

OLD DOMINION REGION PONY CLUBS

POLICY HANDBOOK



November, 1992

(Revised March 1995, January 1998, June 2000, February 2002, February 2003, February 2005)

OLD DOMINION REGION POLICIES

ARTICLE I PURPOSE AND APPROVAL

Section 1. Purpose

These policies are established to provide guidelines for the administration of the activities of the Old Dominion Region. 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. (Article XII thereof; see USPC Handbook) and the By-laws of Regions (Article III thereof, attached). These policies are intended to be the means to carry out the Mission Statement (Article 1, Section 2) and the Guiding Beliefs (Article I, Section 3) of the United States Pony Clubs, Inc.

Section 2. Mission Statement

The mission of the United States Pony Clubs, Inc. (USPC) is to provide a program for youth which teaches riding, mounted sports, and the care of horses and ponies, thereby developing responsibility, moral judgment, leadership, and self-confidence.

Section 3. Guiding Beliefs

The Guiding Beliefs of the United States Pony Clubs, Inc. are:

- USPC is an educational organization which progressively develops the well-rounded horse person.
- The well-rounded horse person is capable of riding safely and tactfully on the flat, over fences, and in the open.
- Knowledgeable care of horses and ponies (horse management) is basic to the well rounded horse person.
- USPC is committed to the well-being of the horse.
- Fair and friendly competitions develop teamwork and sportsmanship.
- Fun and friendship are part of Pony Club.
- USPC requires parental and volunteer involvement and support.
- The USPC is committed to safety.
- The local club is the core of the USPC.

Section 4. Changes

Changes to regional policy may be required from time to time and shall be proposed by the Regional Policy Review Committee to the Regional Council for their approval before presentation to the Vice President of Regional Administration for final approval.

Section 5. Deviations and Waivers

In situations with special circumstances, the Regional Supervisor may authorize deviations to or waivers of regional policy, if such deviation or waiver does not conflict with the By-laws.

ARTICLE II. REGIONAL ORGANIZATION

Section 1. USPC By-laws of Regions

(see attached)

Section 2. Duties and Responsibilities of Regional Supervisor

(refer to By-laws and RS Handbook)

Section 3. Regional Officers/Regional Advisory Board

.Officers will be elected by the regional council at a fall meeting. Offices to be filled are Regional Supervisor (RS), Vice Regional Supervisor (VRS), Secretary, Treasurer, the immediate past RS, or if that person is unavailable, a Member at Large (who should have a good historical background of the region and who shall not be a DC). The Nominating Committee, appointed at the previous fall annual meeting will present a slate of candidates and the names of individuals proposed to fill the positions of RS and VRS. The RS and VRS with approval of the Regional Council will be appointed by the Vice President of Regional Administration.

These officers along with the RIC and if different, a representative elected by the Junior Leadership Council, form the basis of the Regional Advisory Board (RAB). . Newly elected officers to the Regional Advisory Board will take office for a period of one year commencing on January 1 of the year immediately following the election. There shall always be no less than 6 members on the board.

The RAB may at times invite Committee Chairs to participate in RAB meetings at which decisions concerning that Chair's activity may be necessary. At the start of the RAB meeting the Board will take a vote on allowing the Committee Chair to cast vote on the subject related to their activity. This voting privilege will only be for matters pertaining to their activity and shall be for the date of that meeting only. If it is necessary to have Committee Chairs present at more than one RAB meeting, this decision will be made on each occasion.

Section 4. Regional Council

The Regional Council (RC), comprised of the officers of the region and the DCs and Joint DC's of each member club, is the voting body on regional policy and major business transactions. If a DC is unable to attend a meeting of the Regional Council, only the joint DC may vote in the DC's stead.

With prior notification to the RS, another club sponsor appointed by the DC may have voting privileges. Other club members are welcome to attend Regional Council meetings with no voting privileges. Each member club of the Regional Council is allowed to cast one vote during any election or motion vote.

Section 5. Junior Leadership Council (rev by JLC 2/03)

A member of the Junior Leadership Council (JLC) must be a pony club member in good standing. To be a member of the JL one must be 12 years of age as of 1/1 of the current year. Each club will have one voting member of the JLC. Clubs may decide how to select their voting member. For those clubs who have no members 12 years of age on 1/1 the DC may select the member that she feels will best represent the club. .

Section 6. Regional Meetings

Regional Council will have two regular meetings each year, one in the fall and one in the spring.

The fall meeting will serve as the required annual Regional Council meeting as per the By-laws of the USPC and the By-laws of Registered Clubs.

The spring meeting agenda will include a review and update of plans for the current year, a report on the USPC Annual Meeting, a financial report, action on proposals for changes to regional policies, and any other business to come before the council.

Additional meetings of the Regional Council may be called by the RS, VRS, the USPC President, the USPC VP of Regional Affairs, or by written petition of 20 % (one-fifth) the DCs of the member clubs.

Each member club is expected to send a representative to Regional Council meetings to ensure a quorum representing a majority of the Registered Clubs and at least 3 members of the RAB, one of which must be the RS or VRS. Each club is also asked to bring enough copies of its membership lists (participating members, officers and sponsors) and calendar of events for each council member to receive a set at the fall and spring meetings.

Joint DCs and all sponsors are welcome and encouraged to attend Regional Council meetings, but are reminded that they are not voting members of the council unless the Joint DC, or other sponsor, is acting on behalf of the absent DC.

The Regional Advisory Board (RAB) will meet as needed, to transact routine business, oversee the planning of activities and prepare recommendations to the Regional Council. Others whose presence may be requested as necessary at certain advisory board meetings are RS appointees, such as the various rally organizers, Regional Instruction Coordinator, the Horse Management Organizer, and the Clinic Organizer.

Section 7. Active Club

Registered clubs are required to fulfill the following to maintain active status in the region:

1. Submit to the USPC all required reports by stated deadlines and provide a copy to the RS.
2. Respond in timely fashion to all requests for information in the region.
3. Send a representative to all Regional Council meetings.
4. Sponsor, cosponsor, or assist with a regional activity at least once a year.
5. Send pony clubbers to regional activities.
6. Keep the RS informed of club activities by sending newsletters or periodic reports.
7. At the fall Regional Council meeting, submit a summary of activities for the past year and a tentative calendar of events for the coming year.
8. Hold ratings at least twice yearly as required by the USPC.
9. Hold regularly scheduled meetings, both mounted and unmounted, as required by the USPC.

ARTICLE III. EDUCATION

Section 1. General

The region encourages all clubs to hold regularly scheduled mounted and unmounted meetings, in keeping foremost the goals of Pony Club as stated in the Mission Statement. In support of this goal, the region will institute activities to assist member clubs that may need help in improving their instruction.

Section 2. Clinics

A Standards and Rating clinic will be considered bi-annually to produce instructors and examiners knowledgeable to the current USPC Standards of Proficiency.

A HM clinic will be considered bi-annually with two focuses: 1) to certify Assistant Horse Management Judges by training participating members 18 years and older and interested adults; and 2) to teach participating members and DCs current horse management skills

The Regional Council will assess needs and determine each fall what clinics should be planned for the coming year. The Regional Advisory Board may add or delete clinics between Regional Council meetings, if necessary. Clubs will be expected to assist with these clinics.

Section 3. Program Review

One duty of the RS is to ensure that instruction within the region is in keeping with the Pony Club mission and standards; therefore, the instruction programs of each of the member clubs shall be reviewed regularly. If a club requests assistance in implementing suggested changes, the region shall provide such help. It is the responsibility of the Regional Instruction Coordinator (RIC) to assist the RS in this responsibility.

Section 4. Regional Instruction Coordinator (RIC)/Clinic Organizer(s)

The RIC shall be responsible for obtaining necessary instructional assistance for member clubs and may act as advisor to the Junior Leadership Council. The Clinic Organizer will be responsible for planning the scheduled clinics, as outlined above. These organizers will be appointed by the RS, with the advice of the Regional Council. The RIC is appointed by the RS and is required to be a Corporate Member of the USPC. Ideally, the RIC should serve a three year term to allow for consistency in programming. The RIC will oversee the development and maintenance of a list of resources for conducting ratings and providing instruction. Member clubs are expected to assist the RIC in identifying resources and for sharing information on newly found resources.

ARTICLE IV. RATINGS

Section 1. Standards of Proficiency

USPC has established nine levels of Standards of Proficiency as a means of measuring the progress and level of achievement of its members. Please refer to the current rating guidelines and rules for eligibility as presented in the current USPC Standards of Proficiency and/or the USPC Handbook.

Section 2. Regional Ratings

Candidates for the C3 rating are recommended by the DC and examined by a regional C3 examiner. The region will attempt to hold two (2) C3 testings per year, as required, but a minimum of five (5) candidates is necessary to hold a test. In the event that there are not at least five (5)

candidates, the RS will work closely with the candidate(s) and the RSs of the neighboring regions to put in place a testing opportunity for those candidates.

All candidates for the C3 must submit completed regional C3 application and all required fees by the stated deadline for each test. Candidates must have fulfilled the requirements as set for in the Region's policy on Active Participation (Article VII, Section 1 ODRPC Policies)

All regional C3 tests will be organized and conducted as per the current USPC Guidelines for C3 Testing. All C3 tests will have an Impartial Observer (IO) appointed by the RS in consultation with the Regional Testing Coordinator

The clubs hosting C3 ratings will be responsible for meals, refreshments, lodging information and appropriate facilities, etc. for horses.

Section 3. National Ratings

Candidates for the B, H/HA, and A ratings are recommended by their DCs and RS, and examined by National Examiners of the USPC. Such testings are arranged by the USPC. Candidates must send the completed application along with club check to the RS by the stated deadline each year. See the current Standards and application form for further information.

The RS will request B, H/HA and A testing through the national office if there are sufficient numbers of candidates at these levels.

The DC is responsible for recommending C# and up candidates to the RS and for keeping the RS informed as to the number of candidates projected to rate at each level for each testing season. The DC should work with the RIC to develop preparation programs for upper level candidates. The DC should make opportunities available for teaching and oversee the candidate's preparation and planning. The DC should encourage club and regional participation and support. The DC is responsible for the education of the candidates, parents and observers about testing procedures and proper conduct at the testing. The DC should attend upper level prep clinics and ratings if possible, when candidates from their club are being tested. If the DC cannot attend a non-local rating, the DC should appoint a knowledgeable non-participating adult to accompany and support the candidate.

The clubs hosting B and up ratings will be responsible for meals, refreshments, lodging information and appropriate facilities, etc. for horses.

ARTICLE V. REGIONAL COMPETITIONS

Section 1. Region's Responsibilities

- Set dates for regional competitions at fall RC meeting (or further in advance if possible) and decide which clubs will organize which rally.
- The region must oversee planning for competitions since the RS is ultimately responsible. The RS or a liaison appointed by the RS should: Pass on information and supplies from the previous year's rally; ensure that all USPC guidelines are followed; assist organizing club with any problems they have; review all materials before they are mailed out by the organizers.
- Losses will be reimbursed by the region up to the budget approved by the RS. Profits

will be turned over to the region to be used at the discretion of the Regional Advisory Board.

- The region is to develop and maintain a protocol for each of the rally sites.

Section 2. Organizers Responsibilities

- Obtain USPC rules and guidelines for the competition being organized at least six months in advance.
- Meet periodically with RS or liaison to review plans and budget.
- Make arrangements for a safe facility to be used.
- Provide for safety and comfort of pony clubbers and their horses (meals, water, toilets, lodging if required, etc.).
- Consult with the Horse Management Organizer to provide qualified judges for stable management and mounted portions.
- Prepare a budget carefully for the competition to keep fees as low as possible. Budget should be set with the RS's approval at least 60 days before the competition. A competitor's fee, determined annually by the Regional Council at the Annual Meeting, may be collected from each competitor to be used for Championships. Team Horse managers should be charged only for their food and lodging costs and the competitor's fee, if any
- Prepare Rally Entry packet with pertinent information on cost, rules, tentative schedule, required paperwork, entry form etc, and the addition of penalty fee for late or incomplete entries
- Team awards are to be a reflection of total scores under the guidelines of competition. Horse management awards are based on total scores for horse management excluding any riding scores. Written test scores are not figured into stable management scores but will be used to break ties.
- Within 60 days after the rally, a financial report shall be submitted to the RS, along with a written critique of suggested improvements and a list of things that worked particularly well. All files will be returned to the RS for the next year's organizer.

Section 3. Individual Participation in Regional Activities

No member of a member club, other than an active member transferring from another pony club within the region, may participate in any regional activity until the RS has been in receipt of that person's membership for at least one month and all dues to USPC and the region have been paid.

Section 4 Prerequisite for Show Jumping Qualifying Rally¹

Just as the rules for Eventing Championships state that, for the sake of the competitor's safety, they must have successfully competed in at least two events (USAE recognized or Pony Club rally) on the same horse and within the year of rally, so, too, will we expect Show Jumping Championship candidates to have successfully participated in at least two of the following: hunter/jumper show; regional pony club show jumping rally; pony club rating; show jumping clinic/practice - on the same horse, within a year of the rally, at the level to be jumped.

ARTICLE VI. USPC NATIONAL CHAMPIONSHIPS

Section 1. General (Revised November 2004)

The goal of the region is to field at least one team in each division of each discipline offered at the USPC National Championships. All members of the region who meet the age and rating requirements for the discipline in which they intend to compete and who meet the Member in Good Standing Policy of their local club and have the recommendation of their DC are invited to qualify for these regional teams. The member must attend the Regional qualifying rally to be eligible for regional team selection

Section 2. Rally Costs (Revised November 2004)

The cost of sending a regional team to the USPC Championships is significant and varies greatly with the location of the Championships and the discipline. The cost will be the responsibility of the team members with some assistance from the region.

- The region to provide an allotment to each championship competitor. The amount of this allotment is based on the total amount collected in competitor fees from all regional rallies in that year. This total is distributed equally for all championship competitors and is apportioned to give unmounted competitors (Quiz and HM) 1/3 the amount that mounted competitors receive.

This amount is dispersed to championship competitors within 30 days of the Completion of championships. OR the money collected from Competitor tax may be utilized to defray the cost of team training as determined each year by the Regional Council..

- Members costs: The team members and/or their families shall pay the costs associated with championship entry fees, team training, transportation of horses, if applicable; transportation, room and meals for the team members. Expenses for the team member's families, who will hopefully come to support the rally, are also part of these costs. Coach expenses, if any, to include fee, meals, lodging and travel are to be shared by the riding members of the team. Note that Show Jumping teams are required to have a Coach

Section 3. Team Selection (February 2005)

3.a Quiz Team Selection – Those competitors scoring in the top 35% at the regional qualifying rally will be eligible for team selection. The top four placed competitors in each division will be offered a place on the regional team for that division, going down the order of placings until the team spots are filled. Quiz competitors do not have to state their commitment until the completion of the last mounted qualifying rally.

3b. Mounted Disciplines – In selecting members for the riding disciplines the region will comply with any criteria set forth in the discipline’s current rulebook and addenda and any additional criteria as stated within. Team members will be selected in order of placement with the highest placed competitor’s given priority. Each member who has met the qualifying criteria will be expected to state their commitment to the team at the conclusion of that qualifying rally.

Team Horse Managers will be selected from the top placed Horse Management teams at the qualifying rally. In the event that all team Horse Managers decline, this position may be offered to a riding competitor.

In the event that the region does not hold a qualifying rally in any discipline the RS will arrange for a suitable opportunity for interested members to attend the qualifying rally of another region. No member of the region can qualify in any discipline without the approval of the RS.

In the event that there are not enough competitors to field a full team, those qualified members will be entered to compete as members of a scramble team with riders from other regions.

3.b.1 – Show Jumping – In addition to those requirements stated in the rulebook, Show Jumping competitors in either the Modified or Regular Divisions may have no more than a total of 15 total penalties to be eligible for team selection. .

Section 4. Team Training

The region will endeavor to provide coaches and training facilities for the teams. As many training sessions as are practical and reasonable will be scheduled. It will be the responsibility of the team member to get to the training session and share in the cost of such training or instruction received. The Regional Council may determine to allocate the use of funds from competitor’s fee to defray the expenses of team training.

Section 5. On-Site Policies at Championships

A block of rooms for competitors and their families will be reserved by the region. Those filling championship teams will be provided the specifics for securing one of these rooms. Teams are encouraged to stay together so that they can discuss team strategies and the activities of their day.

The region will identify the “Official Team Chaperone” who shall be responsible for ensuring that team members have an adult contact during the hours and on the grounds of competition and to assist in providing adequate fluids/snacks, etc. The “Official Team Chaperone” will be expected to remain on the competition grounds and readily available to championship organizers and team members if needed.

Transportation to and from the competition site will be determined at the discretion of the parent/guardian of each team member. Chaperoning after hours of competition and off site will be at the discretion of the parent/guardian and arranged directly with the person who will be responsible for their child.

ARTICLE VII. GENERAL POLICY

Section 1. Active Participation

Active participation at the regional level is to be defined as:

- a. each pony clubber must meet the Member in Good Standing Policy set forth in their local club's policy; and
- b. C3 and up candidates must participate in an activity at the regional level at some time during the two (2) years prior to the date of the rating application .

Regional activities may include assistant HM judge at regional rally, Quiz judge, rising star adviser at regional rally, assisting at a D camp or rally, and teaching regularly for any pony club other than their own local club.

Section 2. Club Membership

When a child wishes to join a Pony Club, it is the responsibility of the DC to see that the club best suits the child's location and needs. If there is a choice of more than one club, the DCs from all clubs involved should be consulted.

A pony clubber who wishes to change clubs within the region, must (a) submit the request in writing to both DCs and the RS, (b) obtain the agreement of both DCs and clubs, and (c) be a member in good standing of the current club, to include having all dues and fees paid in full. Upon the receipt of written approval from the RS, the pony clubber may transfer clubs. The pony clubber may not attend meetings at the new club until such approval is received. All club records will transfer with the pony clubber to the new club.

Section 3. Driving at Ratings and Rallies

Recognizing that the region has no control over Pony Clubber's activities before or after the official start and finish of Regional activities, there will be no "driving policy" established by the Region other than that established by the USPC. Organizers will set the official times of start and finish of activities.

Transportation for team members is at the discretion of the parent/guardian of each team member.

Section 4. Procedures for Addressing "Grievances"

1. The discomfited person should first discuss his/her grievance with me DC of the local club. This in no way precludes discussion of the matter by either party with the RS.
2. If satisfaction is not forthcoming and no agreement is reached, the grievance should be submitted in writing to the Board of the local club. During any meetings on the grievance subject, one person should be asked to take accurate notes of the procedures and any decisions made, with copies given to all persons present and/or concerned.
3. If no agreement is reached after these steps are completed, the original question, all notes and other documentation are submitted in writing to the RS. The RS may, or may not, submit the problem to the Regional Board. During any meeting on the grievance subject, the RS will appoint one person to keep a written record of the proceedings. Copies will be given to all concerned parties.

4. If resolution of the problem is still not achieved, all proceedings will be submitted in writing to the USPC Vice President of Regional Administration for arbitration.

Section 7. Policy on "cheating"

This policy was formulated with the consensus of the Junior Leadership Council in 1993 and was accepted by the Regional Council in July of 1993. It states:

- "Cheating" includes, but is not limited to, copying from others and/or consulting with others during the written test phase of Rallies.
- The consensus of the Junior Leadership Council was that the consequences of cheating at Regional Rallies would be elimination from all phases of the particular rally. This would mean the offender's team would take elimination points in all phases, but individuals not involved could still qualify for championships.

ARTICLE VIII. ADMINISTRATION

Section 1. Fiscal Year

The fiscal year for the region shall be January 1 to December 31.

Section 2. Regional Dues

The annual membership fee for the region is **\$20** per member. The fee for renewing members is due with the Annual Club Status Report and is late as of December 15th. . A late charge of **\$5** per member or **\$25** per club, whichever is greater, shall be added after December 15th. The fee for new members joining between January and August is due within 30 days of accepting the membership. For those new members joining between September and December, the fee shall be **\$25** and provides membership for the balance of the year and the whole of the coming year.

Section3. Rating Status and Projection

At each Fall RC meeting, all member clubs shall complete the Ratings Status and Projection form provided by the region. The form will report new ratings in the club and project rating needs for the year.

ARTICLE IX. FINANCIAL

Section 1. General

The income, expenses, and financial operation of the region will be explained in this article. It is expected that this article will be amended frequently as sources of income and regional expenses change. Amendments will be added to this document when the occasion arises.

Section 2. Annual Financial Report

As required by the USPC an annual financial report of the region's activities will be filled by February 15th of each year covering the period of January 1 to December 31 of the previous year.

d. Reserve: This part of the General Fund shall be held in reserve to support any other expense category where expenses exceed the budget but the RS deems it necessary to continue the activity even though over budget.

Section 7. Regional Testing Fund

The Regional Testing Fund shall be used to pay regional examiners conducting C3 testings and those individuals conducting upper level rating preparation clinics. Every attempt will be made to establish fees that will cover the expenses of these clinics and testings. However, should the fees charged for these activities fail to provide sufficient budget to cover expenses, additional funding will be provided from the General Fund Reserve.

Section 8. Regional Fund for USPC Championships

The USPC Championships Fund shall be used to pay the region's share of the cost for fielding teams for the USPC Championships. Should the income allocated to this fund fall short of estimates or expenses exceed estimates, the RS may increase the budget from the General Fund Reserve, but such increase shall only fund sending one team in each discipline.

Section 9. Reimbursements

Requests for reimbursement for expenses must be made in writing using the ODRPC expense voucher form (attached). Vouchers must be accompanied by appropriate receipts. If receipts should be lost, suitable written explanation may be accepted. Vouchers must be authorized by the RS or designee and shall be submitted within sixty (60) days of the activity/event.

Hotel rooms/lodging will be reimbursed at ½ rate unless otherwise pre-authorized. Mileage will be reimbursed at the standard USPC mileage rate.

Section 10. Payment to Region

All monies submitted to the Region for regional activities, such as rally entries, HM Clinics, Standards and Rating clinics, etc., shall be submitted as a check from the local club.

Personal checks will be accepted for upper level prep clinics and prep camps and C3 ratings. In the event of checks returned for insufficient funds, the member shall have thirty (30) days to correct the situation by insuring that the check and any bank fees are paid in full. If the member fails to correct the situation within the thirty days the member will not be able to participate in any regional activities until such time as the situation is corrected.

The region reserves the right to ask for payment in the form of money order or cashier check.