

United States Pony Clubs, Inc. South Region Policy

*Adopted: September 8, 1994
Amended: September 16, 1995
November 16, 1996
November 5, 1997
November 14, 1998
November 4, 1999
November 9, 2002
June 3, 2005
November 5, 2005
November 11, 2006
November 6, 2010
November 5, 2011*

Article I: Purpose, Waivers and Changes

Section 1: Purpose

These policies are established to provide guidelines for the administration of the South Region of The United States Pony Clubs, Inc. The policies shall in no way lessen the powers and authority granted the Regional Supervisor under the By-Laws of The United States Pony Clubs, Inc. and By-Laws of the Regions of the United States Pony Club, Inc.. These policies are intended to be the means to carry out the Mission Statement and Guiding Beliefs of The United States Pony Clubs, Inc (USPC).

USPC Mission Statement

The United States Pony Clubs, Inc. develops character, leadership, confidence and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports.

Core Values – “HORSE”

- Horsemanship with respect to healthcare, nutrition, stable management, handling and riding a mount safely, correctly and with confidence.
- Organized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment.
- Respect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.
- Service by providing an opportunity for members, parents and others to support the Pony Club program locally, regionally and nationally through volunteerism.
- Education at an individual pace to achieve personal goals and expand knowledge through teaching others.

Vision Statement

The USPC program is available to and accessible by a wide and diverse range of youth through multiple means of delivery.

- Multiple forms of membership
- Fully enabled by technology
- Marketed to multiple target audiences
- Recognized and recognizable nationwide
- Trained and capable volunteers

Short Descriptive Phrases: Sportsmanship, Stewardship, Leadership through Horsemanship Officers

We believe our Mission Statement and Core Values must become the cornerstone by which the Regional leaders operate. These statements tell us who we are and what we are about. Regional policies and programs should insure that we are on course for a future which is consistent with USPC's mission.

Section 2: Waivers

In situations with special circumstances, the Regional Supervisor may authorize waivers of regional policy if such waivers do not conflict with the Policies of the United States Pony Clubs Inc and By-laws of the Regions of the United States Pony Clubs, Inc. Any waiver should be reported to the South Region Executive Committee and precipitate a review of the policy in question to determine if a change should be considered by the Regional Executive Committee and submitted to the Regional Council.

Section 3: Changes

Changes to regional policy may be required from time to time and shall be proposed to the South Region Executive Committee before presentation to the Regional Council for approval. Changes must be approved by the USPC VP of Regional Administration.

Article II: Regional Organization

Section 1: Regional Officers

Regional officers are the Regional Supervisor (RS) and at least two Vice Regional Supervisors (VRS), ideally one Vice Regional Supervisor from different states, Secretary and Treasurer. Regional officers will be nominated by the Regional Council at its fall meeting for election by the USPC Board of Governors. The RS's term is limited to three consecutive years. The RS and both Vice RSs must be corporate members of the USPC. It is recommended that the Secretary and Treasurer also be corporate members of the USPC.

The RS's duties and responsibilities are defined in the By Laws of the Regions of the United States Pony Clubs, Inc. Article 2.1. In addition to these responsibilities, the RS will chair the Executive Committee.

As designated, one Vice RS will have the full authority of the RS in the RS's absence. The Vice RS(s) of Instruction will be responsible for overseeing organizers of the Upper Level Testing held in the region. The Vice RS(s) of Activities will be responsible for overseeing rally organizers, and for overseeing the timely submission of South Region team entries to championships.

The Regional Secretary's duties include maintenance of the Region's records, including Regional policies and minutes of the Regional Council meetings. The Secretary will also be responsible for collecting and disseminating new member information and dues to the RS and Treasurer. The Secretary may also be responsible for or may delegate responsibilities for region wide communications which may include newsletters and web sites.

The Regional Treasurer will keep an accurate record of all receipts to and disbursements from regional funds and submit a report of such transactions to the Regional Council at its fall meeting. The Treasurer is responsible for presenting a recommended list of fee amounts and dues to be voted on yearly by the council and ensure that a vote is taken on each item. The Treasurer is responsible for preparing and submitting financial reports to the region and USPC National Office as required in the By-Laws of the Regions of the United States Pony Clubs, Inc, Article 5.1 (a)(b)and (c).

Section 2: Regional Council

The Regional Council is composed of the officers of the region, the Horse Management Organizer (HMO), the Regional Instruction Coordinator (RIC) and the District Commissioner (DC) or Center Administrator (CA) of each member club.

The Regional Council receives reports from the Treasurer, RS and committee chairmen, nominates the RS and Vice RSs for election by the USPC Board of Governors and assists the RS in planning and implementing the activities of the region.

The Regional Council will normally meet twice a year, once in the spring and once in the fall. The fall meeting is traditionally an educational retreat and the annual planning meeting.

Regional Council members are expected to attend all meetings. If a DC cannot attend a meeting, the Joint. DC or another representative is expected to attend on his/her behalf.

Section 3: Regional Committees

Standing Committees

Executive Committee

This committee is chaired by the RS and is composed of the RS, Vice RSs, Secretary, Treasurer, Horse Management Organizer and Regional Instruction Coordinator. This committee is responsible for the day-to-day management of the region and is subject to the direction of the Regional Council.

Horse Management Committee

This committee is chaired by the Horse Management Organizer (HMO). Members will be appointed by the chairman. It will promote the teaching of horse management, encourage judging at competitions intended to teach more than to penalize and will publicize the changes within the Horse Management Handbook to the member clubs. It will coordinate the training of Assistant Horse Management judges by providing at least one Horse Management Clinic annually and maintain a list of active Chief Horse Management Judges and Assistant Horse Management Judges within the region who could be used for club instruction. It will be the primary source for assisting rally organizers to find qualified Chief and Assistant Horse Management judges.

If the HMO is unavailable to attend the a National HM Seminar, the RS and the South Region HMO will appoint a South Region representative from the list of South Region Chief Horse Management Judges, or from one of the Chief HM candidates who are registered at the USPC National Office. Further, the HMO will be reimbursed for out of pocket expenses relating to South Region HMO responsibilities upon submission of an itemized bill to the Regional Treasurer.

Instruction Committee

This committee is chaired by the Vice RS(s) of Instruction. Members will include the Regional Instruction Coordinator(s) and other members appointed by the chairman. It will plan and implement Standards and Ratings Clinics that will assist in the training of Pony Club members, instructors, and other interested parties. It will also plan and implement rating preparation clinics for the C3 through A candidates and other upper-level instructional activities. The Vice RS(s) and RIC will be reimbursed for out of pocket expenses relating to South Region Instruction responsibilities upon submission of an itemized bill to the Regional Treasurer.

Ad Hoc Committees

Nominating Committee

Three Regional Council members will be elected at the Fall Council meeting to serve for the following year as a nominating committee. The members should be from different clubs and represent the region's geographical diversity. The committee will present candidates for the position of RS, Vice RSs, Secretary Treasurer, and RIC to the Regional Council. The nominating committee will select its own chairperson.

Rally Organizing Committees

This committee is chaired by the Vice RS(s) of Activities. Rally organizers will appoint organizing committee members consistent with the requirements of each discipline. The organizer has the responsibility for the conduct of a given rally from the submission of a proposal to the RS and Vice RS Activities to the submission of final results, including a copy of the rally program, rally report and financial statement, to the RS and Vice RS Activities. The Vice RS(s) will be reimbursed for out of pocket expenses relating to South Region Instruction responsibilities upon submission of an itemized bill to the Regional Treasurer.

Article III: Financial

Section 1: Accounts

Operating

The Treasurer will maintain a checking account for deposit of income and pass through (such as Championships entry fees) funds and payments of regional expenses and pass through payments.

Reimbursements

The Treasurer will reimburse regional officers for personal funds spent on items and expenses as approved in the budget by the regional council. Reimbursements will be made when the officer presents a receipt or copy of the receipt and a signed request.

The South Region Education Fund

The fund was established at the fall 1994 Regional Council meeting with a transfer of \$7,500.00 in surplus funds from the South Region operating account. Future sources or additions to the fund will be from South Region operating surpluses as of December 31st of each year and donations to The South Region Education Fund. In the latter case, the principal amounts are to be identified with their sources and kept intact indefinitely. Donors will be notified if there is any change in the structure or purpose of the fund.

The Treasurer will prudently invest the principal of the fund to provide income for the support of educational programs (such as rating preparation clinics, scholarships, etc.) administered by the Instruction Committee for South Region members, emphasizing Upper Level candidates. Annual withdrawals from the fund for its stated purpose will not exceed five percent of the fund's balance as of January 1st of a given year.

Additions to the fund from operating surpluses will be determined by the Regional Council at the Fall Meeting based on budgetary requirements for the following year. When operating surpluses are available, the transfer amount will be no more than half the surplus and must be, if available, at least equal to the amount withdrawn from the fund in that same year.

Section 2: Income

Unrestricted

Dues for each renewing member of each South Region club(s) will be payable to the region via each member club with submission of the Annual Club Report copy to the RS. Dues for each renewing member of Riding Centers of South Region will be payable to the region with a personal check. Dues will be considered late as of November 15th. A late charge for each late member will be added after November 15th. The fee for a new member joining between January 1st and August 31st is due within 30 days of accepting membership. For those new members joining between September 1 and December 31, a prorated fee will provide membership for the balance of the year and the following year. For all new members joining during the year, a club check for regional dues shall be sent to the Regional Secretary, Riding Center members should pay region with a personal check accompanied by a photocopy of the membership application of each individual for whom dues are being paid.

The amount of the region dues (regular and prorated) and late fees shall be determined each year by a vote of the regional council. The regional council shall vote annually to determine the following regional fees, which shall include, but not be restricted to: region dues (regular and prorated), late fees, any clinic fees, and rally surcharge (the amount charged per rally competitor to support region championship competitors).

Section 2: Income, continued

Restricted

Beginning 2013, \$35 Horse Management and \$70 Instructors/Standard and Ratings clinic assessments will be payable by each member club with submission of the Annual Club Report copy to the RS and will be restricted to payment of expenses associated with these clinics. Clinic assessments will be considered late as of January 1st. A late charge of \$5 will be added after January 1st. The clinic assessments allow for two representatives per club. A \$10 fee for each additional representative may be imposed by the organizer. Any surplus funds from these sources will be transferred to the South Region operating account upon submission of clinic financial statements to the Treasurer indicating that the sum of clinic assessments was more than needed to meet clinic expenses.

Income from The South Region Education Fund will be used only to support educational programs (such as rating preparation clinics, Bud Hawley Clinic, SR Camp, scholarships) administered by the Instruction Committee for South Region members.

Surplus Income from Preps, Camp or Clinics held in balance by Host Club will be returned to South Region Educational Fund if balance funds are less than \$300.00. Funds remaining greater than \$300.00 will be returned to members participating in Prep, Camp or Clinic.

Section 3: Expenses

Expenses paid from unrestricted income will include the normal cost of operating the regional office such as postage, stationery, copying, long distance telephone calls, library updates, mileage (at the rate currently allowed by the USPC) and the like. Expenses associated with attending the Annual Meeting of the USPC will be paid for the RS and one Vice RS (or ½ of the expenses of each Vice RS if both choose to attend). The region will also pay the entry and travel expenses of the designated South Region delegate(s) to the USPC National Youth Congress.

As funds are available and as determined by the RS and approved by the Executive Committee, the region may pay expenses associated with sending a representative to other national programs that benefit the region (i.e. C3 examiners seminar, HMO seminar, and the like).

Expenses paid from restricted income will include those associated with Horse Management Clinics, Instructors/Standards & Ratings Clinics, Upper Level candidate education programs.

No reimbursements will be made/or out of pocket payment of expenses without receipts or equivalent documentation.

Section 4: Financial Reports

Each year at the fall Regional Council meeting, the Treasurer will present the annual financial report containing a balance sheet and income statement listing year to date income and expenses. A proposed budget for the following year will be presented at the fall Regional Council meeting. Quarterly financial reports will be prepared for members of the Executive Committee. The fiscal year is January 1 to December 31. The Treasurer is responsible for filing tax reports with the IRS and state tax boards.

Article IV: Member Clubs

Section 1: Club in Good Standing

A member club must meet the following criteria to be considered a club in good standing with the South Region of the USPC:

- Submit regional dues, clinic assessments, and a copy of the Annual Club Report to the RS by the established USPC deadline.
- Send a representative to all meetings of the Regional Council.
- Organize, co-organize or assist with a regional activity at least once a year.
- Send members to regional activities.
- Keep the RS informed of club activities by sending newsletters or periodic reports.
- Have regularly scheduled mounted and un-mounted meetings.
- Schedule D1 - C2 rating examinations to take place at least twice yearly either independently or in conjunction with other clubs.
- Maintain the spirit of Pony Club as expressed in the USPC Mission Statement and USPC Core Values.

Section 2: Violation of Requirements for Good Standing

The RS will notify the club in writing of violations of Article 4, Section I. The notice will contain recommended corrective action and time frame required to correct the violation and regain good standing.

The club will have 30 days to appeal the notice of violation, in writing, to the RS.

The RS and the Executive Committee will review the appeal and respond within 30 days.

Failure of the club to take corrective action to regain good standing may lead to the RS's recommendation to the USPC that the club be placed on probation or discontinued.

Section 3: Grievances

First, the member or sponsor must discuss the grievance with the DC of the club.

If no agreement can be reached at the club level, the grievance must be submitted in writing to the RS via certified mail. The RS will call a meeting of the Executive Committee to hear the grievance and notify the concerned parties in writing of the Committee's findings. If resolution of the problem is still not achieved, all documentation of the grievance will be submitted to the USPC's VP of Regional Administration for arbitration.

Article V: Rallies

Section 1: Region's Responsibilities

The RS (or designated VRS Activities) must oversee plans for rallies and is ultimately responsible for their outcome. The RS should provide historical data to rally organizers, receive proposals from rally organizers, approve such proposals, ensure that all USPC rules and guidelines for rallies are followed, assist organizing committees with any problems they have, review and approve all promotional materials before they are mailed out by organizers.

Article V: Rallies, continued

Section 2: Organizer's Responsibilities

Rally organizers should obtain USPC rules and guidelines for the rally being organized at least six months in advance of the rally date or as soon as they are made available by the USPC, make arrangements for the use of a suitable facility, consult with the HMO to secure qualified Chief and Assistant Horse Management Judges, employ other officials, submit proposals and budgets to the RS for approval. Within 60 days after the rally, a financial report shall be submitted to the RS along with a written critique listing suggested improvements and a list of things that worked particularly well. All files, including contract copies, invoicing, copies and receipts documenting rally expenses, will be returned to the RS for use by the next year's organizers.

Section 3: Finances

Rally entry fees should be sufficient to meet normal rally expenses (facilities, officials, etc.). In addition, each competitor's individual rally entry fee will bear a surcharge to be held in escrow by the Regional Treasurer and used to reduce the Championship competitors' entry fees accordingly. The surcharge amount will be determined yearly by the region council. Refer to Article IV Championship, Section 3 Costs for further information. Rallies will be planned to break even. The South Region will neither profit from rallies nor cover any rally losses. Profits up to \$250 may be retained by the organizing club. Profits in excess of \$250 will be distributed to participating clubs on a pro rata basis. If the rally as planned results in a loss, then participating clubs may be assessed on a pro rata basis to make up for the loss, or the organizing club(s) may elect to absorb the loss.

A rally can be cancelled only with the approval of the RS. Rally expenses that have already been incurred will be reimbursed by every club on a prorated basis per club member.

Rally entry fees should not include meals or clothing. Rally organizers may offer an optional meal, shirt or additional shavings for an additional fee. Sales of any optional items may be used as a fundraiser for the organizing club or other region club. All rally monies, fund raising or otherwise, should be itemized on the preliminary budget and in the final financial report.

Section 4: Vendors at Rallies

Vendors will be allowed to provide services and/or sales at South Region Rallies with the approval of the Regional Supervisor, or designated VRS. It is recommended that competition between vendors at rally be kept to a minimum. The Vendor application form will be developed and revised as needed by the Regional Supervisor or her designees.

- All vendors interested in working at the rally must complete a separate vendor application form for approval for each regional event.
- All vendors must cover expenses related to their presence such as charges by the venue for vendors, space rental, utilities, etc.
- The Vendors must agree to adhere to all of the rules of rally including, but not limited to, refraining from giving unauthorized assistance, seeking permission from the rally organizer to enter the barn areas, and seeking permission from the organizer to enter competition arenas.

The South Region is authorized to charge a vendor fee. This money will be designated to help cover rally expenses that exceed rally income. Funds, if not needed at one rally, may accumulate and be used to support a subsequent rally in need of financial assistance.

The Regional Council will annually determine by vote the amount vendors may be charged by the Region to do business at a South Region event.

Article VI: USPC Championships

Section 1: General

A goal of the region is to field a championship team in each discipline offered at the regional level. All members within the region who meet the age and rating requirements for the discipline in which they intend to compete and who qualify at a regional rally in that discipline are candidates for team membership.

Section 2: Team Selection

Team selection invitations will be issued following each qualifying rally. Multiple discipline qualifiers will be allowed to choose their preferred discipline.

Eventing, Show Jumping and Dressage disciplines competitors and their mounts having the four best combined riding and horse management scores are eligible to make up the team for a given discipline to include the level of riding within that discipline. If one of the top four riders cannot attend the championships, the rider having the fifth best score will be asked to ride on the team and so forth until the team is filled.

The best scoring Horse Manager for a given discipline will be the team Horse Manager. If the best scoring Horse Manager cannot attend the championships, the second best scoring Horse Manager will be asked to join the team and so forth until the position is filled. Team Captains will be determined by the RS.

In Quiz the four competitors per division with the highest total individual scores will make up the team. If one of the top four competitors cannot attend the championships, the competitor having the fifth best score will be asked to compete on the team and so forth until the team is filled.

In Games each division's top scoring team will represent the region at Championships. Substitutions for a term member who cannot attend championships will be made by the RS or designated VRS following the discipline rulebook and yearly newsletter guidelines.

In other disciplines top scoring competitors and mounts will qualify and be issued invitations to championships as per each discipline rulebook and yearly newsletter.

Second teams and/or scramble competitors may be entered space permitting and if allowed by USPC. Second teams will be made up of the fifth through ninth place competitors or the competitors with the next best scores.

In addition to qualifying through their scores at regional rallies, competitors selected by the RS to represent the South Region must demonstrate at the qualifying event sportsmanlike behavior and teamwork.

Section 3: Cost

The Treasurer will prepare a report to the RS listing the total amount of championship entry fee surcharges being held in escrow. The surcharge funds will be distributed equally by competitors paying an entry fee. Each individual will be responsible for paying the balance of their entry fee and any and all costs associated with training, horse transportation, food, lodging, coaching, etc. Stable managers who do not pay entry fees will not receive any surcharge funds from the region nor be responsible for any coaching fees.

Article VI: USPC Championships, *continued*

Section 4: Chaperones

A team chaperone is typically, though not necessarily, a team member's parent and will be asked to serve in this capacity by the RS. The chaperone will serve as a team's organizer as well as agreeing to the chaperone's duties as outlined by the USPC.

Section 5: Coaches

Coaches, where allowed, may be recommended by the teams' members and approved by the RS. Coaches will review the rules of their team's discipline and sign the USPC Coach's Form for the competition. Coaches' fees and expenses will be paid by the team members.

Article VII: Regional and National Rating Examinations

Section 1: National Rating Examinations

DCs should be in a position to forecast the need for these ratings at the fall Regional Council meeting. If numbers of candidates are sufficient (according to current USPC policy at the time), the RS may apply for test dates accordingly.

Candidates are recommended by their DCs and RS. The candidate must be a member in good standing of their club.

Prior to testing, it is strongly suggested that candidates must attend at least one preparation clinic either sponsored by or endorsed by the South Region, Test applications, fees and supporting documents are due to the RS by his/her posted due date or 15 days before the USPC national office due date.

The USPC determines the minimum number of candidates required for a test. If the region cannot produce the minimum number of candidates, a test may be conducted if the remaining candidates are willing to make up the minimum amount budgeted for examiner cost by the USPC and with the approval of the USPC national office.

The test fees are determined by the USPC. The organizing club may charge additional fees, pursuant to USPC policy, for stabling, food, examiner lodging, and other support services provided by the organizing club (the test fees, via the USPC, pay examiner fees and travel cost to the test site). Examinations will be planned to break even. Profits up to \$50 may be retained by the organizing club. Profits in excess of \$50 will be returned to the participating candidates.