

***USPC
Lake Shore Region
Policies***

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Purpose

These policies are to be used as guidelines for the administration of the Lake Shore Region. They are intended to be the means to carry out the mission statement and guiding beliefs of the United States Pony Clubs, Inc. (USPC)

Mission Statement

USPC, an organization for youth, provides a program which teaches riding, mounted sports, and the care of horse and ponies, thereby developing responsibility, moral judgement, leadership and self confidence.

Guiding Beliefs

The guiding Beliefs of the USPC 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

Reviews and Changes

It is expected that this policy document will change periodically as our Regional experiences cause the need for revisions, additions or deletions of current policy. Any proposals for changes to these policies must be submitted to the regional council 30 days prior to the next regularly scheduled meeting.

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Regional Council

The Regional Council consists of the Regional Supervisor, the Vice Regional Supervisors, Secretary, Treasurer, RIC, HMO, and the District Commissioners of Member in the Region. All officers of the Regional Council shall be members/sponsors in good standing in a Lake Shore Region Club. The President of the USPC and the Vice President of Regional Administration are ex-officio members of the Regional Council. The Regional Council must meet at the request of the Regional Supervisor at least once a year to plan and implement regional activities. All regional officers and D.C.s may vote on regional business. One-third of the Council members constitutes a quorum. Members must be present to vote.

The Regional Council may also meet to discuss regional affairs at the request of the President of USPC or Vice President of Regional Administration.

This policy is based on USPC policy #3110.

Regional Supervisor

The Regional Supervisor has oversight and control over all regional activities. After consultation with the Regional council, the VP of Regional Administration confirms the R.S. The R.S. has complete authority and responsibility for his/her region.

- ◆ There is a term limit of four (4) years for this office. This limit can be extended on an annual basis by majority vote of the Regional Council if no candidate(s) have stepped forth.
- ◆ The R.S. may appoint representatives from the Regional Council to form regional working committees to assist, advise and cooperate with the RS in carrying out the duties and responsibilities of the office.
- ◆ The vice president of regional administration may remove the regional supervisor, with or without cause by request of the regional council.
- ◆ The R.S. has the overall responsibility for enforcing regional policies

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Vice Regional Supervisor

The regional council nominates Vice Regional Supervisors (V.R.S.s). After consultation with the Regional council, the VP of Regional Administration confirms the R.S. The V.R.S.s assist the R.S. in the performance of his/her duties and responsibilities.

- ◆ There is a term limit of three (3) years for this office.
- ◆ A V.R.S. is considered an RS in training and customarily advances to this position. However, all active members of the Regional Council are eligible and encouraged to run for election to all council positions
- ◆ If the current V.R.S. chooses not to advance to the position of RS the Regional Council will elect a new V.R.S. and the current VRS will vacate the position at the time of the election.
- ◆ The number of Vice RS positions will be determined by the number of local clubs in the region. For every 5 clubs, an additional position of VRS can be added at the recommendation of the RS to the Regional Council. (Example: 5 local clubs=1VRS; 10 local clubs=2 VRS; 15 local clubs=3VRS, and so on)
- ◆ If the workload becomes more than the RS and VRS can comfortably handle, the RS can request the Regional Council to approve an additional VRS position in lieu of the above formula.
- ◆ Duties of the V.R.S. may include:
 - ◆ Championship Entry Coordinator
 - ◆ Regional Rally Coordinator
 - ◆ Upper Level Ratings Coordinator
 - ◆ New Club Development
- ◆ The V.R.S. will assume the duties of the R.S. is he or she is absent or unable to perform the duties of RS, or plans to retire before their term expires.

Regional Treasurer

The Treasurer is responsible for the receipt, disbursement, and investment of regional funds. The Treasurer must submit an annual financial report to the regional council and national office, and must insure compliance with IRS requirements.

Term limit for this job?

The Lake Shore region will adhere to USPC policy 3014 with the following additions:

- ◆ The regional treasurer will be a sustaining member of USPC.
- ◆ The regional will pay the sustaining membership dues of the regional treasurer.
- ◆ There is no term limit for this office.
- ◆ An independent audit of the regional books will be conducted every two years
- ◆ The regional council may with or without cause, remove the regional treasurer from office.
- ◆ A receipt is required for expenses over \$25.00.

Regional Secretary

The Secretary is responsible for the maintaining regional minutes and policies.

Term Limit for this job?

The Lake Shore region will adhere to USPC policy 3013 with the following additions.

- ◆ The regional secretary will be a sustaining member of USPC.
- ◆ The region will pay the sustaining dues of the regional secretary.

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- ◆ There is no term limit for this office.
- ◆ The regional council may with or without cause, remove the regional secretary from office.

Regional Instructional Coordinator

The Regional Supervisor appoints the Regional Instruction Coordinator (RIC). This RIC serves as liaison between the Instruction Council and region to disseminate policies and keep programs up-to-date. The RICs duties *may* include:

- ◆ Assessing regional instructional needs and advancing a program of regional instruction designed to meet those needs.
- ◆ Working with the RS to identify club instruction needs
- ◆ Assist D.C.s with effective mounted and unmounted programs
- ◆ Advise clubs on prep clinics and ratings
- ◆ Maintain resource list of instructors, examiners and facilities.

The Lake Shore region will adhere to USPC policy 3015 with the following additions:

- ◆ There is no term limit for this office
- ◆ The region will pay the sustaining dues for the RIC.

Horse Management Organizer

The Regional Supervisor appoints the Horse Management Organizer (HMO). The HMO is responsible for recruiting and selecting Chief and Assistant Horse Management Judges based on the rules established by the USPC Horse management Handbook to work at regional rallies.

The HMO will use the following procedure to select Assistant and Apprentice Judges for Rallies
Assistant Judges

1. LSR District Commissioners are to be surveyed each year in the spring for a list of eligible candidates for assistant judges. If necessary this list can be expand to DCs from neighboring regions. It is recommended that 2 assistants be assigned to each individual HM judge.
2. Assistant Judges must be at least a C-3, 16 years or older and be an active member of the local club.
3. Active participation in a local club is defined as:
 - ◆ Being a member in good standing with a record of participation in mounted/unmounted instruction/activities;
 - ◆ Teaching/coaching;
 - ◆ Competing in mounted activities as a member of a club or regional team.

The DC shall consider and acknowledge special circumstances such as employment or college that may limit a member's participation when submitting the active candidate list.

4. Letters of recommendation are not necessary for C-3 and above candidates submitted by the DC
5. If the list o eligible candidates for HM Assistants is greater than the need for any one rally, the position will be offered to each candidate on simple rotation basis for each succeeding rally of that season. All HM Assistant candidates will be notified of the rally that they are to serve by mid June of the season.
6. Travel expenses (gas, food and lodging) of HM Assistants will be paid for by the Region. The HM Organizer can recommend a stipend for each Assistant if it is deemed necessary.

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7. Assistant HM Judges will receive a written evaluation of their contribution to the rally. DCs will receive a copy of this evaluation.

Apprentice Assistant Judges

1. LSR District Commissioners are to be surveyed each year in the spring for a list of eligible candidates for apprentice judges. Up to four (4) apprentices can be assigned to each individual HM judge.
2. Apprentice Assistant Judges must be at least a C-3, 15 years or older, and be an active member of the local club.
3. Active participation in a local club, club is defined as:
 - ◆ Being a member in good standing with a record of participation in mounted/unmounted instruction/activities;
 - ◆ Teaching/coaching;
 - ◆ Competing in mounted activities as a member of a club or regional team.

The DC shall consider and acknowledge special circumstances such as employment or college that may limit a member's participation when submitting the active candidate list.

4. Letters of recommendation are not necessary for C-3 and above candidates submitted by the DC
5. If the list of eligible candidates for HM Apprentice Assistants is greater than the need for any one rally, the position will be offered to each candidate on simple rotation basis for each succeeding rally of that season. All HM Apprentice Assistant candidates will be notified of the rally that they are to serve by mid June of the season.
6. Only travel expenses (gas, food and lodging) of HM Apprentice Assistants will be paid for by the Region.
7. Assistant HM Judges will receive a written evaluation of their contribution to the rally. DCs will receive a copy of this evaluation.

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Regional Nominating Committee

Nominate candidates who will promote and implement USPC's policies and principles as well as represent the interests of the region's clubs.

- ◆ Present slate of officers for the following year at the fall regional meeting.
- ◆ The term of service for this committee is at the RS's discretion.
- ◆ The chair of the nominating committee shall try to maintain a roster of individuals who may be qualified for election as regional supervisor, vice regional supervisor, regional treasurer, regional secretary and any other necessary regional leadership positions as identified by the RS

District Commissioners and Joint District Commissioners

District Commissioners and/or Joint District Commissioners are expected to attend or send a delegate to:

- ◆ regional council meetings
- ◆ all rallies their club is participating in
- ◆ any regional or national testing that a candidate from their club is participating in
- ◆ meet the following criteria for an active club
 - ◆ Submit regional dues, minutes of sponsors meeting, treasurer's report, list of PC members, sponsors, and officers, and any other requested information to the RS each year by the deadline established by the RS.
 - ◆ Submit all national dues and required paperwork to USPC by the deadline established by the national office.
 - ◆ Sponsor or co-sponsor or assist with a regional activity at least once a year.
 - ◆ Participate in regional rallies, know-down, clinics or fund-raisers.
 - ◆ Send a representative with voting privileges to all Regional Council Meetings
 - ◆ Send Pony Clubbers to regional activities who are safe and adequately prepared for the activity.
 - ◆ Keep the RS informed of club activities by sending newsletters, or periodic reports.
 - ◆ Submit a summary of activities for the past year and a tentative calendar of events for the coming year at the fall meeting
 - ◆ Hold regularly scheduled meeting mounted and unmounted meetings
 - ◆ Provide rating opportunities to members at least twice each year.

The regional supervisor may with the permission of the Vice President of Regional Administration remove a district commissioner or joint district commissioner from office with or without cause.

The Regional Board shall be previously informed of problems and said pending action. And the RS shall submit a written report regarding cause and action taken.

Regional Junior Board

Need input from them!

- ◆ Purpose
- ◆ Criteria for election
- ◆ Officers
- ◆ Advisor

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Regional Dues & Fees

Ensure that the member clubs and Lake Shore region maintain financial stability. The Lake Shore region will adhere to USPC policy 4100 with the following additions:

Regional Dues

- ◆ Regional dues are \$20.00 per Pony Clubber
- ◆ Regional dues will be determined annually by recommendation of the regional supervisor and treasurer by vote of the regional council at the fall meeting.
- ◆ Regional dues are to be submitted to the treasurer by no later than November 15th of each year.
- ◆ A per-member late fee of \$5.00 will be charged to member clubs who remit regional dues after November 15th.
- ◆ A member club that has failed to send in its regional membership dues by December 31st shall be advised in writing that:
 - ◆ It is prohibited from participation in regional activities
 - ◆ It's members. will not receive regional correspondence or newsletters.
- ◆ If regional dues are not received by January 31st, it will be recommended to the board of governors to put the club on probation.
- ◆ No refunds or credits

Rally Refunds

- ◆ If a horse, rider or stable manager is injured before the official closing date for rally and the rally secretary is notified prior to the closing date, a full refund will be made.
- ◆ If a horse, rider or stable manager is injured before the start of rally but after the closing date, a full refund less \$25 dollar office fee will be made.
- ◆ If a horse, rider or stable manager is injured at rally prior to participating in any aspect of rally (i.e. Written test, formal inspection, riding) a partial refund will be allowed as follows: total fees less \$25 office fee, , less \$25 participation fee.
- ◆ If a rider or horse is injured at rally after the start of the rally, there will be no refund.
- ◆ *No refunds will be granted without proper documentation from a physician or veterinarian. Such documentation should be forwarded to the treasurer.*

Clinics and Upper Level Ratings

- ◆ Due to the expense of hosting testings, once a candidate financially commits to attending a testing, there will be no refund. Failure to pay will result in losing regional member-in-good-standing status, limiting opportunities to participate in regional activities. However, the Regional Board can consider leniency in individual cases if so requested.

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Operating Fund

The fund is maintained primarily through dues, fees, fund raising, and interest from checking accounts, savings accounts and certificates of deposit. This fund is used to reflect the daily financial transactions of the Lake Shore region. It includes general, administrative, and office expenses as well as expenses associated with carrying out regional activities including regional testings, national testings, prep clinics, rallies, national championships, attendance at annual meeting, and seminars. For RS, VRS. and RIC or their designated representatives.

This policy is based on USPC policy #7800

Reimbursement of Expenses

To prevent finances from being a barrier to the acceptance of a regional position, reasonable expenses will be reimbursed. Receipts or other valid documentation are required. The Lake Shore region will adhere to USPC policy 0700 with the following additions:

- ◆ Sustaining member dues for the R.S., V.R.S., regional treasurer, regional secretary RIC, will be paid by the region.
- ◆ The Regional Council shall review the regional finances annually at the fall meeting. If the regional treasury has adequate funds, the Regional Council will consider funding office attendance (lodging, transportation, food and registration fees) at the annual USPC meeting. The Regional Council shall determine the level of funding and the number of authorized attendees (RS, Officers, HMO, DCs or Jt DCs are all eligible to be considered for funding.
- ◆ The region will reimburse long distance phone expenses incurred by the R.S., V.R.S., regional treasurer, regional secretary, or any volunteer in connection with regional activities (administrative, testings, clinics, and rallies).
- ◆ Lodging, transportation, food expenses incurred by the R.S., and one (1) V.R.S. for attendance at rallies, know-down, and regional or national testings involving a Lake Shore region member will be reimbursed
- ◆ Lodging, transportation, food expenses incurred by the RIC or HMO for attendance at rallies, know-down, or clinics when serving in their official position as RIC or HMO will be reimbursed.
- ◆ Lodging, transportation, food expenses incurred by the RIC or HMO to required meetings or activities that are related to their office will be reimbursed by the region.
- ◆ Postage and office supply expenses incurred by members. of the regional council will be reimbursed by the region

This policy is based on USPC policy #0700

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Education

The Regional Supervisor and RIC are responsible for the general education of the Pony Clubbers and D.C.s in their region. In attempting to fulfill this responsibility, the Region should offer:

- ◆ Educational programs and seminars
- ◆ Standards clinics
- ◆ Instructors, testers and judges clinics
- ◆ Semi-annual Regional Council meetings
- ◆ Prep and horse management clinics
- ◆ C3 and up ratings

Ratings

Region's Responsibility

- ◆ Obtain and uphold the USPC standards of proficiency
- ◆ Organize at least one C3 rating each year. Additional C3 ratings may be held if the Regional Council requests them.
- ◆ Select the examiner for all C3 ratings. The C3 examiner must be a National Examiner, or have participated in a C3 rating with a National Examiner in the last two years. The RS and RIC (or whomever they designate) are responsible for selecting the testing site and for overseeing the organization of all national tests in the region.
- ◆ Schedule B, HA and A ratings if there are sufficient numbers of Pony Clubbers at these levels. If there are not enough regional candidates, the RS will make arrangements for candidates to be tested in another region.
- ◆ Select the impartial observer for C3, B, HA and A ratings.
- ◆ Recommend candidates for these ratings. The RS may require candidates to attend prep clinics prior to approving the application. The candidate may be required to outline for the RS the ways in which further preparation will be accomplished.

DC and Club's Responsibility

- ◆ To provide for the club ratings D1 through C2 a minimum of twice a year. D.C.s may work with other clubs to combine ratings.
- ◆ Arrange for a suitable examiner:
- ◆ Follow through on any re-testing.
- ◆ Recommend C3 and up candidates to the RS. The DC should make opportunities available for teaching, and oversee the candidate's preparation and planning.
- ◆ Educate the candidates, parents and observers about testing procedures and proper conduct at the testing.
- ◆ Attend prep clinics and ratings when possible.

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Pony Clubber's Responsibility

- ◆ Maintain good communication with the DC regarding their preparation and readiness to apply for the next rating.
- ◆ Be aware of all the requirements for their rating.
- ◆ Help with club and regional activities, such as teaching and assisting at rallies.

Active Participation

Participation for C3, B, H, HA and A candidates

This policy establishes only a minimal acceptable level of participation. The expectation is that most pony Clubbers at this level will be far more active and will have “given back” to pony club part of what they have received.

The Lake Shore region will adhere to USPC policy 3120 with the following additions.

- ◆ In the 12 months prior to the deadline date for applying for a C3, B, H, HA or A testing, the pony clubber must have participated in at least four pony-club sponsored activities as either a participant, instructor, or official. These activities would include, but not limited to, the following:
 - ◆ Unmounted instructional meetings
 - ◆ Mounted instructional meetings
 - ◆ Regional know-downs
 - ◆ Regional rallies (team member of Assistant Horse Management Judge)
 - ◆ USPC championships
 - ◆ Clinics
 - ◆ Testings (conducted by the pony clubber)
 - ◆ Club-sponsored competitions
- ◆ The candidate must have competed as a rider and stable manager at a rally prior to taking the C3 test.
- ◆ The candidate is responsible for documenting their accomplishments in a letter to the DC at the time of application
- ◆ All Candidates are required to attend a prep-clinic. This provision may be waived at the discretion of the RS.
- ◆ The Candidate must be a member in good standing without any outstanding regional debts.

Regional Competitions

Region's Responsibility

The Region oversees planning for competitions. The RS or appointed liaison person should:

- ◆ Set dates for regional competitions.
- ◆ Ensure that all USPC guidelines and standards of conduct are followed.
- ◆ Assist organizing club with any problems they may have.
- ◆ Administer written test at the competition.
- ◆ Determine the Regional fee that will be collected from each competitor as part of entry fee.
- ◆ Discuss how profit derived from any regional competition is to be shared by the organizing club(s) and region.
- ◆ Uphold USPC Mission Statement.

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Organizer's Responsibility

- ◆ Obtain USPC rules and guidelines for the competition that they are organizing.
- ◆ Meet with the RS or liaison person to periodically review the plans.
- ◆ Make arrangements for use of a safe facility.
- ◆ Provide for safety and comfort of Pony Clubbers and their horses (meals, water, pens, EMT's, toilets, etc.)
- ◆ Consult HMO for qualified judges. Chief Horse Management Judges should have completed the USPC Horse Management training.
- ◆ prepare a budget for the competition to keep fees as low as possible. Budget must be reviewed with RS.
- ◆ Submit financial statements with all receipts to the Treasurer within 60 days of the rally
- ◆ List refund policies on the entry forms
- ◆ Notify the parent or horse owner before a vet provides non-emergency treatment to a horse at a rally
- ◆ Uphold USPC Mission Statement.

DC and Club's Responsibility

- ◆ Keep members informed of regional activities.
- ◆ Provide accurate estimates of participation to organizers. Organizers need accurate estimates to plan their budgets and provide adequate personnel.
- ◆ Complete and return all required items by the closing date.
- ◆ Assure the participant's proficiency at the level of planned competition
- ◆ Inform the parents of the rules of the competition.
- ◆ Uphold USPC Mission Statement.

Pony Clubber's Responsibility

- ◆ Be an active and co-operative team member.
- ◆ Respect organizer's efforts and the facility
- ◆ Uphold USPC Mission Statement.
- ◆ Ill or injured horses
 - ◆ The pony clubber must contact the parent and/or the owner of the horse
- ◆ Driving Discussion Point
 - ◆ May drive to and from a rally if they have written permission from a parent. No other pony Clubber may ride in the car unless they have written permission from their parent or guardian.
 - ◆ Keys must be delivered to the R.S. or Rally Organizer or the DC of the driver's club each day when they arrive at the rally grounds
 - ◆ They may not drive between the rally grounds and the hotel unless they have written permission from a parent.

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Championships

Eligibility

- ◆ Dressage
 - Riding: The average of the two test scores must be at least 60%
 - Horse Management: Must be in the top 1/3
- ◆ Show Jumping
 - Must be in the top 1/3 for jumping and horse management. Only two competitors can be Horse 1
- ◆ Horse Management: Must be in the top 1/3 Combined Training
 - Must be in the top 1/3 for riding and horse management
 - Horse Management: Must be in the top 1/3
- ◆ Knowdown
 - Must have competed in the regional rally
 - Discussion point – do we need a standard?*

Administration

- ◆ Intent forms are due by the designated deadline.
- ◆ The region will pay 1/2 of the team entry, subject to approval by the regional council. A portion of the rally fees will be set aside to support our championship teams.
- ◆ The region will furnish teams with a regional banner. Team members are responsible for any loss or damage.
- ◆ The region will furnish helmet covers and saddle pads for team members. Team members may buy the pad if desired. A deposit for the cost of the pad is required and will be returned upon return of saddle pad less cleaning fee. Team members are responsible for lost or damaged saddle pads.
- ◆ Team Members are responsible for reimbursing the region for any fees charged to the region dirty stalls.
- ◆ A Pony Clubber loses their regional member-in-good-standing until all damages or fees are received by the region.