulters to perform as they have prepared for and for their focus to be on their 3 Goals.

AFTER the Competition

1. We all attend the Ribbon Ceremony (exception for vaulters under 8 years old. If the day is too long for the youngest vaulters, attendance is optional).
 - a. Our attitudes at the Ribbon Ceremony is as described above (gratitude, support, humility, etc.)
 - b. We clap and cheer for ALL the vaulters, not just our own.
 - c. We thank the Host Club, Judges and all the volunteers that put the competition on.
2. We all look for ways to clean up and help out.
3. Vaulters & Parents need to check out with their respective Coach before departing.

We look forward to another season of helping to develop character in each of our vaulters through competition and the many lessons it offers!

Preparing for Competitions

Every year, you need to register with the American Vaulting Association (AVA). To do so, visit the AVA website and make sure you choose OC Vaulting as your Club. It is a \$50 annual fee.

<https://www.americany Vaulting.org/joinus.php>

Competition Costs

Competition costs can vary, but the list below will give you an idea of what to expect. Remember, these costs can be offset with fundraising efforts organized by the parents.

Barrel Competition

\$70 *approximately*:

- Registration \$30
- Class/entry fee x number of classes \$30
- Coach Fees \$10

Local Horse Competitions

\$200+ per vaulter, per competition, including *approximately*:

- Registration \$35
 - Class/entry fee X number of classes \$60
- \$15 for 1 barrel compulsory class + \$15 for 1 barrel freestyle class + \$15 for 1 compulsory horse class + \$15 for 1 freestyle horse class
- Horse hauling, boarding costs & additional costs, average \$85
 - Coach & Lunger fees, average \$20
 - AVA Fees: \$0 if member (\$25 if non-member)

Overnight Horse Competitions (not usually necessary for walk-level vaulters)

These competitions have additional shared costs of lodging for coaches, further mileage horse hauling costs, more nights for stall rental, etc. These can be roughly an additional \$50-\$100 per vaulter. Additionally, the family will need to pay for lodging and other travel expenses. If your vaulter chooses to participate in AVA Nationals, there will be even more expenses since travel often includes leaving California and all classes at Nationals cost more than usual. You can expect Nationals to cost over \$700 per vaulter.

Competition Registration – Competition Announced

- As soon as we are notified that registration is open, we will send out an email via **Team Snap** letting you know that your “Registration Packet” is available to pick up in the OCV office. There will be a folder labeled “Competition

Registration" with all the materials. Typically, the following documents will be included in this packet:

- **Event Overview.** This document will list deadlines and give you a summary of the basic information (when, where, approximate cost, etc.)
- **Prize List.** This document is provided by the club hosting the competition, and it lists the "classes" or events that this particular competition is offering. Most competitions offer both barrel and horse classes (but sometimes only one or the other). Please see the appendix for a list of typical "classes" seen at a competition. The Prize List also has detailed rules.

Note: We are part of the AVA (American Vaulting Association). Some competitions also offer classes in USEF, but these classes are only for canter level vaulters and do not apply to beginning vaulters.

- **Class Entry Form.** You will fill this out once you and your coach decide which classes you will enter. You will get the "Class Number" from the Prize List described above. **This form must be signed by your coach.**
- **Waiver.** A signed waiver will be required for **every competition.** Sometimes there are two waivers!
- **Goal Sheet.** The goal sheet in the Appendix will need to be filled out and turned in to you coach at least 1 week before the competition.

STEP 1:

- Once you receive your packet, the following needs to happen:
 - Read the event overview to decide if this is a competition you want to enter, or if you are required to enter because you are competing in a team event. If you are participating, please record all the deadlines on your calendar.
 - Read the Prize List and think about what classes you are ready for.
 - **Talk to your coach** to determine which "classes" or events she feels you are ready to enter.
 - Complete the "**Class Entry Form**" and have your coach sign.
 - Read and sign the waiver and complete your Competition Goal Sheet.

STEP 2:

- Once you have completed the Class Entry Form and Waiver, turn both forms in to the **Competition Folder** in the OCV Office by the specified deadline. YOU WILL **NOT** SUBMIT PAYMENT AT THIS TIME.

Note: It is critical that you meet all deadlines. If you do not turn in your paperwork by the deadline, you WILL NOT be eligible to participate. Plan ahead and turn in everything early!

- After receiving this initial paperwork from all participants, we will begin preparing invoices. **At this point, you are committed to participate.**
There will be several expenses that are divided equally among participants. If for some reason you need to scratch your entry, you will still be responsible for paying the entire amount of these shared expenses, plus any non-refundable registration fees.
- On **Team Snap**, click on the "Tracking" button to make sure your entry form and waiver is checked off as complete.

Payment

- Once invoices are prepared, we will send out an email via **Team Snap** with a link to invoices. Please complete the following:
 - Review the invoice to make sure there are no mistakes. Double check the classes entered and amount owed.
 - Submit payment **by the deadline**. You can pay by placing a check made out to OCEV in the **Competition Folder** in the office, or you can pay via PayPal. If you use PayPal, be sure to click on the "Friends and Family" option and send payment to ocvaulting@gmail.com. Also, make sure you pay by 6 pm on the day of the deadline.
Note: If you do not submit payment by the deadline you may not be eligible to participate. However, you will still owe your portion of the shared expenses (since the amount owed by each individual is based on number of participants).
- On **Team Snap**, click on the "Payment" button to make sure your payment has been received and processed.

Music

STEP 1

- Choosing music is one of the most exciting parts of competing! Here are a few guidelines for music selection:
 - All music must be approved by your coach.
 - On the day of the competition, you will have 1 minute to perform your freestyle. If you edit your music, it is a good idea to have a few extra seconds of music.

- If you use the first minute of a song, you don't need to edit it (although it is helpful). If you want to use a section of a song, it is your responsibility to edit.
- Your song **MUST** be saved in an MP3 format. No other formats are acceptable.

STEP 2

- Once your coach has approved your music selection, you will upload your MP3 music file to "Box." **For your first competition**, follow these steps:
 - Contact the Music Managers to get an invitation to the Box:
 - Julie Fuller – sunnys.pal11@yahoo.com / 714.423.8519
 - Tricia Fuller - d.fuller@sbcglobal.net
 - Create a Box Account for yourself by visiting www.box.com
 - Click on the "Upload" button to upload your song file. Make sure it is placed in the appropriate folder
 - Label your file with vaulter's name and event. For example:
 - Griffyn and Caitlin Pas De Deux Barrel
 - Hayden Freestyle Barrel
 - Julie Freestyle Horse

OC Vaulting Website – Music Information

Click the "Club Members" tab at the top of the website. Then, click the "Music and Photos" button to find a link to the Box

Click on the "Competitions" button to find a detailed "How To" Guide for preparing music for vaulting competitions.

Apparel

- Kellie Avakian is our Club Stylist. She oversees our apparel and works hard to make everything at OCV look nice. Contact her to get the process of ordering started.
- Kellie will need to know your vaulter's AVA number so that she can make an armband.

Kellie – kellieavakian@gmail.com or 949.500.4143

OC Vaulting Website – Apparel Information

Click the “Club Members” tab at the top of the website. Then, click the “Apparel” button to find the following:

- Photos of uniforms with pricing
- Theme Based Unitard and Music Approval Process
- Information about the Young Vaultler’s Uniform
- Information about vaulting shoes with a link to purchase
- Information about supportive bra with a link to purchase

Getting Ready for the Competition

HORSE DUTIES:

- In the days leading up to the competition, several things must happen:
 - Each vaulter will be assigned at least two “horse duties.” An email will be sent out via **Team Snap**, alerting you to view the horse duty document. You will be assigned:
 - a. A horse duty EITHER **before** (pre-competition) or **after** (post-competition)
Note: the chores that take place before will be 1-2 days prior; the chores after will take place at the competition or at the Barn after the competition
 - b. A chore **DURING** the competition
 - Additionally, each parent must sign up for a responsibility.

PREPARING:

- In the appendix there is a **Competition Checklist** (also on our website). Before the day of the competition, make sure you have all your supplies ready and packed.
- Make sure you have completed your goal sheet and submitted your goals to your coach.

OC Vaulting Website – General Competition Information

- Click the “Club Members” tab at the top of the website. Then, click the “Competitions” button to find the following:
 - Competition Values
 - Competition Checklist
 - Competition Horse Duties
 - Information about judges’ abbreviations

Competition Day!

- Make sure you are paying attention to “Group Me.” GPS instructions to the venues are often wrong, so more specific directions may be sent out, as well as information about where to gather, etc.
- Show up with a positive and supportive attitude!
- We will have a white board that has the approximate “Go Times.” These may change, so be alert and pay attention to instructions.
 - *In the vaulting world, each vaulting round during a competition is called a “Go.” Therefore, you will often hear “Order of Go” or “Go Times” – these terms refer to the order in which the vaulters will compete.*
 - *The Order of Go is always tallest vaulter to shortest.*
- Make sure you know what your competition horse duties are, and be sure to complete them.
- Above all, have fun!!

Contact Information

If you ever have questions or concerns, we are here to help you!

Administration/Registration:

- Cindy Massaro - cjmassaro@att.net / 949.294.4025
- Stephanie Binckes – stephbinckes@yahoo.com / 714.316.6629

Horses, Equipment & Facilities:

- Gibran Stout – ocvaulting@gmail.com / 949.355.7023

Financial:

- Tricia Fuller – dfuller@sbcglobal.net / 714.878.6023

Music:

- Julie Fuller – sunnys.pall1@yahoo.com / 714.423.8519
- Tricia Fuller - dfuller@sbcglobal.net / 714.878.6023

Uniforms:

- Kellie Avakian - kellieavakian@gmail.com or 949.500.4143

Coaches:

- Alice Choi - alice.k.choi@gmail.com / 818.919.2067
- Sarah Hall - shbobcat@gmail.com / 714.501.3802
- Ginny Quick - ginny.k.quick@gmail.com / 408.761.5121

Appendix

Competition Goal Sheet

Name: _____

Competition: _____

OC Vaulting Club's goal is to work hard, build character, develop personally and as a team, and treat others the way we would like to be treated. Prizes and ribbons are the fruit of labor, not our focus or goal.

Vaulters write down 3 personal goals for the competition: (1) ATTAINABLE Goal, (1) TARGET Goal, (1) REACH Goal.

1. These goals can have anything to do with the competition and/our behavior at the competition within these guidelines:
 - a. Goals must NOT be about Placing (e.g. 1st, 2nd, 3rd, whether I place or not, "I will score higher than Mary," etc.).
 - b. State goals in the Positive (e.g. "I will stay on the horse" (Positive) vs. "I will not fall off the horse" (Negative)).
 - c. The goals must be Tangible (e.g. "I will do my best." (Not tangible) vs. "My judging score on Basic Seat will be higher than my last competition, higher than 4.1" (Tangible).
2. Goals can also be about character development (e.g. "I will compliment 3 vaulters outside of my Club." "I will congratulate another Team about their routine.")
3. Goals can be about something the vaulter is working on (e.g. "I will get my roll-up mount." "I will stand all the way up during my compulsories.")

ATTAINABLE GOAL:

TARGET GOAL:

REACH GOAL:

Typical Competition Class Titles

CANTER

Team Events – On Horse (Compulsories and Freestyle)

- A Team
- B Team
- C Team
- Open 2-Phase Team (4 high-level canter vaulters compete as a team: compulsories to the right on the cantering HORSE (phase 1); team freestyle on the BARREL (phase 2).
- Prelim 2-Phase Team (Same as above, but newer canter vaulters)

Individual Events – On Horse (Compulsories and Freestyle)

- Gold
- Silver
- Bronze
- Copper
- Copper to the Right

Pas de Deux – On Horse (Freestyle only)

- Open Pas de Deux
- Prelim Pas de Deux

Pas de Deux – On Barrel (Freestyle only)

(Note: When registering can be called “doubles” or “pairs” on barrel – not pas de deux)

- Open Canter Barrel Pas de Deux
- Preliminary Canter Barrel Pas de Deux

TROT

Team Events – On Horse (Compulsories and Freestyle)

- Trot Team
- Trot 2-Phase Team (same as 2-Phase above, but at trot)

Individual Events – On Horse (Compulsories and Freestyle)

- Trot Individual

- Prelim Trot Individual (may use an assisted mount, but will receive point deductions)
- Novice Trot Individual (with assisted mount)
- Trot Compulsories to Right

Individual Events – On Barrel (Compulsories and Freestyle)

- Trot Barrel
- Prelim Trot Barrel
- Novice Trot Barrel

Pas de Deux – On Horse (Freestyle only)

- Trot Pas de Deux

Pas de Deux – On Barrel (Freestyle only)

(Note: When registering can be called “doubles” or “pairs” on barrel – not pas de deux)

- Trot Barrel Pas de Deux

WALK

Individual Events – On Horse (Compulsories and Freestyle)

- Novice Advanced Walk Individual (with leg up; no spot)
- Novice Walk Individual (with leg up and a coach to spot)

Individual Events – On Barrel (Compulsories and Freestyle)

- Novice Advanced Walk Barrel (with leg up; no spot)
- Novice Walk (with leg up and a coach to spot)

OTHER

Competitions often have other classes such as “Gambler’s Choice” or “Costume Class.” If you are ever interested in these, or if you have questions, talk to your coach.

Competition Checklist

DAY OF COMPETITION

Vaulters

- Unitard
- Team Uniform (sweats, navy leggings, OCV t-shirt, OCV sweatshirt)
- Freestyle Costume (if you have been approved for one)
- Armband w/ AVA #
- Team Hair Scrunchie
- Black Socks
- Vaulting Shoes
- Team Bag
- Warm Jacket
- Hair Kit – please do NOT share (bobby pins AND hair pins, rubber bands, spray gel, brush & hair spray, hair net)
- “Emergency” Kit (needle, thread, nail polish remover, safety pins, Band-Aids, duct tape, Sharpie, velcro)

Parents

- Water
- Snacks/Lunch/Dinner
- Sunscreen
- Chair/Blanket to sit on
- EZ - Up or Umbrella
- Directions/address to Competition
- Competition Values doc reviewed
- Pop-up Changing Room
- Order of Go
- Medal Testing materials
- Back- up Phone Battery/Charger

PREPARATION FOR COMPETITION

- Vaulter 3 Goals Set
- Music Cut & Submitted
- Hotel Reservations, if necessary
- Medal Testing Submitted
- Order of Go