

UNITED STATES PONY CLUBS

MIDSOUTH REGION



**POLICIES
&
PROCEDURES**

Revised November 10, 2007

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MidSouth Region Policies

Article I. Purpose and Approval

Section 1 Purpose

The policies herein provide guidelines for the administration of the MidSouth Region for the purpose of accomplishing the Mission Statement (Article I, Section 2) and Guiding Beliefs (Article I, Section 3) of the United States Pony Club, Inc. These policies shall in no way lessen the powers and authority granted the Regional Supervisor under the bylaws of the United States Pony Club, Inc. (Article XII thereof, see USPC handbook) and the bylaws of Regions (Article III thereof).

Section 2 Mission Statement

“The United States Pony Club, Inc., an educational organization, teaches riding, mounted sports, and the care of horses and ponies and develops in youth the characteristics of responsibility, moral judgment, leadership, and self-confidence.”

The MidSouth Region is responsible for the supervision of established policies, guidelines and activities of all pony clubs under its authority.

Section 3 Guiding Beliefs

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

- USPC is an education organization.
- The local pony club is the core of the United States Pony Clubs.
- USPC provides an opportunity for shared fun and cooperative work with others.
- Fair and friendly competitions develop teamwork and sportsmanship.
- USPC is beneficial for both horse and rider.
- Horse Management is basic to the United States Pony Clubs.
- USPC is committed to safety.
- USPC requires parental involvement and support.

Section 4 Changes

Changes to Regional policy may be required from time to time and shall be proposed to the Executive Committee and the Policy Committee before presentation to the Regional Council for approval. All policies must be approved by the USPC.

Section 5 Deviations and Waivers

In situations with special circumstances, the Regional Supervisor may authorize deviations to, or waiver of, Regional policy, if such a deviation, or waiver, does not conflict with the Region or USPC bylaws.

Article II. Regional Organization

Section 1 USPC Bylaws of Regions (See current USPC Handbook)

Section 2 Duties & Responsibilities of Regional Supervisor (See USPC RS Handbook)

Section 3 Regional Officers / Executive Committee

The Regional Council, at the November meeting, will elect the following officers, from a slate presented by the Nominating Committee: Regional Supervisor (RS), Vice Regional Supervisors (VRS), Secretary, and Treasurer. The number of clubs in the Region will determine the number of VRSs. There shall be one per every 8-10 clubs. The regional officers form the basis of the Executive Committee. The Secretary and Treasurer may be DCs, but the RS and VRS may not be active DCs or Joint DCs. All RSs are required to be corporate members of USPC.

Section 4 Regional Council / Junior Regional Council

A. Regional Council

The Regional Council (RC) is composed of the regional officers, the DCs of each member club, and the Regional appointed committee chairpersons. This council will be the voting body for Regional policy and major business transactions.

B. Junior Regional Council

If there is sufficient interest and support, the Region may, in addition to a Regional Council, have a Junior Regional Council. The Junior Regional Council will be comprised of all C-2 and higher rated members of the MidSouth Region. One delegate will represent each member club. There are two methods to select these delegates. They are:

- 1) A straight vote of club members rated C2 or higher, with the member receiving the most votes being the delegate. In case of tie, the highest-rated, oldest member is the delegate; and,
- 2) An automatic selection of the highest-rated, oldest member as the delegate.

The club's sponsors, voted on at a sponsor's meeting, will determine the method the member club chooses to select the delegate. Once the method is voted on and approved, the club's policies must reflect that method chosen.

A delegate will serve a one-year term only and cannot succeed themselves unless that delegate is the only eligible member under these policies.

A delegate should attend all meetings. However, if the chosen delegate is unable to attend a meeting, an alternate may be selected. Any and all costs involved with serving as JRC delegate will be the responsibility of the member or may be reimbursed by his or her respective club, at the discretion of the DC and sponsors.

Section 5 Regional Committees

Committees will be formed at the discretion of the Regional Supervisor and the Executive Committee for the purpose of implementing regional programs and activities. All committees are asked to make committee reports to the Regional Council at the November meeting and to become visible active members in the workings of Regional activities.

A. Activity Committees: Eventing, Dressage, Show Jumping, Quiz, Tetrathlon, Games and Polocrosse

Activity Chairpersons are appointed by the RS and approved by the Executive Committee. Each activity committee may consist of up to 5 members. All activity committees will encourage participation in their particular discipline; develop and review training materials; and, initiate learning opportunities (such as clinics). Regionally, these chairpersons/committees will be aware of and publicize changes in rules for competition throughout the Region; encourage and support interclub and inter-Regional competitions; advise and be resources to organizers of the MidSouth Regional Mega-Rally and coordinate with the Executive Committee.

B. Instructional Committees: Regional Instruction and Horse Management

Instructional Committee Chairpersons are appointed by the RS and approved by the Executive Committee. These committees may consist of up to 5 members. The Chairpersons will coordinate with the Executive Committee.

1. Regional Instruction Coordination Committee

The Chairperson (herein referred to as the Regional Instruction Coordinator (**RIC**)) and committee will:

- a. Plan and implement a clinic/clinics (such as a Standards and Ratings clinic) that will promote the training of pony club instructors, adults, and upper level pony clubbers; and,
- b. Plan and implement “ratings preparation” clinics (at least one per rating) for the HB through A ratings; and,
- c. Maintain a resource list of materials and opportunities, which could aid our older pony clubbers in achieving their goals; and,
- d. Publicize materials/opportunities that will help in the standardization and betterment of instruction in our region via the regional website, electronic mail to club DC’s emails and/or pony club newsletters; and,
- e. Maintain a list of both instructors and clinicians for all USPC activities; and,
- f. Promote, identify, and recommend older pony clubbers as visiting instructors within the Region. The RIC will also publicize to the pony clubbers the opportunities available with the summer instruction program as offered by the USPC.

2. Horse Management Committee

The Chairperson (herein referred to as the Regional Horse Management Officer (**HMO**)) and committee will:

- a. Promote the teaching of Horse Management rules and procedures; and,
- b. Encourage judging at competitions intended to teach more than penalize; and,
- c. Publicize changes within Horse Management Handbook to the Region; and,
- d. Coordinate the training of HM judges and assistants; and,
- e. Maintain a list of active HM judges within the Region that could be used for club instruction; and,
- f. Be the primary source for assisting the Regional Mega-Rally Organizer in Horse Management by finding certified, active HM judges.

C. Ad Hoc Committees: Mega-Rally/Rally Organization, National Championships / Scoring, Policy, and Nominating

The Chairpersons of the ad hoc committees are appointed by the RS and approved by the Executive Committee. Each committee may consist of up to 5 members. The committee chairperson will coordinate with the Executive Committee.

1. Mega-Rally/Rally Organization

The Chairperson (herein referred to as the Mega-Rally/Rally Organizer) will be responsible for the overall coordination of all aspects (facilities, insurance, equipment, technical judges, etc.) of the Regional Mega-Rally/Rally. The Organizer will chair a Mega-Rally/Rally committee, which will review the recommendations of the previous year and make necessary changes. Further description of the Organizer's duties and responsibilities-- can be found in Addendum B.

2. National Championships / Scoring Committee

This committee will develop, implement, and record all phases of scoring for Regional rallies, including the scoring required for the selection of Championship competitors. They will work together with the activity chairmen and the RS, in accordance with Regional policy, to determine the qualifying competitors. At the discretion of the Regional Supervisor, they will create, hand out, and collect Championships packets immediately after each qualifying rally.

3. Policy Committee

This committee will develop necessary Regional policies, monitoring the existing policies for inconsistencies with the USPC policy, and publish our guidelines with the Region.

4. Nominating Committee

This committee will be appointed by the RS at least three (3) months prior to the Annual Meeting. It will develop and present a slate of candidates for election to the offices (RS, VRSs, Secretary and Treasurer) of the Region at the November meeting.

Section 6. Regional Meetings

A. The Regional Council will have two (2) meetings each year, one in February / March and one in November. The February / March meeting will include a review/update on plans for the current year, a report on the USPC Annual Meeting, budget approval for the current year and any other financial and non-financial business the Council may deem appropriate. The November meeting agenda will include the election of officers, the review/scheduling of Regional activities, a financial report of the current year, and may also include a review/vote on proposed amendments to the Regional policies and procedures, regional committee reports, the establishment of a committee, and/or the discussion of any other area of concern. Additional meetings may be called by the RS, VRS, USPC President, USPC Vice President-Regional Affairs, or by written petition of one-fourth (1/4) of the DCs of member clubs.

B. Each member club is required to send a representative to all Regional Council meetings to ensure a quorum of representatives of at least one-third (1/3) of the member clubs plus two (2) of the Regional officers. For all matters, requiring a regional council vote each club has one vote, regardless of the size of the membership in the club. Joint DCs and all sponsors are welcome and encouraged to attend Regional Council meetings. If a DC is unable to attend a

meeting of the Regional Council, the Joint DC or an appointed representative may vote in the DC's stead.

C. The Executive Committee will meet February / March, June, and November to transact business and oversee the Regional Council. RS appointees and various committee chairpersons may be requested to attend certain Executive Committee meetings.

D. The Junior Regional Council, if active, will meet two (2) times each year, coinciding with the Regional Council meetings, to discuss fund raising, national ratings, ideas to improve local clubs' horse management and instruction programs, and to discuss, in general, various things that will improve the overall operation of the Region from the member's perspective.

Section 7. Member Club

A. Club in 'Good Standing'

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

- 1.** Submit regional dues, minutes of sponsor's meetings, financial statements, lists of member pony clubbers, officers, and sponsors, and any other requested information to the RS and USPC National Office by the deadline(s) established by the National Office and/or Region; (refer also to Article VIII, Section 4: Annual Club Reports).
- 2.** Send at least one representative to all Regional meetings;
- 3.** Participate as lead club or assisting club in a Regional activity and/or Rally at least once a year;
- 4.** Send members to Regional activities;
- 5.** Keep the RS informed of club activities by sending newsletter or periodic reports;
- 6.** Have regularly scheduled mounted and un-mounted meetings;
- 7.** Schedule D1 - C2 rating examinations to take place at least twice yearly either independently or in conjunction with other clubs;
- 8.** At the fall Regional Council meeting, submit a summary of activities for the past year and tentative plans for the coming year; and,
- 9.** Maintain the spirit of Pony Club as expressed in the USPC Mission Statement and the USPC Guiding Beliefs.

B. Annual Club Reports

Member clubs assigned to the Region shall conduct their annual sponsor's meeting by the end of October in time to provide the Region with the Annual Club Report prior to the November Regional Council meeting. These reports shall be reviewed by the RS and used to provide a demographic report on the Region. The report shall include the following:

1. Copy of the Elected Officers List
2. Copy of the Updated Membership List (from USPC)
3. Copy of the Club Sponsor's List
4. Copy of the minutes of the Sponsor's meeting
5. List of the projected Pony Clubbers who will be testing nationally for the next year
6. Annual Regional membership dues/fees
7. List of current instructors

C. Violation of Requirements for 'Good Standing'

1. The RS will notify the club in writing of violations of Article II. Section 7A & 7B. The notice will contain recommended corrective action and a time frame required to correct the violation and regain "good standing".
2. The club will have 30 days to appeal the notice of violation, in writing, to the RS.
3. The RS and members of the Executive Committee will review the appeal and respond within 30 days.
4. 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.

Article III. Education

Section 1 General

In keeping with the Mission Statement of USPC and its goals, and to support the requirement that each member club hold regularly scheduled mounted and unmounted meetings, the Region will institute activities to help member clubs in the standardization and betterment of their instructional programs.

Section 2 Clinics

Through the Regional Committees, the Region will plan clinics and other educational activities for the year as deemed appropriate by the Regional Council.

- A. The Activities Committees (Eventing, Dressage, Show Jumping, Quiz, Games, Tetrathlon, and Polocrosse) are encouraged to promote and support clinics offered by or through the clubs, which help their specific activity. The Activity Committees may themselves host a specific clinic as the need arises and the council requests.
- B. The Region's Instructional Committee must provide for (or support if hosted by a member club) the following clinics:
 1. **Regional Prep Clinics** - at least one (1) Upper Level Prep Clinic per year will be offered to prepare candidates for the ratings of HB and above.
 2. **Standards & Ratings Clinic** - at least one (1) clinic held annually to help produce instructors / examiners certified to teach and rate according to the USPC Standards of Proficiency. DC's, sponsors, Pony Clubbers and their parents are also encouraged to attend this clinic to familiarize themselves with the current standards. The Regional RIC will maintain a list of qualified instructors. Member clubs are expected to help find those interested in becoming qualified examiners and instructors.
 3. **USPC Horse Management Seminar** - The Region will send at least one (1) experienced, rally-knowledgeable, qualified representative over twenty-five (25) years old to each Horse Management Seminar organized by the USPC to train Chief Horse Management Judges for rallies.
 4. **Regional Horse Management Seminar** - To fully support each member club's Horse Management program, the Region will offer a Regional Horse Management Seminar each year, to which each club is required to attend. This seminar will have two focuses: (1) to certify Assistant Horse Management Judges by training Pony Clubbers eighteen (18) years and older and any interested adults; and (2) to teach Pony Clubbers and DC's current horse management skills. Every effort will be made to run this seminar in conjunction with one of the Region's rallies activities. Those clubs with twenty-five (25) members or more are expected to send two (2) people to the seminar, and clubs with fewer than twenty-five (25) members are expected to send one (1) person. Cost for the seminar is \$25 per person. In March, each club will be billed its respective amount to help defray the cost of the seminar. Failure to send someone to the seminar does not excuse a club from paying the fee.

Section 3 Program Review

In keeping with Pony Club Standards and Mission Statement, the RS will regularly review each member club's instructional programs, and, if assistance is required, the Region shall provide such help.

Article IV. Ratings

Section 1 Standards of Proficiency

USPC has established ten (10) levels of Standards of Proficiency as a means to measure the progress and level of achievement of its members. Please refer to the current standards posted on the USPC website (www.ponyclub.org).

Section 2 Club Ratings

Candidates for D1 through C2 ratings are tested at the local club level. The Region strongly encourages obtaining examiners from outside the club and using different examiners from one rating to the next. For those clubs needing examiners, contact the Regional Instruction Coordinator (RIC) or the RS, for name of those who are currently qualified to conduct, or assist, with a rating.

Section 3 National Ratings

Candidates for HB, C3, B, H/H-A, and A ratings are recommended by their DCs and RS, and examined by the National Examiners of the USPC. Such ratings are scheduled by the USPC National Office. The current standards, available testing dates/places, and the necessary application forms are all found on the USPC website (www.ponyclub.org). The Regional Instruction Coordinator (RIC) can provide information on Ratings Prep Clinics within the Region. The USPC National Office will determine the testing fee. The club hosting the rating may charge each candidate an additional fee to help defray the cost of the National Examiners' housing, local transportation, facility usage, as well as food / beverages needed during the testing. The Region may help the host club defray expenses, if there is deficit, up to \$100.00, with submission of valid receipts and costs. All USPC National rating applications are to be sent to the RS at least 2 weeks prior to the deadline, i.e. **postmarked no later than April 1st**. HB and C3 applications are to be sent to the RS, and **postmarked no later than 2 weeks** before the National deadline. Incomplete applications will not be approved by the RS nor forwarded to the National Office for processing. In those instances, the applicant may incur a substantial penalty for missing the deadline.

Section 4 Pony Clubber's Responsibilities

- A. Pony Clubbers should always maintain good communication with their DCs regarding their preparation and readiness for their next rating. At least one month prior the scheduled rating, candidates are encouraged, and can be required by member club policy, to submit a letter to the DC requesting a rating and stating what they have accomplished with their riding and study since their previous rating.

- B.** It is the sole responsibility of each Pony Clubber to be familiar with all information required at each level as outlined in the Standards of Proficiency before testing. Parents are encouraged to become involved in the process of preparation for testing.
- C.** Pony Clubbers should take advantage of all possible opportunities to improve their skills. They should be active in their club and the Region, taking on more responsibility as they progress through the ratings.
- D.** Pony Clubbers unable to attend regularly scheduled meetings, both mounted and unmounted, due to college, work or distance from their club will still be expected to contribute in some way to their own club, or one closer in proximity to their circumstances, as arranged by the Pony Clubber and the DCs involved.
- E.** The upper level candidates should be helping with the club and Region activities, such as teaching and assisting at rallies. They should take advantage of the educational opportunities the club and Region provide and should also study and make arrangements to develop expertise outside Pony Club.
- F.** It is the Pony Clubber's responsibility to follow up on any retesting necessary to complete the requirements for their level of Standard.

Section 5 DC/Club's Responsibilities

- A.** At the November Regional Council meeting, all member clubs shall give to the RS the names, addresses, and phone numbers of projected members who will be taking the National HB, C3, B, H/H-A, or A test. The clubs will have the opportunity to update these lists at the Feb/ March Regional Council meeting.

The DC is responsible for organizing (or appointing a coordinator to organize) an instructional program for D1 through A levels according to the USPC standards. The instruction available to HB and above candidates may be limited due to resources available; however the DC needs to direct the older Pony Clubbers to opportunities available within the Region.

- B.** The DC is also responsible for organizing all rating tests through C2. The DC may work with other clubs to combine ratings, but must offer ratings at least twice per year. The DC must be thoroughly versed in all requirements of the Standards of Proficiency. The DC must be confident that the examiner he, or she, selects is a qualified examiner at the respective levels of the Standards of Proficiency.
- C.** The DC is responsible for recommending HB and above candidates to the RS and keeping the RS informed about the number of candidates the DC intends to recommend. The DC should work with the RS to develop and prepare 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.

- D. The DC is responsible for educating the candidates, parents, and observers about testing procedures and proper conduct at the testing. It is recommended that the DC should also appoint an Impartial Observer for each rating (see Guidelines for Conducting Ratings, www.ponyclub.org).
- E. 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 and represent the club.

Section 6 Region's Responsibilities

- A. The RS will request HB, C3, B, H/H-A, and A testing through the National Office if there are sufficient numbers of Pony Clubbers at these levels. The RS is responsible for selecting a test site and for organizing all national tests in the Region.
- B. 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 comfortable recommending candidate's readiness for testing, a former RS, DC, Ratings Prep Instructor, Test Clinician, and/or any knowledgeable person may be consulted. The candidate may be required to outline to the RS ways in which further preparation may be accomplished. The RS, or other official organizer, is responsible for selecting an impartial observer for HB, C3, B, H/H-A, and A ratings.
- C. The Region may charge a fee for HB and up Prep clinics as well as testing. Candidates will be responsible for their own meals and lodging. The Region will notify candidates if meals will be furnished during the test.

Section 7 Parent's Responsibilities

- A. To make a Pony Clubber's participation in Pony Club a positive, successful experience, the parents need to understand that ratings are not competitive events but an examination of the child's knowledge and skills to determine whether the child is "safe" at the next level. Pushing a child beyond a safe skill level can be not only mentally destructive, but physically dangerous as well.
- B. To prepare the Pony Clubber for ratings, the parents should be committed to getting the child to all Pony Club meetings, mounted or unmounted, local, Regional, or national, on time and with proper equipment and supplies.

- C. To help the child at the rating, the parent should have the Pony Clubber and horse there in plenty of time, being sure the child has any written requirements completed.
- D. To help the Pony Clubber for the future, the parent should encourage the child to assume more and more responsibilities for preparation for testing.

Article V. Regional Rally Competitions

Section 1 Region Responsibilities

The RS must oversee the planning for rallies and is ultimately responsible for their outcome. The RS must ensure that all USPC guidelines are followed. The RS will appoint an Organizer for all rallies and will assist these organizers with any problems. Rallies will be budgeted to break even. Financial losses will be covered by the region. Financial profits will be retained by the region to offset losses and meet other expenses of the region. The RS may cancel a rally due to lack of participation but, for interested Pony Clubbers, the RS will coordinate their participation with another region offering such a competition.

Section 2 Rally Committee Responsibilities

The Rally Committee will oversee and coordinate all aspects of their rally for the MidSouth Region. The Mega-Rally/Rally Organizer will be the chairperson of the rally committee. At least one other Regional officer must be a member of this committee. Rally job descriptions are provided in Addendum B. The committee's responsibilities will be as follows:

- A. Obtain current USPC Rules and Guidelines for the rallies being organized.
- B. Consult with the HMO to secure qualified Chief and Assistant Horse Management Judges.
- C. Make arrangements for a suitable facility.
- D. Employ other officials as needed for each rally.
- E. Prepare and distribute rally entry packet with pertinent information on cost, rules, tentative schedule, required paperwork, entry forms, etc.
- F. Follow National Guidelines from each discipline for qualifying rallies.
- G. Set a budget for each rally based on previous rally experience, estimated costs for judges, facilities, administrative expenses and other officials (TD, EMT, Course Designer, etc.). Any negotiated cost or payments should be in writing. The proposed budget will be provided to the RS and Regional Treasurer prior to each rally.

- H. The rating requirements for each discipline will be determined by the RS and the Rally Committee.
- I. 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 DC's/Club's Responsibilities

- A. Active clubs must take part in planning and implementing some aspect of a Regional rally.
- B. Clubs should encourage participation in all Regional competitions.
- C. Clubs should complete all required rally entry forms, accompanied by a club check, and submit them by the specified deadline to the individual rally secretaries.
- D. Paperwork that is received incomplete or incorrectly filled out may be sent back to the club for correction and resubmitted. A penalty fee may be assessed.
- E. Late entries will be accepted up to 5 days past the postmark deadline. A late entry fee of \$25 per member must be paid.
- F. Coordinate all communications and registrations from club members to the rally secretaries and organizers.
- G. Each club within the region will be responsible for fulfilling at least two volunteer jobs at each rally attended each calendar year. Any club not signing up for two volunteer jobs will be assigned jobs and notified of those responsibilities. Any club not fulfilling their rally volunteer responsibilities will not be allowed to send any members to a rally and/or Championships until the responsibilities have been completed.
- H. The Club DC needs to ensure the horse / rider combination entered in a rally will be safe doing the competition at the level planned. Remember that achieving a rating does not qualify a Pony Clubber for competition in any horse sport. When the DC signs the entry form, he/she agrees that the horse and the rider are a safe rally team. The DC must also sign and remit a copy of the DC Affidavit (See Addendum A.) to that effect.
- I. In order for a pony club member to rate up and attend a rally at their new rating level, the rating must be held and the member pass the rating before the rally Opening Date. Ratings may be held after this date, but the pony club member will have to attend rally at the old rating level.

Section 4 Parent's Responsibilities

- A. It is the responsibility of the parent(s) to return all required, completed paperwork to the DC, or their Club designee, by the deadline specified by the club.
- B. Except for helping to unload heavy items and hanging fans, the parent(s) must leave the barn area and allow the child the freedom to compete without parental "guidance."
- C. Be proactive in volunteering for a job at rally. When asked to volunteer, please do so with a positive attitude.
- D. Watch with a positive, encouraging attitude and good sportsmanship.

Section 5 Pony Clubber's Responsibilities

- A. Be prepared and work for the good of the team.
- B. Have a cooperative, good sportsmanship-like attitude.
- C. Respect the Horse Management Judges and other Rally Officials.
- D. Respect the facility. Leave it in better condition than when you found it.
- E. Take time to make new friends in the Region.
- F. Thank the organizers for their work in planning the competition.

Section 6 Individual Participation in Regional Activities

Rally participation in the region requires that all membership forms be filed and dues paid in the region and USPC for at least one month prior to the opening date of the competition. Active members of another Region may compete with permission of their DC, and the RSs of the MidSouth Region and their region.

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. All Pony Clubbers within the Region who meet the age and rating requirements for the discipline in which they wish to compete, and who qualify at a Regional rally in that discipline (except for special H-A/A Dressage division competitors, who are not

required by USPC to participate in a Regional rally), are eligible to compete at the USPC National Championships. A second team may be sent at the discretion of the Executive Committee if the scores are extremely competitive and the Region can financially commit to two teams.

Section 2 Costs

A. Region

1. The Region will pay for one-half (1/2) of the entry fee of the competitor and the total entry fee of the stable manager.
2. In the event that the team's coach and/or chaperone is not the parent of a competitor, the Region will pay for (reasonable) expenses: 1/2 room, travel, and food. Receipts are required for reimbursement.

B. Competitor

1. The team members and/or their families shall pay one-half (1/2) the entry fee and all costs associated with transportation, team training, transporting the horses, food and lodging.
2. The team members will pay the coach's actual coaching fee (it shall be a reasonable going rate and is negotiated by competitors and their families).
3. The competitor's portion of the entry fees for participating in the Championships will be paid to the Region within ten (10) days of the last day of the Regional competition, unless otherwise instructed by the RS. If the fees are not paid, the competitor's registration and team position will be forfeited.

Section 3 Qualifications

- A. To qualify as a competitor in all disciplines; pony clubbers must be registered members in good standing, be deemed good representatives of the MidSouth Region, and be approved by the Executive Committee. In cases when agreement cannot be reached, the Regional Supervisor shall make the final decision.
- B. A member must compete and qualify at a designated Regional rally for the discipline(s) selected. In riding disciplines, it is the horse and rider combination and the stable manager that will qualify.
- C. If a member is selected for more than one team, the member will be placed on the team that was his/her highest choice and be removed from consideration for all other disciplines.

Section 4 Team Selection

- A. Team selection will take place following the last qualifying rally to allow multiple-discipline members to try for all their choices as designated with the registration. Second teams may be considered depending on qualification letter response, scores, and finances. Selection criteria can be found in Addendum C.
- B. If there are not enough registered entries to field a full team for Championships, every effort will be made to form a scramble team with riders from other Regions.
- C. Only withdrawals for illness of a team member or horse will receive a refund of their registration fee upon receipt of a doctor, or vet's, certificate.

Section 5 Chaperone

- A. The chaperone will be selected from the completed forms received with the packets and appointed by the RS.
- B. The chaperone will perform the duties as described by the USPC and Addendum C.

Section 6 Coaches

- A. The coach will review the rules of the competition and sign the USPC Coach's Form for the competition.
- B. The coach will be selected from the completed forms received with the packets and appointed by the RS.
- C. The coach will coordinate with the chaperone concerning their travel, lodging, and meals.
- D. A coach may coach for another Region, or team, if it is not detrimental to any team or Pony Clubber. Both Regions or teams would share the coach's expenses.

Article VII. General Policy

Section 1 Transfer of Club Membership

A Pony Clubber who wishes to change clubs must have the approval of their present DC, the new DC.

Section 2 Special Recognitions- MidSouth Volunteer Award

MidSouth Volunteer Award to be given to someone who has given of himself or herself over time. The nominee is one who has made a marked contribution and significant difference in Pony Club within MidSouth Region. Written nominations listing the nominees' merits can be given to the RS at anytime during the year. The Executive Committee will consider the nominations and, if deemed warranted, notify the USPC National Office of the winner of the award. This award may not be given every year.

Article VIII. Financial

The financial aspects of the Region are ever changing and reflect the requirements to meet the USPC national expectations, administration and communication.

Section 1 Annual Financial Report

- A. Each year at the November Regional Council meeting, the Treasurer shall present the annual financial report containing the financial statement and listing income and expenses for the year to date.
- B. The region fiscal year is January 1 through December 31st.
- C. A proposed budget will be presented at the February / March meeting.
- D. A returned check of insufficient funds will be subject to a penalty of \$30.00.

Section 2 Income

- A. Membership Dues - \$20.00 per member, \$5.00 late fee if paid after January 1, \$30.00 per pro-rated member.
- B. Quiz Contribution - \$2.00 per competitor.
- C. Rally Entries
- D. Regional Meeting money for meals.
- E. Championships - Each competitor's one-half (1/2) of entry fee.
- F. Clinics - Money received for participation in prep clinics, HM clinics, Instructor's clinic, Riding Clinics, Standards clinics, etc.
- G. Interest - Interest in the bank in an interest bearing checking account.

H. Fund Raisers

Section 3 Expenses

- A.** Annual Meeting – If funds are available, the region will cover the registration and travel costs, and ½ room expense for no more than 2 nights, for the RS, VRS, RIC and HMO. These officers will be responsible for expenses incurred for meals, including RS Dinner and Grand Banquet.
- B.** Regional Meeting - Money spent for meals and meeting rooms.
- C.** Championships - Regional share of entry fees to USPC Championships, coaches' expenses, and/or chaperone expenses.
- D.** Postage, Phone, Supplies - RS and VRS Administration Expenses.
- E.** Testing - Deficit relief for upper level ratings.
- F.** Clinics - Money spent for facilities and instructors.

MIDSOUTH REGION



DC AFFIDAVIT

I, _____, as District Commissioner (DC) of
_____ Pony Club in the MidSouth Region

have assured the appropriateness of this mount / rider combination,

_____/_____,
Name of Mount / Name of Rider

at the level for which they are entered for participation in this pony club

activity, _____.
Name and Place of Pony Club Activity

I also verify mount and rider equipment, both riding and safety, have been checked for proper fit and suitability according to USPC Rules and Standards. (Ex: Helmets, stirrups, bits, etc.) *See USPC Rulebooks.*

We understand **NO** Pony Club Competitor is allowed in, on, or to operate any motorized vehicles (Ex: golf carts, motorized scooters, ATVs, etc.) during the competition’s open barn hours. If this rule is violated, Horse Management penalties may be assessed. *Also see Park Rules.*

Signed: _____ Date: _____
District Commissioner

Addendum B: PROCEDURES

Regional Mega-Rally

ORGANIZING COMMITTEE

- Reviews the suggestions and problems of previous years and makes recommendations.
- Read Rulebooks and Organizer's Guide from USPC National Office.
- Make policy review for:
 1. Dates/Place/Opening and Closing dates
 2. Review Entries-Awards and clarify both
 3. D1 Rally
 4. Cost
 5. Food Competitors Party
 6. Special Considerations
- Make Rally Job Assignments

RALLY ORGANIZER

- Has ultimate responsibility for all rallies in Mega Rally.
- Must be member of the organizing committee
- Will reread Rulebooks and Organizer's Guide from USPC.
- Sends preliminary fact sheets and rally notes by February newsletter, or have it on website.
- Publish and mail entries
- Arrange Grounds Considerations
 1. Ambulance
 2. Portalettes
 3. Bedding vendor
 4. Golf Cart use
 5. Use of KHP rings, courses, stalls as related to each event
 6. Security
 7. Arrange for Vets and Farriers
 8. Coordinate location where written tests will be administered.
- Check with each discipline concerning the needs and recommendations
- Write letters confirming dates and price
- Order, if necessary, judges rulebooks
- Contact hospitality concerning judges' individual needs
- Select ground jury and appeals committee per rule for each discipline
- Coordinate with TDs concerning course review and inspection
- Coordinate with all the lead organizers for each rally
 1. Paperwork needs i.e. Dressage tests, HM forms, etc.
 2. Check grounds needs
 3. Check equipment needs

- Arrange for insurance with USPC for all rallies
- Work together with the Treasurer to pay all judges and officials contracted rates and reimburse receipts for expenses and meals

REGIONAL SUPERVISOR

- Oversees all aspects
- Must be member of the organizing commit
- Coordinate with Rally Organizer to secure the information to prepare the pages for the rally program, not including the competition pages and email to individual rally secretaries.

RALLY SECRETARY(S)

- Must be familiar with the entire rules and use rulebook to set the schedules.
- Must be member of the organizing commit
- Be responsible for:
 1. Receive all entries
 2. Check entries for current coggins, original medical releases, and completeness with correct money and signatures
 3. Arrange for pinneys and/or bridle numbers
 4. Set teams and arrange each rally schedule (schedule is coordinated with Rally Organizer)
 5. Notify clubs of scramble teams
 6. Publish teams and competition schedule
 7. Quickly notify each lead organizer of the competitors and schedule
 8. Gather needed supplies i.e., pencils, markers, poster board.
 9. Stuff rally packets with pinneys, bridle numbers, program and any other applicable paperwork
 10. Make name tags for officials, judges, and each pony clubber
 11. Accept scratches and revise schedule accordingly
 12. Arrange all paperwork alphabetically for ease of distribution upon arrival at rally
 13. Distribute packets at rally
 14. Prepare corrected copies of the program for the necessary officials, judges, and scorers
 15. Prepare an emergency phone list for officials and organizers
 16. Gather the pinneys, bridle numbers, and any other equipment owned or rented by the Region

RALLY TREASURER

- Same as the Region's Treasurer.
- Must be member of the organizing commit
- Record all monies received and write checks for services rendered.

- Keep a check on rally budget and notify the rally organizer if any request is beyond the budget.
- Notify each chairman of his or her own financial limits.

HORSE MANAGEMENT ORGANIZER

- Read the HM Handbook and Guidelines and Rulebooks
- In coordination with the rally organizer and the RS, contract the needed Chief HM judges
- Work with the Regional HMO to get the needed HM assistants and apprentices for the rallies
- Together with hospitality, work out rooms, meals, and transportation for HM including airport drop off and pick up.
- Arrange with the organizer the needs for HM offices, formal inspection stations, vet box, jogging areas, farrier's location and be responsible for making these areas available.
- Gather supplies for the HM offices

OPERATIONS CREW ORGANIZER

- To assist the Rally Organizer(s) in setup and tear-down of equipment, tables, chairs, etc. during the entire rally.
- To assist with final details on the Cross Country Course under the direction of the TD/ Rally Organizer.
- Recruit fellow volunteers to assist in tasks and create a schedule of duty hours/days.

STABLING / PARKING / TRAFFIC ORGANIZER

- Meet with organizer and facility to determine stabling needs
- Review all USPC Organizer's Guides for suggestions
- Prepare stable maps for all officials and HM judges
- Label stalls
- Prepare for early arrival and lay over horses
- Count stalls each night, work together with security
- Arrange and mark parking areas for trailers and automobiles
- Have people available during move in and move out days for ease of traffic
- Work with Park to solve any potential problems in barn area

AWARDS ORGANIZER

- Check with the organizer to determine ribbon needs
- Make sure the order is entered timely, taking discounts where possible
- Contact all perpetual trophy winners, and their respective DC, asking for their safe return to park

- Arrange a parade of teams
- Pass out awards
- Return unused ribbons for use in future rallies

COMMUNICATIONS

- Read the USPC Announcer's Guide
- Arrange two-way radios
- Check with site to determine specific communications needs for Park
- Recruit additional announcers as needed
- Collect all equipment after use and insure contract payment is made

HOSPITALITY ORGANIZER

- Contact motels about group rates
- Prepare an accommodations fact sheet to accompany entries
- Prepare question sheets to determine judges' needs
- Arrange for direct billing of judge's room, if possible
- Contract for meals for judges, officials, and volunteers and arrange for their delivery at rally
- **SET UP WATER COOLERS AT EACH WARMUP RING AND NEAR EVERY BARN**
- **MAKE SURE WATER COOLERS ARE CHECKED REGULARLY FOR REFILLING**
- Prepare competitor's party
- Provide doughnuts and coffee each morning for officials, judges, and volunteers
- Insure payment to all caterers for all service rendered during rally

VENDOR ORGANIZER

- Handles all communication and contracts with the vendors.
- Plan booth space and location for
- Vendors outside the State of Kentucky must file IRS forms for their operation. These forms may be found at KHP office.

SCORING

- Arrange for the scoring of all rallies.
- Be familiar with the rulebooks
- Duplicate any needed score sheets for rally
- Pick a place for central scoring office
- Let hospitality know needs of scorers early
- Gather all needed supplies, pencils, scoring sheets, rulebooks, etc.

- Work out scorer's volunteer time sheet and plan shifts accordingly
- Be on site during the rally as liaison between scorers, judges, TD and Chief Judges.
- Check with awards committee to determine special scoring searches
- Deliver to RS information on candidates qualifying for National Championships immediately after competition

OMBUDSMAN

- Provide a troubleshooting and informational outlet for parents, DCs, and Coaches
- Recruit volunteers to work the office
- Make sure all supplies are gathered in conjunction with all other committees

DRESSAGE RALLY/PHASE ORGANIZER

1. **Read the USPC Complete Guide and Rules for Dressage Rallies, the USPC Rules for Eventing, and Organizer's Guide for D Level Eventing Rallies**
2. Coordinate with the organizer on all matters concerning the Dressage Rally and the dressage phase of Eventing Rally. Suggest judges, review entries, discuss scheduling, duplication of dressage tests, score sheet needs, ribbon requests and their distribution
3. Arrange for equipment set up and take down at rally
4. Arrange for warm up areas and warm up stewards to supervise
5. Arrange for set up and operation of equipment for musical freestyles
6. Recruit scribes, ring stewards, runners, and, if needed, bit checkers
7. Supervise the return of all equipment, be it owned or rented, to the respective source and insure payment for such equipment.
8. Make sure all dressage tests are available to the participants upon completion of rally.

SHOW JUMPING RALLY /STADIUM PHASE ORGANIZER

1. **Read the USPC Complete Guide and Rules for Show Jumping Rallies, the USPC Rules Eventing Rallies, the Organizer's Guide to D Level Eventing Rallies, and the Organizer's Guide to Eventing Rallies, and USPC Tetrathlon Rules**
2. Coordinate with the organizer on all matters concerning the Show Jumping Rally, stadium phase of Eventing Rally and Tetrathlon riding phase.
3. Contact and arrange for course designer for Show Jumping (min. 3 rounds), Stadium for Eventing Rally (one round), and Tetrathlon (one round)
4. Arrange for the use of jumps and arenas that are necessary including the warm up areas.
5. Coordinate all communication needs for rally
6. Prepare all signs needed for competition
7. Recruit needed scribes, timers, and ring stewards. Get two way radios
8. Supervise the return of all rented, borrowed, or purchased equipment and make sure any payment is made on goods and services rendered

CROSS COUNTRY PHASE ORGANIZER

1. **Read the USPC Rules for Eventing rallies and Organizer's Guide to D Level Eventing And Organizer's guide for Novice/Training Eventing Rallies**
2. Coordinate with organizer on all matters concerning Cross Country phase of Eventing Rally, such as, warm up, vet box, scoring needs, supplies, scheduling and briefing, course walks
3. Contact and arrange for course designer
4. Review course with course designer and organizer for jump repairs that are needed
5. Arrange for the use of jumps for warm up areas
6. Coordinate with communications all requirements and facilitate those needs
7. Prepare all signs for XC and XC map
8. Prepare XC course with flags and numbers as needed
9. Recruit needed Chief Fence Judge and all fence judges.
10. Supervise the return of all borrowed, rented, or purchased equipment and make necessary arrangements for payment of all invoices for Eventing Rally

D1 RALLY ORGANIZER

1. **Read the USPC Rules for Eventing Rallies and the Organizer's Guide to D Level Eventing Rallies**
2. Coordinate with Organizer on all matters concerning D1 Rally. Review entries, discuss scheduling, ribbon requests and their distribution, grounds needs and any special requirements for D1, such as C advisors, etc
3. Contact Chairman reminding them to provide for needs of our youngest Pony Club children, such as stabling close to the ring, written test readers, organizing safe zones for parent/child contact
4. Recruit volunteers

GAMES RALLY

1. **Read the USPC Rules for Games Rallies, Uniform Officiating of Rules of the United States Pony Clubs, and the current Horse Management Handbook and Rules for Competitions**
2. Coordinate with the organizer on all matters concerning Games Rally
3. Contact needed Chairman to provide the needs, stabling, judges, and any special requirements for the Games Competition
4. Contact chairman for HMO, written tests, communications, and hospitality
5. Recruit volunteers and personnel to officiate and conduct competition line judges, lane judges, starters, etc
6. Gather needed equipment for games and secure pinneys
7. Set up arena as suggested by USPC rules
8. Schedule competition, return all borrowed, purchased, or leased equipment and make arrangements for payment for all goods

Championship Selection Criteria

- A. In riding disciplines, eligible members, and their mounts, having the four (4) best scores in a discipline shall make up the team for that discipline. In Quiz, Pony Clubbers from each division (Jr.-D, Sr.-D, Jr.-C/B, Sr.-C/B) with the four (4) best scores shall make the team. (Quiz tied scores will be broken by choosing the higher rated member and then, if still tied, by age).
- B. Packets will be sent to the top ten (10) qualifiers. The top four (4) qualifiers will be designated as “qualified” while the remaining six (6) will be designated as “alternates”. The packet, and any subsequent cost packages, will contain cost estimates that outline what will be paid by the Region and what will be paid by the member/family.
- C. Once a member decides they wish to be placed, they shall, by the first of July, or by the due date listed on the packet, return their completed packets, including checks, to the RS or other designated person. Checklists will be in the packets to assist members in fully complying with the registration process. Incomplete packets will not be considered. The member, the member’s parent, or guardian, and the DC, who verifies the desire, age, rating, and commitment, must sign applications. It is the preference of the Region that club checks be submitted for competitors’ one-half (1/2) of entry fees; however, personal checks may also be accepted. Any personal check returned for “insufficient funds” shall result in the member’s club being billed directly by the Regional Treasurer. The amount billed will be the amount of the check, plus the Region’s bank return check charges and an additional \$30 for handling.
- D. Teams shall be selected from returned packets. Any “qualified” member choosing not to participate, or failing to return their completed packet, will be replaced by the next highest ranking “alternate”. **Example: Packets are received, completed and on time, by ranked qualifiers 1, 2, 6, 7, 8, 9, 10. The selected team (assuming a four person team) will be 1st, 2nd, 6th, & 7th qualifiers.** Notification of placement will be sent to all qualifiers sending in packets and refunds of those not placed will be immediate.

The team selection data will be retained and used to fill any unexpected vacancy. The next ranked registered member will be offered the vacant spot on the team.

- E. Team Captain will be appointed by the RS (or appointed deputy) from the qualified members selected for the team. If a member is interested in being team Captain they should mark their entry as such. If more than one member request Captain, the position will be decided by the most senior rated member. If still tied, the highest written test score of the senior members will be team captain. If still undecided after test scores, the RS draws.

