

**SIERRA PACIFIC REGION
UNITED STATES PONY CLUBS**

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SIERRA PACIFIC REGION POLICIES

2006

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ARTICLE I PURPOSE AND APPROVAL

Section 1. Purpose

These policies are established to provide guidelines for the administration of the activities of the Sierra Pacific 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. and the By-laws of Regions. These policies are intended to be the means to carry out the Mission and the Guiding Beliefs 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 Supervisor 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. 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(s) (VRS), Secretary and Treasurer. The Nominating Committee appointed at a previous 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 Regional Instruction Coordinator (RIC) and the Horse Management Organizer (HMO) form the basis of the Regional Advisory Board (RAB). Both the RIC and the HMO have a vote at Regional Council Meetings. While serving on the Board, the Secretary and the Treasurer may be DCs, but they must not be a family member of the RS or VRS; and the RS and the VRS cannot be DCs or joint DCs (unless voted upon by the Regional Council per USPC policy). The RS and VRS as Administrative Officers of the USPC are required to be Corporate Members of the USPC; other elected members of the Regional Advisory Board are strongly encouraged to be Corporate Members of the USPC.

The Region will pay the Corporate Members Fees for the RAB. For voting purposes there must be a simple majority of the elected members. 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.

To simplify the transition of officers, the outgoing RS will handle the old business and the newly elected RS will deal with the new business. (It is advisable that the clubs also follow a similar procedure for transition.)

Section 2. Regional Council

The Regional Council (RC) comprised of the officers of the region and the DCs and Joint DCs 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. No club shall have more votes than another.

With prior notification (sent by mail or e-mail) 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.

Section 3. Regional Meetings

Regional Council will have at least one regular meeting each year to be the Annual Meeting held in the fall. The fall meeting agenda will include the election of officers, a review of the activities and the financial report of the preceding year; scheduling of activities and approving a budget for the coming year; acting on proposals to amend or add to regional policies and guidelines and discussion of any other areas of concern.

Additional meetings of the Regional Council may be called by the RS, VRS, the Regional Secretary, the USPC President, the USPC VP of Regional Affairs, or by request of at least three (3) DCs.

Each member club is expected to send a representative to Regional Council meetings to **ensure a quorum representing a majority of the Registered Clubs.** With prior notification (sent by mail or e-mail) to the RS, a club may be excused from attending.

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 Webmaster, various rally organizers and clinic organizers.

Section 4. Regional Website

A Regional Website and a Regional Digest have been established to take the place of a regional newsletter. The Regional Website will contain a regional calendar that will be updated regularly. Clinics and shows that are not sponsored by Pony Club will be identified as such, in a separate location. Items of general pony club interest may be posted on the Digest; however, no advertisements will be allowed. Ads may be posted on the Horse Exchange on the Regional Website. The only exception to this is for employment opportunities that might be of interest to our members or graduates.

Section 5. Active Club

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

- Submit to the USPC all required reports by stated deadlines and provide a copy to the RS.
- Respond in timely fashion to all requests for information in the region.
- Send a representative to all Regional Council meetings.
- Sponsor, cosponsor, or assist with a regional activity at least once every two years.
- Send pony clubbers to regional activities.
- Hold ratings at least twice yearly as required by the USPC, or provide rating opportunities for their members outside of their own club.
- Hold regularly scheduled meetings, both mounted and unmounted as required by the USPC
- Complete and return to the RS at the end of the year, with the membership renewal packet, a review of the club's participation in regional activities to include but not limited to club involvement in organizing activities or rallies, and member involvement in regional camp, upper level camp, rallies,

championships and national ratings.

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 assist member clubs that may need help in improving their instruction.

Section 2. Clinics

The region will plan clinics and other educational activities for the year as deemed appropriate. At least one Upper Level Prep clinic will be offered to prepare candidates for ratings of C3 and above. A Standards Clinic will be considered annually to produce instructors and examiners certified to teach and rate according to the USPC Standards of Proficiency. DCs, sponsors, pony clubbers and their parents are also encouraged to attend this clinic to familiarize themselves with the current standards, The RS, with the assistance of the RIC and the upper level coordinators will oversee the development and maintenance of a list of qualified examiners and instructors

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. The Regional Instruction Coordinator/ Clinic Organizers 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. Ideally, the RIC should serve a three-year term to allow for consistency in

Section 5, Horse Management

The Horse Management Organizer (HMO), upon request of the Regional Board or Regional Council, and under the supervision of the RS, is responsible for organizing Horse Management Seminars for members and training programs for Assistant Horse Management Judges.

ARTICLE IV. RATINGS

Section 1. Standards of Proficiency

USPC has established the 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. Club Ratings

Candidates for the D1, D2, D3, C1 and C2 ratings are evaluated by the member club. Although a member club may conduct "self-contained" ratings for its members, the region strongly recommends obtaining examiners from outside the club and using different examiners from one rating to the next. Contact the RS for assistance in finding those who are currently qualified to conduct or assist with the rating.

Section 3. National Ratings

Candidates for the H-B, H/H-A, as well as the C3, B, and A ratings of any specialty are recommended by their DCs and RS, and examined by National Examiners of the USPC. National testings are arranged by the USPC. Candidates must send the completed application, along with a club check, to the RS at least 15 days prior to its due date at the national office. Due dates are specified on the cover page of the Candidate Application.

The RS will offer to host national testings if there are sufficient numbers of candidates for a particular rating.

The RS has the responsibility for recommending candidates for these ratings and for endorsing only those who meet the requirements listed in the standards. If the RS does not feel qualified to endorse a candidate's readiness or eligibility for a particular rating, a former RS, DC, test prep clinician or other knowledgeable person may be consulted. The C3 candidate will be expected to attend at least one mounted prep clinic and receive a written evaluation from a current C3 examiner. The RS, in consultation with the C3 committee, will decide whether to recommend that the C3 candidate proceed with the rating.

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. The budget must be approved prior to the sending out of the rally packets. Profits over the amount of \$5 per competitor will be turned over to the region to be used at the discretion of the Regional Advisory Board. It is permissible to make a profit on voluntary items at a rally, e.g., reasonably priced food for parents and other non-competitors, snacks, and tack swaps.
- The region may cancel a rally due to lack of participation.

Section 2. Organizers Responsibilities

- Obtain USPC rules and guidelines for the competition being organized at least six months in advance.
- Meet periodically, or discuss 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 of \$15 shall be collected from each competitor to be used for hauling of horses to the triennial pony club championships. A fee of \$5.00 per horse will be budgeted to cover the California Department of Food and Agriculture Equine Medication Monitoring Program (mandatory drug testing). Team Horse managers should be charged only for their food, the competitor's fee and other actual costs, such as a rally t-shirt.
- Register the event (CDFA form 76-024A) with the Department of Agriculture at least 30 days in advance of the event. Advise the Department of any event changes or cancellations. Return the assessment report and the fees of \$5.00 per horse within 15 days after the event.
- Prepare Rally Entry packet with pertinent information on cost, rules, tentative schedule, required paperwork, entry form etc. The Organizer will not refund entry fees after the closing date, and should

indicate this on the entry form. Entry fees will be refunded in the case of a cancellation of a rally. Requests for refunds due to medical or veterinary reasons must be addressed to the RS (with doctor's or veterinarian's certification within 30 days of the event). If the decision is made to grant the refund, there will be a \$25 administrative fee.

- 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 kept and turned over to the next year's organizer.
- Inform competitors' parents of what is expected from them at competition.

Section 3. Pony Clubbers' Responsibilities

- Be prepared to work for the good of the team.
- Have a good attitude.
- Respect organizer's efforts and the facility leave the area in better condition than you found it.
- Thank Organizers for their work in planning the competition.

Section 4. Parents' Responsibilities

- It is the responsibility of the parents to get the child (and horse) to the rally in a calm, rested, but prepared state at or before the scheduled arrival time.
- Except for helping to unload heavy items, the parent can then relax and go to their volunteer job with a positive attitude, watching with a positive attitude and good sportsmanship, allowing the child the freedom to compete without parental "guidance".

Section 5. 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 6. DC's Responsibilities

The DC of the club must submit the rally entries for members of their own club. It is mandatory that the DC sign the regional rally entry form, declaring that the pony clubbers listed as competitors are members in good standing of the USPC, Inc., and of this particular club. In addition, the DC's signature attests that the horse entered is the appropriate mount for this competitor. The DC may request, in writing, a particular scratch team to be made up of his/her members and those from another club or clubs, with the full understanding that such an arrangement is left up to the discretion of the rally organizer. In the case of a games team entry, when teammates are members of different clubs, the entry form(s) must be signed by all members' DCs, or the RS, who will have consulted with those DCs.

ARTICLE VI. USPC NATIONAL CHAMPIONSHIPS

Section 1. General

The goal of the region is to field at least one team in each discipline offered at the USPC National Championships held triennially in Lexington, KY. Teams may be sent to the off year national championships at the discretion of the Regional Council.

Section 2 Regional Participation

- It is an honor to be selected for participation on a Sierra Pacific Championship Team. Pony Club members must submit all required forms and fees by due dates and must abide by all USPC and Sierra Pacific rules and policies. Failure to conform to these policy guidelines may trigger dismissal from the team.
- Once a Pony Club member has been named to a team, regardless of whether the registration fees have been submitted to USPC, the member is considered to be committed to participation. No refund will be made for fees due or paid unless an appropriately qualified replacement can be named.
- All candidates for all disciplines and horse management positions must submit a Championship Intent Form with a check for \$75 (earnest fee) when they sign up for the first rally for which they wish to be

considered for a regional team. Coggins test results must be submitted to the RS by the first day of the last rally before Championships. The \$75 earnest money will be refunded to all that do not qualify, and will be applied to fees for those riders who qualify.

- If a member is not named to the highest ranked team, the deposit may be refunded and the member released from any obligation for further participation. If the member chooses to participate on a lower ranked team, the deposit will be applied to the team registration for that team.
- The Regional Supervisor shall designate the team members and select the team captain and stable manager. Criteria for selection of the captain may include age, rating, qualifying score, maturity, experience, verbal communication skills and knowledge of USPC discipline rules. If neither the stable manager from the team with the highest HM score, nor another from among the rally participants is available, one may be appointed by the RS from among the qualified members in the region.
- The qualifying scores of members shall include all that member's scores, with the exception of the team scores for horse management. The member's personal horse management scores will be counted.

Section 3. Rally Costs

The cost of sending a regional team to the USPC Championships is significant. The cost will be shared by the region and those members desiring and chosen to be on the regional team as follows:

- The Region will pay one-half of the team registration fees for the highest ranked team and for qualified individuals entering in each Championship or National Rally Division. Subsequent teams, if permitted, will pay all of their own expenses.
- The Region has established a trust fund for the specific purpose of financing the commercial transport of horses to the USPC Championships held every three years in Lexington, Ky. Each Pony Clubber will indicate on the official "Intent to Qualify" form whether they require commercial transport, or will travel by private trailer. The region will apply the rally fees in reserve (\$15.00 per competitor per rally over the last three years) to the cost of the commercial transport. The balance due will be shared equally amongst those using the transport.
- A committee will be established to research and recommend the selection of the specific transporter. The Championships Transport Committee will select a commercial hauler based on price, references, credit checks and numbers of horses estimated to need transport. Payment for commercial transport will not be made in advance of actual delivery. Only a down payment for the total will be paid in advance. The balance will be paid upon arrival at the championship site.
- Members costs: The team members and/or their families shall pay the costs associated with team training, transportation of horses not covered by the region, transportation, room and meals for the team members; and room for the chaperone and coach, if these charges are not assumed. The team shall arrange for the coach's transportation, and any coaching fee shall be shared among the team members. Expenses for the team member's families, who will hopefully come to support the rally, are also part of these costs.

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.

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 day, to assist in providing adequate fluids/snacks, etc. The Team Chaperone will be expected to remain on the competition grounds and readily available to championship organizers and team members if needed. The Team Chaperone shall arrange for and/or provide transportation to and from the competition site. Should a team be staying together in one room, the Team Chaperone must stay with them in that room, and is considered "on duty" 24 hours/day for the duration of the championships.

ARTICLE VII. GENERAL POLICY

Section 1. Active Participation

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

- each pony clubber must meet the Member in Good Standing Policy set forth in their local club's policy; and
- 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, assisting at a D camp or rally, conducting a rating for another club, 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 (c) be a member in good standing of the current club, to include having all dues and fees paid in full. Upon the approval of 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.

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 **\$55** per member. The fee for renewing members is due with the Annual Club Status Report and is late as of November 15. A late charge of **\$10** per late renewal shall be charged. For those new members joining between September and December, the fee shall be **\$65** and provides membership for the balance of the year and the whole of the coming 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

- Each year at the Fall Regional Council meeting, the Treasurer shall present the annual financial report containing the following information:
- Financial statement listing income and expenses for the year to date. This statement shall be updated at the end of the fiscal year for tax purposes.
- Proposed regional budget for the next fiscal year.
- As required by the USPC an annual financial report of the region's activities will be filed with the national office by February 15th of each year covering the period of January 1 to December 31 of the previous year.

Section 3. Proposed Budget

The proposed budget shall contain estimates of the income expected from all the sources and estimates of the expenses to be incurred for the ensuing year.

Section 4. Payment of fees and Expenses

The following guidelines will govern the payment of fees and expenses for Rally Officials and Regional Officials in the conduct of their duties:

- **Supervisory Travel.** The costs associated with transportation, registration and lodging, but not food or banquet, expenses for the RS and Vice RS in the conduct of their regional supervision will be assumed by the region. This includes, but is not limited to, attendance at the Annual Meeting and annual championships. The expenses for a second Vice RS will not be paid unless authorized by a 2/3 vote of the Regional Council. To the extent permitted by budget considerations, the region will also assume the costs of travel, lodging and registration expenses for the HMO, RIC, or other regional officer as deemed necessary to attend national meetings and seminars.
- **Mileage.** Upon the request of any regional official to be reimbursed for mileage costs incurred in the conduct of regional duties, the region will pay an agreed-upon amount, not to exceed IRS standard mileage.
- **Chief Horse Management Judges.** The fees paid by rally organizers for CHMJs shall be no more than those fees stated here. Currently, we shall pay up to \$125 per day plus travel, lodging and meal expenses. Assistant HM Judges will be reimbursed up to \$50 per day, plus expenses; current pony clubbers will be reimbursed their expenses for food and mileage. All rally officials will be provided with a contract (attached) for signature.
- **Fees in Excess of Authorized Amounts.** Should the organizer of a rally wish to obtain the services of a CHMJ who charges more than the amount authorized above, this expenditure must be approved in advance by the RS. In order to keep the costs of rallies and tests as low as possible, payments in excess of the stipulated amount are strongly discouraged.
- **Requests for reimbursement.** Requests for reimbursement must be made in writing to the RS with the appropriate receipts attached. The RS, after approving/disapproving the reimbursements requested, will then forward the form to the Regional Treasurer for payment.

Section 5 Payments to Region.

Personal checks will be accepted by the region for upper level prep clinics, prep camps upper level ratings expenses. In the event of checks being returned unpaid by the bank, 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 with 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.