

# ASHS NATIONAL YOUTH EXCHANGE PROGRAM



Australian Stock Horse

## GUIDELINES FOR HOST FAMILIES

All Host Families are required to understand the objectives of the ASHS National Youth Exchange Program. In 2016 the Board of Directors of the Australian Stock Horse Society Limited adopted the ASHS National Youth Exchange Program. It is part of the Society's ongoing commitment to the ASHS Youth Development Program.



### The aims and objectives of the Youth Exchange Program are:

- Promote and build the profile of Australian Stock Horses and the ASH Society.
- To offer Youth Members and Host Families the opportunity to take part in a unique experience.
- To develop sportsmanship, leadership and horsemanship skills and build friendships through sharing family and community life with members of the Society from other parts of Australia.
- To promote understanding and goodwill throughout the ASHS world.
- To provide an opportunity for Youth members to be exposed to different equine disciplines & competitions.

## GENERAL INFORMATION

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You have been selected as a Host Family for a Youth Ambassador in the ASHS National Youth Exchange Program.

On your application form you may have requested to host a Youth Ambassador of a certain age, gender and riding level and wherever possible every effort is made to match your request; however placement is governed by availability of Exchange Applications. No guarantees are given as to the fore mentioned request but all parties involved in each exchange will be notified of relevant details and agreements prior to the exchange being confirmed. Agreement from both parties is necessary prior to the commencement of any exchange.

It is recommended you maintain a folder to file the information you will receive from the ASHS National Youth Exchange Committee. All correspondence must be read, understood and where necessary responded to promptly.

Any delay in responding or returning required documents may lead to a delay in finalising the exchange. Please be prompt to advise of any change to your primary contact details including your email address as this is the main method of communication.



All travel arrangements including arrival dates and times will be sent to you and the ASHS Youth Exchange Coordinator. These documents and other relevant information are the responsibility of the exchange Youth Ambassador.

If there are any details you require concerning the exchange please enquire through the Head Office of the ASHS.

### Entries & Travel Expenses

Where pre-arranged and approved by the ASHS NYEC entries into ASHS events that the Youth Ambassador will be attending and or competing in will be paid by the NYEC.

If the Youth Ambassador intends to compete in other non ASHS events such as campdrafting or polocrosse while on exchange the Youth Ambassador needs to be affiliated with the relevant organization and all arrangements and entries must be made prior to exchange and in consultation with the Youth Ambassador and his or her family, the Host Family and the NYEC.

**Travel expenses are the responsibility of the Youth Ambassador and his or her family.** The ASHS will supply Youth Ambassadors with Corporate Travel cover while on exchange.

### HOST FAMILY OBLIGATIONS

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Goodwill and understanding do not happen automatically. People have to make an effort to care for others and to welcome them into their homes. Acting as a host family to a young person can be a very rewarding experience. However, it does entail some obligations.

As Host Parents you must accept that you are responsible for the health and well-being of the Exchange Youth Ambassador for the duration of the exchange. The success of the Youth Exchange Programme is the acceptance by both the exchange Youth Ambassador and Host Family that he or she is part of the family. For some of the young people participating in the Youth Exchange Programme this will be their first trip without their parents. Some will experience homesickness in varying degrees. You should appreciate and expect that there could be some adjustment problems. The Youth Ambassadors should be included in all family activities.

It is a requirement of the ASHS National Youth Exchange Program that all members of the Host Family who are over 18 years of age and reside with the Host Family complete a Working with Children Check. If the Host Family has any other people who are over 18 residing with them at any time during the exchange they must also complete a Working with Children Check. A copy of the accreditation needs to be submitted to the ASHS NYEC prior to the commencement of the Exchange.

As your family will be providing a horse for the exchange Youth Ambassador to ride and possibly compete it is paramount that the horse and rider are well matched. The Youth Ambassador is not to be over mounted and must feel comfortable with the horse he or she has been provided.

You are under no obligation to provide the Youth Ambassador with pocket-money as this is the responsibility of his or her parents. However you are responsible for the Youth Ambassador's accommodation and meals. If possible, the Youth Ambassador should have his or her own room or share a room with a youth of about the same age and sex.

It is expected that the Youth Ambassador is not left alone for long periods and it is unsatisfactory if both parents are at work all day and the Host Family's children are at school. As the exchange Youth Ambassador is going to be part of the family, he or she should be told the ground rules that the other young people of the family have to accept so the Youth Ambassador is fully aware of expectations.

### PREPARING FOR THE VISIT

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You should prepare for the visitor long before he or she arrives.

Once you have been accepted to take part in an exchange you will be provided with the details of your Youth Ambassador as soon as that information becomes available. As soon as you have the young person's name, address and email, you are encouraged to begin corresponding. Provide details of your family life, including such details as how many children are in the family and their ages and the occupations of those who are working. Let the visitor know something of where you live and your horses, in particular the horse your visitor will be riding and your involvement in ASHS events and other horse disciplines.

Remember that the climate can vary considerably within Australia and within states so please let your Youth Ambassador know what to expect regarding the climate in the region so they will know what to pack.

You will need to confirm exactly what gear you need your young person to bring i.e. saddle, competition saddlecloth etc. If they are flying and they need to pack their saddle they may be required to pay excess baggage etc.

**Youth Ambassadors are required to supply their own safety equipment including a current Australian Standard Approved (or recognised equivalent) helmet and riding boots. It will however be the Host Family's responsibility along with the Youth Ambassadors that these are worn when required.**

Please keep in touch with the National Youth Exchange Coordinator and inform the coordinator of any relevant changes. Make sure you are kept informed of the arrival date, time and airline flight details of the Youth Ambassador. This will be provided to you by the Youth Ambassador's family and confirmed by the NYE Coordinator.

The Youth Ambassadors will be supplied with an official ASHS Youth Exchange polo shirt and softshell jacket which they are encouraged to wear while travelling and at official events. By wearing the official uniform it will make identifying your Youth Ambassador easier when they arrive at their destination.



## DURING THE VISIT

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It is the responsibility of the Host Family to meet their Youth Ambassador on their arrival at their destination.

As Host Family you have probably spent a great deal of time preparing for the visit. Please be mindful that your young person although being excited may be a little nervous at first meeting and might take a little time to adapt to the family's routine.

As everyone does things a little differently it is a good idea to be clear with instructions and to make sure your visitor understands instructions and what is expected. It is a good idea to let your visitor know the rules as far as internet and mobile phone usage.

It is advisable to limit the Youth Ambassador's telephone calls or emails to home as this could lead to home sickness and may interfere with time that should be spent with the Host Family .

When working with the horses the exchange Youth Ambassador needs to be supervised at all times.

If the exchange Youth Ambassador is planning to compete in any events that are not run by or sanctioned by the ASHS such as polocrosse or campdrafting while on exchange all arrangements and entries have to be approved by both parties. The Youth Ambassador needs to have current affiliation with the relevant organisation.

If any problems arise with the exchange Youth Ambassador such as an unwillingness to adapt to the Host Family's routine you should seek assistance from the National Youth Exchange Committee's nominated contact person.

**UNDER NO CIRCUMSTANCES ARE ANY ARRANGEMENTS TO BE MADE FOR THE EXCHANGE TO RETURN HOME OR BE MOVED. THIS MUST BE DONE IN CONSULTATION WITH THE ASHS NATIONAL YOUTH EXCHANGE COORDINATOR AND THE YOUTH AMBASSADOR'S FAMILY.**

## AFTER THE VISIT

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Host Families are asked to submit a Post Exchange Host Family Questionnaire/Report to the National Youth Exchange Committee. This form will be sent to you by the Youth Exchange Coordinator for your completion. Please return it to the Youth Exchange Coordinator as soon as possible after the departure of the youth exchange Youth Ambassador.

The feedback from these reports will be a great resource for the ASHS to be able to evaluate the exchange program and implement any changes that may be necessary to improve future Youth Exchanges.

You may also like to submit a brief report and supply a photo that would be suitable to use in the ASHS Journal or in subsequent National Youth Exchange advertising and promotional material.

If you are an active member of your local ASHS Branch you may like to contact the Branch and let them know you are happy address the Branch to share their experience and also to help promote and grow awareness of the NYEP.

## HOST FAMILY CHECKLIST

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### Before, during and after the visit

- Do we understand the main aims and objectives of ASHS NYEP?
- Are we corresponding with the young person who will be our guest?
- Are we working closely with the ASHS National Youth Exchange Coordinator?
- Have we returned all requested documentation to the National Youth Exchange Coordinator?
- Have all members of the family that are over 18 and residing with the Host Family completed and submitted a copy of their Working with Children accreditation to the National Youth Exchange Coordinator? This includes all other people over the age of 18 who will be residing with the family at any time during the period of the exchange.
- Have we corresponded with our Exchangee and confirmed all travel arrangements including all pick-up and drop-off details?
- Have we recommended other families that could participate in the ASHS NYEP?

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**For further information and enquiries please contact:**

**The Australian Stock Horse Society  
National Youth Exchange Coordinator**

**PO Box 288**

**SCONE NSW 2337**

**Phone: 02 6545 1122**

**Email: [cfinlayson@ashs.com.au](mailto:cfinlayson@ashs.com.au)**



