

# The Sunshine Region Pony Clubs Policies – 2010 Edition



USPC  
SUNSHINE REGION

*Please Note: This edition of the policies includes all of the changes voted into effect during the Annual Regional Council Meeting (September 26, 2010). The Sunshine Region is currently operating under these policies.*

# 2010 Edition Sunshine Region Policies

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## ***2010 SUNSHINE REGION POLICIES***

The parenthetical notes following the sections of these Policies indicate the dates of action by the Regional Council upon such sections.

### **ARTICLE I. PURPOSE, AMENDMENT AND WAIVERS**

#### **Section 1. Purpose**

These policies shall provide guidelines for the administration of Sunshine Region activities. The policies shall in no way lessen the powers and authority granted the Regional Supervisor under the By-laws of the United States Pony Clubs, Inc., and By-laws of Regions of The United States Pony Clubs, Inc. These policies are intended to carry out the Mission Statement in accordance with the Guiding Beliefs of the United States Pony Clubs, Inc.

(November 1992, November 2000, November 2003)

#### **Section 2. Mission Statement**

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

(November 1992, October 1994, November 2003)

#### **Section 3. Guiding Beliefs**

- USPC is an educational organization, which progressively develops the well-rounded horseperson.
- The well-rounded horseperson 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 horseperson.
- 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 USPC.

(October 1994, November 2003)

## **Section 4. Code of Conduct**

The Sunshine Region Pony Clubs, Inc. will use the following moral and ethical guidelines in all decisions and activities:

1. Integrity
2. Fairness
3. Sportsmanship
4. Commitment with Responsibility
5. Compassion
6. Diplomacy
7. Respect
8. Discretion
9. Patience
10. Consistency
11. Service

(Fall 2002, November 2003)

## **Section 5. Changes**

Changes to regional policy may be required from time to time and shall be submitted to the Regional Executive Committee for inclusion on the agenda for the next spring or fall Regional Council meeting before presentation to the Regional Council for approval. All proposed changes to regional policy must be submitted in writing to all the District Commissioners and Joint District Commissioners at least 30 days before the Regional Council takes action upon regional policy changes. Any regional policy change must be approved by at least two-thirds of the clubs in the region.

(November 1992, October 1994, November 2003)

## **Section 6. Deviations and Waivers**

In a situation with special circumstances, the Regional Supervisor may authorize deviations to or waivers of regional policy after consultation with a Vice Regional Supervisor or the appropriate committee chairperson, if such deviations or waivers do not conflict with the current USPC Bylaws.

(November 1992, October 1994, November 2003)

# **ARTICLE II. REGIONAL ORGANIZATION**

## **Section 1. USPC By-laws of Regions**

The Sunshine Region will follow the USPC By-Laws of Regions and follow the current Regional Supervisor Handbook and District Commissioner Handbook for Regional Organization. (November 2003)

## **Section 2. Composition of Regional Executive Committee**

(a) The Regional Executive Committee shall be composed of the Regional Supervisor, Vice Regional Supervisors of designated areas, Secretary, Treasurer, Horse Management Organizer (HMO), and the

Regional Instruction Coordinator (RIC). Any member of the Board of Governors residing in the Sunshine Region becomes an honorary nonvoting member of the Regional Executive Committee. This committee shall be responsible for the day-to-day management of the region and shall be subject to the direction of the Regional Council.

(b) Every means should be taken to have as many clubs as possible represented at the regional level. This not only distributes the regional workload, but also provides club involvement at the regional level. Therefore, multiple officers or committee members from the same club should be avoided if at all possible.

(November 1992, November 1993, October 1994, November 2003)

### **Section 3. Election of Regional Executive Committee**

The Nominating Committee shall present a slate of candidates, which will be presented as part of the agenda for the fall meeting of the Regional Council. The offices to be filled are Regional Supervisor, Vice Regional Supervisors of designated areas, Secretary, Treasurer, and Regional Instruction Coordinator (RIC). Officers will be elected with a secret ballot by the Regional Council at the fall meeting.

(November 1992, November 1993, October 1994, October 1998, November 2003, May 2010)

### **Section 4. Duties and Responsibilities of Regional Supervisor**

The current USPC Regional Supervisor Handbook serves to direct the duties and responsibilities of the Regional Supervisor. See Pages 6 and 7 or the Current RS Handbook Revised in December 2004 for the complete documentation, which contains the following duties:

- Approve and appoint DCs and JtDCs of the region
- Appoint officials (HMO) and to delegate to any such official the power to act for the region with respect to specific duties.
- Maintain current Regional & National Policy Book. To be familiar with and to ensure the Region, and all the clubs in the region, adheres to the policies of USPC.
- Complete all reports in a timely manner, meeting all deadlines.
- Act as liaison between the Board of Governors, national officers and committees, and clubs within the region.
- Provide information to all involved with the planning and administration of clubs and instruction and activities programs.
- Perform an annual review of club financial reports, making suggestions as necessary.
- Submit to the National Office a confidential yearly report on each club
- Organize at least one annual planning meeting of the Regional Council in the fall of the year, assist in planning forthcoming regional activities at the meeting, and receive the report of the Regional Nominating Committee. To ensure that notice of the annual regional planning meeting is e-mailed to members of the regional council at least 30 days prior to the meeting.
- Ensure that a copy of the minutes of the annual meeting is sent to the National Office and to the Vice President of Regional Administration (VPRA) by the required deadlines.
- Establish a regional fund to be administered by the Regional Treasurer for the purpose of defraying part or all of the expenses of regional clinics, teams, or other regional activities as the clubs of the region may from time to time authorize and to assist the RS and VRS in defraying a portion of their expenses.
- Ensure that the Treasurer keeps accurate financial records and submits a financial report to the regional planning meeting.
- Set regional dues and fees with the approval of the Regional Council.
- Maintain Corporate Membership in USPC.
- Establish with the Regional Council, such regional policies as may be necessary for the efficient administration for the region and to ensure that regional policies are consistent with national policy and have been approved by the VPRA.

- Ensure club policies and activities are consistent with national and regional policy. The RS must approve and should have a copy of the policies of every club.
  - Assess and evaluate club mounted and unmounted instructional programs with the assistance of the RIC.
  - Organize or appoint a chairperson to organize at least one USPC qualifying competition in each discipline at the regional level or to facilitate opportunities for members to qualify for Championships at these events in other regions.
  - Organize test preparation clinics for upper-level ratings for candidates in the region.
  - Cooperate with the National Testing Committee in seeking upper-level testing sites within the region and to be responsible for coordinating any such testings.
  - Recommend candidates for upper-level ratings and to endorse only those active Pony Club members who meet the requirements listed in the Standards of Proficiency.
  - Attend regional activities, especially testings, and, where appropriate, to take an active role in the planning of such activities.
  - Maintain personal contact with the DCs of the clubs in the regions, supporting and advising as necessary and appropriate.
  - Encourage communication within the region. Establish a regional newsletter for the purpose of facilitating communication between the clubs and in the region.
  - Appoint a public relations person and / or webmaster, who will prepare and distribute show results, provide local and regional newspapers with Pony Club information, and maintain contact with other national, state, and regional horse organizations.
  - Attend nationally organized RS activities.
  - Attend the national championships whenever possible.
  - Attend Leaders Camp
  - Ensure that the Regional Treasurer completes and files the end of the year financial report by the February 15<sup>th</sup> deadline.
  - Ensure that proper insurance coverage has been obtained for regional activities.
- (November 2003, October 2008, May 2010)

## **Section 5. Roles of Regional Officers**

### **A. Vice Regional Supervisor(s)**

The Vice Regional Supervisor is nominated by the Regional Nominating Committee and elected yearly by the Regional Council for a term specified in the regional policies. The individual may not serve as regional secretary or treasurer and may not serve as a DC or Jt-DC (unless the Regional Council grants an exception). No family member shall serve as regional secretary or treasurer or as DC or Jt-DC (unless the Regional Council grants an exception). The duties of the Vice Regional Supervisor are as follows:

- Support and assist the Regional Supervisor.
- Be familiar with the activities, events, and the status of clubs within the region.
- Perform the duties of the Regional Supervisor when he or she is away or unable to act.

### **B. Regional Secretary**

The Regional Secretary is nominated by the Regional Nominating Committee and elected yearly by the Regional Council for a term specified in the regional policies. The individual may not be RS or VRS, or a family member of either. The duties of the Regional Secretary are as follows:

- Attend all regional meetings.
- Take minutes and distribute them. Minutes are sent to all clubs, regional officers and leaders, others designated by the RS or Regional Council.
- Send minutes of the Annual Meeting and those of any other regional meetings at which a change of RS, Vice RS, Secretary, or Treasurer takes place to the Director of Regional Administration and Member Services in the USPC office.
- Notify VPRA of any such changes.

- Maintain a file of minutes and deliver it promptly to his or her successor.
- Maintain records of the region including, but not limited to, policies and minutes of Regional Council meetings.
- Maintain the regional membership list, making available membership lists and mailing labels when requested for any regional function.
- Send notification to the Regional Council of regular and annual Regional Council meetings. For regular meetings, such notices shall be e-mailed at least 15 days prior to the meeting. Notice of the Regional Annual Meeting must be e-mailed at least 30 days before such meeting.
- The Regional Secretary may call a meeting of the Regional Council.
- It is strongly recommended by the Board of Governors that the Regional Secretary be a Corporate Member of USPC.

### C. Regional Treasurer

The Regional Treasurer is nominated by the Regional Nominating Committee and elected yearly by the Regional Council for a term specified in the regional policies. The individual may not be RS or VRS, or a family member of either. The duties of the Regional Treasurer are as follows:

- Maintain the checkbook, keep receipts and other financial documents, write regional checks, and oversee budgets for all regional activities.
- Attend all regional meetings and should be prepared at every meeting to give a full accounting of all expenditures and receipts since the previous meeting.
- At Regional Planning meetings, the Treasurer must submit a financial report disclosing all receipts to, disbursements from, and balances of all regional accounts.
- A financial statement from the Treasurer for the calendar year must be completed and sent to the National Office and others as instructed. The deadline for submission is February 15 of the following year. This report is used to comply with IRS requirements regarding the tax-exempt status of The United States Pony Clubs, Inc.
- Relinquish all financial records immediately to a properly approved successor.
- The Treasurer may be requested by the RS to complete and mail insurance forms to the National Office, including the List of Landowners and Locations forms, and those for special activities.
- The Board of Governors strongly recommends that the Regional Treasurer be a Corporate Member of USPC.

(October 2008)

## Section 6. Regional Council

(a) The Regional Council shall be the voting body of the regional organization. This Council shall meet at least twice yearly, in the spring and in the fall to direct activities of the region, as per recommendation of the RS Handbook.

(b) The membership of the Regional Council is defined in the Regional By-laws published in the USPC Handbook, Section II, Article V. The District Commissioners of the member clubs assigned to the region are members of the Council. Only members of the Regional Council have a vote in regional matters. All interested persons are welcome to attend.

(c) Joint District Commissioners, although wanted, needed and welcome at Regional Council meetings, are not members of the Regional Council unless acting on behalf of an absent District Commissioner.

(d) Even though elections of District Commissioners are held prior to the fall Regional Council meeting, the Region does not want to lose the benefit of the experience of the outgoing District Commissioners. Therefore, for the purpose of maintaining continuity in the operation of the Region, the transition of Regional Council membership shall take place at the annual fall Regional Council meeting. Both outgoing and incoming District Commissioners are requested to attend.

(e) The membership transition shall take place after discussion of or action upon any old business. Thus, the outgoing District Commissioners vote on old business prior to the nomination and election of regional officers, and the incoming District Commissioners elect the regional officers and vote on new business after the election. This policy has no effect on when the newly elected District Commissioners take charge of the member clubs. If only the outgoing or incoming District Commissioner attends the Regional Council meeting, that District Commissioner may vote on all matters. (November 1992, October 1994, October 1998, December 2006, May 2010)

## **Section 7. Regional Council Meetings**

(a) Every member of the Regional Council shall be notified by the Regional Supervisor of an upcoming meeting. The notice shall contain the date, time, and place of the meeting and an agenda. The agenda shall be prepared by the Regional Supervisor and shall list the items that will be discussed at the meeting. The notice shall be mailed to each member of the Regional Council at least 30 days before the meeting.

(b) For the purpose of transacting regional business, a majority of the clubs in the region must be represented. There are no proxy privileges for any club.

(c) All District Commissioners are required to attend the fall and spring meetings of the Regional Council. 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 the budget for the coming year; acting on proposals to amend or add to regional policies; and any other areas of concern. The spring meeting's agenda will include a review and update of the plans and activities scheduled for the year, a report on the USPC annual meeting, and the election of the nominating committee. Each club is asked to bring enough copies of its membership, sponsor, and officer lists and a calendar of events for each Council member to receive a set at the spring and fall meetings.

(d) Additional meetings of the Regional Council may be called by the Regional Supervisor, Vice Regional Supervisors, the USPC President, the USPC Vice President of Regional Administration, or by written petition of one-fourth of the member clubs' District Commissioners, upon thirty days' written notice specifying the date, time, place and agenda. Each member club is expected to send a representative to all regional meetings.

(e) If the District Commissioner or the Joint District Commissioner of any club cannot attend a meeting of the Regional Council, one of them must notify the Regional Supervisor, in writing, prior to the meeting of their inability to attend. Another sponsor of the club, at least 22 years of age, excluding the Regional Supervisor and the Vice Regional Supervisors, may represent the club and vote in the absence of the District Commissioner and the Joint District Commissioner, if the Regional Supervisor so approves.

(f) When a club is not represented at a Regional Council meeting, the interests of the Pony Club members from that club are not represented. All Pony Club members need to be represented at the Region's two mandatory meetings per year. A Pony Club that misses two consecutive mandatory Regional Council meetings will be placed on Regional Provisional Status (RPS) until the next Regional Council meeting. No regional rally entries will be accepted from clubs on RPS, and regional educational opportunities will be denied members of such clubs.

(November 1991, November 1992, March 1993, October 1994, October 1998, November 1999, November 2000, October 2008)

## **Section 8. Regional Updates**

Regional updates will be available on the region website at [www.sunshineregionponyclubs.org](http://www.sunshineregionponyclubs.org). Updates requiring more immediate action will be sent to all member clubs via e-mail.

It is expected that each club will keep the Regional Supervisor advised of its activities.  
(November 1992, October 1994, October 1998, October 2008)

## **ARTICLE III. FINANCE**

### **Section 1. Annual Budget**

Thirty days prior to the Annual Meeting the treasurer will send out the budget for each regular activity based on the amount spent the previous year.  
(September 2010)

### **Section 2. Regional Dues**

(a) Regional dues are due November 30th for the coming year, and become past due on January 1st. The amount for dues shall be \$25.00 per member.

(b) Regional dues shall be sent to the Regional Supervisor, must be paid with a club check, and must be accompanied by the name, address, and telephone number of each individual for whom dues are paid. Regional dues are not prorated, and regional dues for new members joining during the year are to be sent promptly. However, any member joining after September 1 in any calendar year will pay regional dues of \$10.00 for the remainder of that calendar year.

(c) Any club delinquent in paying any regional dues is not eligible for any regional competition or other activity.  
(November 1988, October 1994, October 1998, November 2000, October 2007, October 2009)

### **Section 3. Reimbursement for Regional Expenditures**

(a) Regional funds will be used to pay for expenditures approved in the annual regional budget. Receipts or copies of bills must be presented to the Regional Treasurer along with the "USPC Expense Form (Request for Reimbursement)" for reimbursement. Any expenditure by anyone, other than those approved in the annual budget, over \$250.00 must be approved by a simple majority of the Regional Executive Committee.

(b) Funds for other activities may be authorized by the Regional Supervisor, as availability of funds permits, for activities that are equally beneficial to all Pony Club members in the region.  
(November 1999, November 2000, October 2007, May 2010)

### **Section 4. Reimbursement of Expenses of Regional Executive Committee**

(a) Regional funds will be used to pay telephone, postage, office supply and occasional travel expenses incurred by regional officers acting on behalf of the Region upon submission of copies of bills or receipts to the Regional Treasurer. Travel expenses will be reimbursed at the rate per mile shown on the USPC Expense Form.

(b) All expenses incurred by the Regional Supervisor and one other Regional Officer in attending the USPC Annual Meeting shall be paid by the Region. If either the Regional Supervisor or the Vice Regional Supervisor (of the region) cannot attend the annual meeting, the Region will offer to pay the expenses of one of the Vice Regional Supervisors of a designated area. Expenses will be paid for only two officers of the region to attend the USPC Annual Meeting.

(c) All expenses to be considered for reimbursement must be submitted on the standard USPC Expense Form found on the USPC website. Applicable receipts must be attached.  
(November 1988, October 1994, November 1999, October 2009, May 2010)

(d) All requests for reimbursement must be postmarked within 30 days of the last day of the activity. Late requests will not be paid. Reimbursements must be sent out within 30 days of approved and verified expenses. (September 2010)

### **Section 5. Contracts**

Written contracts are recommended for all sites, officials, clinicians, rating examiners, etc., for all regional activities. Such contracts must be approved by the Regional Treasurer and the Regional Supervisor. All contracts must be signed by the Regional Supervisor or the designated agent of the Regional Supervisor.

(October 1998, November 1999, October 2009)

### **Section 6. Educational Seminars**

The Region will hold at least two educational seminars per year to train adults and older Pony Club members. These may include, but are not limited to, the Horse Management Seminar, the D and C Standards Clinic, and the Instructors' Seminar. Clubs must send at least two representatives to the Horse Management Seminar and to the annual Regional Standards and Ratings or Instructors' Clinic and may send as many more as they wish. Fifty percent of the revenue from regional dues shall be allocated for funding of educational seminars sponsored by the region. Cost associated with these seminars and clinics will be identified and reported to the Regional Treasurer. (November 1999, November 2000, October 2007, May 2010)

## **ARTICLE IV. EDUCATION**

### **Section 1. Regional Instruction Coordinator.**

- (a) The Region Instruction Coordinator (RIC) is elected annually by the Regional Council.
- (b) The duties of the RIC shall be to:
  - (1) Serve as the liaison to the USPC Instruction Council and the Region in disseminating policies and programs to the local clubs.
  - (2) Attend RIC seminars
  - (3) Work with the Regional Supervisor to identify club instructional needs.
  - (4) Assist DCs in recognizing and implementing appropriate, effective mounted and unmounted instructional programs.
  - (5) Offer suggestions for enrichment of club and Regional instruction programs as well as disseminate information regarding effective instruction programs.
  - (6) Advise clubs and Region on preparatory clinics, ratings, and rally preparation, and maintain the appropriate records and resource lists.
  - (7) Coordinate seminars such as Instructors' Clinics and Ratings and Standards Clinics
  - (8) The RIC will attend the National RIC Seminar/Meeting on behalf of the Region. The Region will reimburse the RIC any expenses incurred in attending the National RIC

Seminar/Meeting that are not reimburses by USPC. If the RIC cannot attend the National RIC Seminar/Meeting another representative will be sent.

(October 1994, October 1998, November 2000, October 2007, October 2009, May 2010)

## **Section 2. Vice Regional Supervisor for National Ratings**

- (a) The Vice Regional Supervisor for National Ratings shall organize at least one Regional preparatory clinic each year.
- (b) The Vice Regional Supervisor for National Ratings shall be responsible for contacting the National Testing Coordinator at the USPC National Office for the purpose of requesting dates and levels of National Testings needed by the Region. The VRS for National Ratings is responsible for meeting all National deadlines and requirements.
- (c) The VRS for National Ratings will organize and facilitate the National Testings that are hosted by the Region, undertaking or delegating all of the responsibilities required for them.

(October 1994, October 1998, October 2007, October 2009, May 2010)

## **ARTICLE V. HORSE MANAGEMENT**

### **Section 1. Horse Management Organizer**

(a) The RS shall appoint a Horse Management Organizer (HMO) after consultation with the Rally and Education Committees.

(b) The HMO is the regional liaison to the National Horse Management Committee. As such, the HMO:

- (1) Maintains communications with the National Horse Management Judge (HMJ) Coordinator.
- (2) Assists in maintaining the National HMJ Data Bank.
- (c) The HMO is also responsible for:
  - 1) Maintaining records and files on Assistant Horse Management Judges and Apprentice Assistant Horse Management Judges in the region.
  - 2) Keeping the Executive Committee liaison to the Rally Committee current on which clubs have fulfilled their responsibility to provide judges at rallies as required by Article V, Section 3.
  - 3) Assisting in the organization and facilitation of the region's annual horse management seminar.
  - 4) Overseeing the training of Apprentice Assistant Horse Management Judges, as necessary.
  - 5) In consultation with the rally organizers and with the approval of the Regional Supervisor, selecting the Chief Horse Management Judge and Assistant Horse Management Judges for all rallies.
  - 6) In consultation with the Education Committee liaison, assisting in the organization of additional educational programs.
  - 7) In consultation with the Regional Supervisor and the Rally Committee, working to improve the regional horse management program based on general feedback and evaluations from rallies.

- (d) The HMO will attend the National HMO Seminar on behalf of the Region. The Region will reimburse the HMO any expenses incurred in attending the National HMO Seminar that are not reimbursed by USPC. If the HMO cannot attend the National HMO Seminar, another representative will be sent.

(October 1994, October 1998, November 1999, October 2009)

## **Section 2. Assistant Horse Management Judges**

The Sunshine Region is committed to safety and will use the recommended 1:8 Horse Management Judge to rider minimum of children and their mounts. The number of riding competitors allowed at any given rally will be limited to the 8 rider to 1 HMJ ratio. Each club must send at least two Assistant Horse Management Judges for at least one rally per year. Clubs who do not meet this requirement will be limited as to the number of riding participants from their club that may attend the rallies. Each DC must provide the HMO with a listing of those from their club who are eligible and willing to be an AHMJ every year at the fall meeting. This list can include sponsors, parents, graduate Pony Club Members or other knowledgeable horse person committed to the unbiased well-being of the competitors and their mounts. The HMO will be responsible for maintaining the Region AHMJ list. The HMO and the Regional Supervisor will keep clubs informed of rally participant limitations created by Horse Management staffing deficiencies as soon as possible after each rally closing date. (November 2003, October 2007)

## **Section 3. Annual Horse Management Seminar**

The Region will hold a horse management seminar once each year for the purpose of training assistant horse management judges for rallies. Every club must send at least two people to the annual horse management seminar. Fifty percent of the revenue from regional dues shall be allocated for funding of educational seminars sponsored by the region. Costs associated with these seminars and clinics will be identified and reported to the Regional Treasurer. (November 1991, November 2001, October 2007)

# **ARTICLE VI. RALLIES**

## **Section 1. Approval of Sites and Rally Officials**

- (a) Sites for regional rallies must be approved by the RS or a Vice RS.
- (b) The hiring of the following rally officials must be approved by the RS or a Vice RS.:
  - (1) Technical delegates and Show Jumping stewards
  - (2) Discipline judges
  - (3) Course designers
  - (4) Chief Horse Management Judges

(October 1998, November 1999, October 2007)

## **Section 2. Horse Management.**

- (a) The Horse Management Organizer is responsible for providing assistant horse management judges at rallies.
- (b) Assistant horse management judges must be over 18 years of age. Any assistant horse management judge who is (19, 20 or 21) under 22 years of age must be chaperoned during the rally. The HMO will decide on reimbursements for Pony Club members serving as assistant horse management judges.

(c) The Horse Management Organizer will be reimbursed the IRS rate at the time of the rally per mile for traveling to and from the rally, the cost of a room at a designated hotel, and any necessary off-site meals up to \$10.00 per meal. However, if the Horse Management Organizer's child is participating in the rally, only one-half the cost of the room will be covered.  
(November 2001, October 2007)

(d) The Horse Management Organizer shall be responsible for collecting the horse management evaluation forms completed by rally participants and forwarding the forms to the National Horse Management Judge Databank.  
(September 1990; November 1990; March 1993; November 1993; October 1994; October 1998, November 1999, November 2000, October 2008)

### **Section 3. Regular Mounts and Substituted Mounts**

(a) The District Commissioner is responsible for determining the suitability of the chosen mount for each child entered in a rally. In order to be suitable, the mount must be serviceably sound, in good overall health, in condition for the activity in question, appropriate for the rating level of the rider, and at a level of training to participate safely in the activity.  
(October 2007)

(b) Substituted mounts must meet the requirements stated in subsection (a) of this section and be approved by the District Commissioner and the rally organizer.  
(March 1993, October 1998, October 2007)

### **Section 4. Deviations from Rule Books**

Any deviation from any rulebook must be approved by the USPC Vice President of Activities and the Regional Supervisor after consultation with the Rally Committee. All approved deviations from any rally rulebook will be stated on the entry form for the rally.  
(October 1994, October 1998)

### **Section 5. Mailing of Entry Forms**

All entry forms for regional rallies shall be e-mailed to member clubs at least six weeks before the event is to take place.  
(November 1995, October 1998, October 2007)

### **Section 6. Entry Fees, Stall Deposits, and Penalties**

(a) A stall deposit of \$25.00 is required for each horse. One separate check for each team shall be submitted with the entry fees. The stalls will be checked by a designated rally official in conjunction with the property owner or a representative of the property owner. The stall deposits for the entire team will be forfeited if any member of the team leaves a stall dirty. The stall deposits for the entire team will be forfeited if any member of the team fails to return his or her pinney. If a stall deposit is retained, the club will be given the name(s) of the Pony Clubber(s) responsible.

(b) A penalty of \$10.00 shall be assessed for each required document missing or incomplete from the club's entry at the time of the deadline for submission.

(c) A penalty of \$10.00 shall be assessed for each missing or outdated Coggins. (A Coggins is current if it has not expired prior to the date the rally packets are due. If a Coggins expires after the date the rally packets are due and before the date of the actual rally, a new Coggins must be mailed to the rally secretary, postmarked 10 days before the rally, or the expired Coggins fee will be charged.)

(d) A penalty of \$25.00 shall be assessed for each change of division requested after the rally closing date.

(e) Any request for a refund of a rally entry fee must be submitted to the Regional Treasurer in writing within 90 days after the last day of the rally by the District Commissioner and must be accompanied by a veterinarian or doctor's signed note indicating that the mount or rider was not medically able to participate in the rally. Upon proper application, one-half of the entry fees will be refunded. All other requests for reimbursement of rally entry fees are at the discretion of the Regional Supervisor and must be presented to the Regional Supervisor in writing within 90 days after the last day of the rally in question.

(September 1991, November 1991, November 1993, October 1994, October 1998, October 2007, October 2008, October 2009, September 2010)

### **Section 7. Volunteers**

All competitors, with the exception of Stable Managers, must submit a volunteer name and telephone number with their entry form. Volunteers should expect to work at least five hours either prior to or during the rally. A deposit of \$25.00 per volunteer is required. If an individual volunteer does not show up as assigned, his or her competitor's volunteer deposit is forfeited.

(October 2007, October 2009)

### **Section 8. Perpetual Trophies**

(a) The region has the following perpetual trophies:

- (1) John Calloway Memorial Trophy, awarded to the Novice individual with the best Dressage score at the Eventing rally.
- (2) Tammy Becker Memorial Trophy, awarded to the Beginner Novice individual with the best Dressage score at the Eventing rally.
- (3) Joan Ketcham Trophy awarded to the Pony Clubber best exemplifying the Pony Club spirit at the Eventing rally.
- (4) St. Croix Trophy awarded to the Stable Manager on the team with the best horse management score at the Eventing rally.
- (5) Dorothy Hall Memorial Trophy, awarded to the individual with the lowest total score at the Show Jumping Rally. This award is a large engraved trophy which will be kept by the winner for one year.
- (6) Mary Angela Jaquith Sportsman of the Year Trophy awarded to the most consistently helpful individual at two or more of the following rallies or other Pony Club activities. The winner is considered by membership and horse management voting at several rallies and finally decided and presented at the last rally of the season. Sea Fox Pony Club will present the trophy and arrange for engraving.

(October 2008, May 2010)

(b) For all trophies, in the event of a tie, the tie will be broken by the turnout inspection score followed by the horse management score.

(October 2008)

(c) The Sunshine Region will arrange for and cover the cost of engraving the recipients' names on the appropriate trophy.

(September 1990, October 1994, March 1997, October 1998, November 2000, October 2007, October 2008)

### **Section 9. Concessions**

(a) If an outside (non-Pony Club) concessionaire wishes to sell goods or services, other than food, at a regional rally, he must obtain permission from the rally organizers. In lieu of a fee, ten percent of his sales will be donated to the region.

(b) In order to benefit their members, Pony Clubs are welcome to sell at regional rallies items that are not essential to the rally participants.

(October 1994, October 1997, October 1998)

## **ARTICLE VII. RATINGS**

### **Section 1. Candidates Related to the District Commissioner**

If the candidate for a rating is related to his or her District Commissioner, it is strongly recommended that the District Commissioner get a knowledgeable opinion from someone not related to the candidate as to the candidate's readiness for the rating.

(March 1993)(November 2003 - reviewed no changes)

### **Section 2. Club Ratings Generally**

(a) Candidates for D1, D2, D3, C1, and C2 ratings are evaluated and certified by the member club.

(b) The member club is strongly encouraged to require a preparation guide for each rating level.

(c) Although member clubs may conduct testings for their members, the Region strongly recommends obtaining examiners from outside the club.

(d) The club is responsible for making arrangements to compensate the examiners.

(e) While National policy allows older children joining Pony Club to be rated as high as C2 at their initial testing, the Sunshine Region discourages rating above D2 at the initial testing. Any new member who is trying to attain more than one rating level at his or her first rating MUST meet the requirements for all the levels for which he or she is testing.

(March 1993, October 1994, November 2003 - reviewed no changes, October 2008)

### **Section 3. Regional Resource Roster for Club Instruction and Ratings**

(a) The RIC shall maintain a Regional Resource Roster for club instruction and ratings.

(b) The purpose of the Regional Resource Roster is to provide:

(1) A single central list of suggested resources DCs may use if they wish to find club level instructors or examiners.

(2) It is not required for anyone to use personnel from this list. Clubs have the right to select instructors and examiners independently.

(c) It shall be the duty of the RIC to:

(1) Prepare and maintain an up-to-date list of qualified individuals who are willing to assist in instruction and/or the conducting of ratings at the Club level (D1-C2).

(2) Provide training opportunities in the form of the yearly Regional Standards and Ratings or Instructors' Clinics for those who wish to be on the Regional Resource Roster in order to keep them updated and trained in revisions of the USPC Standards of Proficiency and new directive from the National Office.

(October 1994, October 1998, May 2010)

### **Section 4. Initial Club Ratings**

(a) The Regional Instruction Coordinator (RIC) and the Vice RS for National Ratings shall arrange the first rating for each new club.

(b) Prior to holding their first rating clubs shall view the appropriate levels of the USPC DVD titled 'USPC Traditional Standards D thru A Levels - 2007'." (October 1994, November 2000, October 2008, May 2010)

### **Section 5. Regional Rating Opportunities**

(a) The region will be open to offering one "mega rating" per year to encompass D3, C1, and C2 levels. While clubs may still hold their own ratings, they are encouraged to take advantage of this opportunity.

(b) It is the responsibility of the DC to ensure that any members attending the regional rating are fully prepared. (October 2008)

### **Section 6. Duties of the Vice RS for National Ratings**

It shall be the duty of the Vice RS for National Ratings to:

- (a) In conjunction with the RS set dates for testings as necessary.
- (b) Make sure all DCs are informed of prep clinics at least thirty days prior to the clinic and test dates by February 1.
- (c) In consultation with the RS, find locations and find host clubs, if possible, for testings. Locations must be appropriate for the test requirements.
- (d) Provide stabling information and a map with clear directions at least two weeks prior to the test. Send a copy of the tentative schedule to the property owner.
- (e) Appoint the impartial observer with the approval of the RS.
- (f) Work with the candidate's parents to provide support facilities as follows:
  - (1) Make sure the stadium course is set according to the plan provided by the PIP NE. Examiners should not have to set the course themselves, but they are responsible for approving its safety and appropriateness.
  - (2) Arrange for groups of students for the teaching phases of the HB and H/HA Testings. The HB test usually requires one or two groups of 3-5 D1-D3 rated members to be unmounted students for the HB Candidates. The H/HA test usually requires two or three groups of 3-5 D1-B level riders or adult volunteers to be mounted students for the H/HA Candidates. The number of students and groups will depend upon the number of candidates being tested.
  - (3) Provide plenty of water for the candidates and the horses throughout the test.
  - (4) Provide meals and snacks for the candidates and the examiners throughout the test.
  - (5) Know the location of the nearest emergency medical facility, and post the telephone number of the nearest ambulance service in a prominent place. Post the telephone numbers of a local veterinarian and a farrier.
  - (6) Be sure the property owner is thanked by the candidates, parents, DCs, etc., and that the facility is left in the same condition as prior to the test or clinic.
  - (7) To provide a post a written Emergency Plan for inclement weather to include thunderstorms and tornado warnings.

(October 1994, October 1998, November 1999, November 2000, November 2003, October 2008, May 2010, September 2010)

### **Section 7. Requirements for Advancement to National Ratings**

The National Ratings are administrated by the USPC National Testing Program and conducted by USPC appointed National Examiners. They include the levels HB, H/HA, Traditional C+/C3, B, and A; Dressage Specialty C+/C3, B, and A; Show Jumping Specialty C+/C3, B and A.

(a) Pony Club members have always been encouraged to be active, contributing members of their clubs in order to advance through the ratings. This includes participation in mounted and unmounted activities. Candidates must be members in good standing.

(b) Applications and fees for National Testings are required by USPC. Applications must be signed by the candidate's District Commissioner and Regional Supervisor. Complete applications and testing fees must be received by the RS by the designated deadline.

(c) As part of the candidate's HB application, the District Commissioner must submit a signed statement detailing how the candidate has fulfilled the requirements for the teaching section for the HB testing.

(d) Candidates are strongly encouraged to directly participate in at least one National Level Ratings Prep Clinic for the appropriate level that they will be testing within one year of that testing.

(e) National Ratings Candidates are strongly encouraged to utilize the USPC Flowcharts as a means to thoroughly prepare and track their progress towards their next rating level. The flowchart may be brought to any prep clinic or other appropriate function to be signed off by the instructor.

(f) The USPC Study Guides are helpful for finding needed information. At the National Level Ratings, use of materials other than the USPC Manuals is necessary to be appropriately prepared and the recommended reading list on the Standards of Proficiency is a good source of additional resources. A well-prepared candidate would be wise to start a flowchart or prep guide prior to attending any prep clinic.

(October 1994, October 1998, November 2000, October 2008, May 2010)

## **Section 8. National Ratings Generally**

(a) The Region will apply to the USPC National Testing Program to hold at least one HB and one C+/C3 test annually. It is at the discretion of the National Testing Program to grant a testing in any region, provided there are enough candidates for the testing to be fully subscribed and that the proposed testing facility meets the needs of the testing at hand.

(b) The Vice RS for National Ratings shall select an appropriate date for the tests, arrange hotel accommodations, procure a location, find an organizer, and determine the Impartial Observer for the tests.

(c) The H-B and C+/C3 riding tests may be taken in the order a candidate chooses.

(d) Candidates for the HB or C+/C3 rating must complete an application for the testing and forward it to the designated person by the stated deadline. The application must be signed by the candidate's District Commissioner. No late applications will be accepted.

(e) The cancellation refund policy is dictated by USPC.

(f) C2 or C1 level members considering testing for the HB or C+/C3 rating are encouraged to contact Pony Clubbers who have already passed the rating or observe a test before their own. Any C2 or C1 level member who wishes to observe an HB or C+/C3 rating must contact the VRS for National Ratings at least

one month prior to the rating. A member who is observing a rating will also be utilized as a volunteer during the rating.

(g) The region will pass on to candidates expenses incurred in providing food, facilities, and stabling not to exceed \$125 per candidate.

(h) Any member who intends to attempt any National Level rating must express this in writing to the VRS for National Ratings before January 1 of the year he or she intends to test. Included in this letter must be the level or levels that he or she intends to test and to indicate if he or she would prefer a spring or fall testing. This is for planning purposes only and is no guarantee that any level of testing will be granted at any time of the year by the USPC National Testing Program.

(November 1991, November 1993, October 1994, October 1998, November 2003, October 2008, May 2010, September 2010)

### **Section 9. Impartial Observer at National Ratings**

(a) The impartial observer at a National Level rating shall read the information packet on being an Impartial Observer supplied by the testing organizer and also found on the USPC website prior to the initial briefing of the testing. The IO shall be introduced to the candidates and shall be present during the entire test. The duties of the impartial observer shall be as follows:

- (1) Watch the conduct of the test and note any unusual circumstances regarding horses, facility, weather, schedule, etc., which might affect one or more candidates.
- (2) Encourage a positive and friendly atmosphere.
- (3) Explain the progression of the test to parents, DC's, and other observers.
- (4) Act as a buffer between parents and other spectators and the examiners who are under obligation to complete the test on schedule.
- (5) Listen to comments, positive and otherwise, from parents, DC's, and others during the testing and any expressions of negative feelings over a test result.
- (6) Report impartially on the conduct and circumstances of the test, on candidate/examiner/spectator relationships, and on the overall atmosphere.
- (7) Distribute and collect the evaluation forms completed by the candidates before the critique by the examiners.

(b) Comments overheard by the impartial observer about an individual candidate's progress are not to be discussed.

(October 1994, November 2003, October 2008, May 2010)

### **Section 10. Retesting National Ratings**

(a) Retesting policy is dictated by USPC.

(October 1994, October 1998, November 2003, October 2008)

## **ARTICLE VIII. CHAMPIONSHIPS**

### **Section 1. Eligibility**

Each discipline rulebook has information pertaining to Championship qualifications and eligibility. Each discipline may also publish a spring newsletter with Addenda to the discipline rulebook that may contain information specific to Championships. The Sunshine Region has specific criteria for each discipline to

determine Championship Qualifiers. The Sunshine Region will use USPC Discipline Rulebooks and addenda criteria and Regional Criteria after each USPC qualifying rally to select the discipline Championship Qualifiers.

(March 1993, October 1994, November 2003)

## **Section 2. Letters of Intent**

The Championship Committee shall send letters of intent to all eligible Pony Club members for all Championships. Each letter includes the name of the Pony Clubber, the mount's name if applicable, and the event and level of competition. Those who are eligible for horse manager only are indicated. If the Pony Clubber is interested in being a part of a Championship team, he must return the letter to the Regional Supervisor by the date designated on the letter. A deposit will be required at this time. The deposit will be applied to the Championship training sessions. Each District Commissioner will receive a list of the Pony Club members in his/her club eligible for Championships.

(March 1993, October 1994, March 1997, October 1998, November 2000)

## **Section 3. Qualification for Teams Generally**

Members should refer to the current rulebook for each discipline, as well as the current discipline newsletter and Gold Book, for specific requirements for qualifying for Championships, including competitor's age and rating.

(a) Riders are qualified for Championship teams in the order in which they placed individually at the qualifying rally, without consideration of their rally team placing. All scores are considered: horse management and riding scores, and are weighted as required by the scoring rules for the qualifying rally.

(b) Team horse management scores, such as tack room setup, required equipment, daily sheets, etc., are divided by 4. If a large number of team points are incurred by one team member for a lapse that was beyond the power of the team to correct, those points will be not be shared.

(c) In the case of equal points for riders, consideration of the following points in the following order will be used to break the tie:

- (1) Riding points.
- (2) Formal inspection points.
- (3) Other horse management points.

(d) Regional qualifiers must adhere to the United States Pony Clubs Code of Conduct. The final decision on eligibility will be made by the Regional Supervisor and the Championships Coordinator.

(March 1993, October 2007, May 2010)

## **Section 4. Qualification for Eventing Teams**

(a) At each level, Beginner Novice/Novice, Training, and Preliminary, if offered at Championships, horse and rider combinations must meet the requirements stated in the current Eventing rally rulebook. A properly signed Qualifying Affidavit must be obtained for horse and rider combinations stating they have completed, without elimination in any phase, a USEA-recognized Beginner Novice/Novice level horse trials with no more than 20 cross country jumping penalties within 11 months following the prior year's Championships.

## **Section 5. Qualification for Dressage Teams**

Only the top 45 percent of eligible riders at the qualifying rally will be considered for a Championship team.

In addition to required tests found in the Dressage Rulebook, a Musical Kur or Pas de Deux must be ridden at the Regional Rally to qualify for Championships.

(March 1993, October 2007)

### **Section 6. Qualification for Show Jumping Teams**

Only riders having a total of eight or fewer jumping and time faults will be considered for a Championship team.

(March 1993, November 2003)

### **Section 7. Qualification for Tetrathlon Teams**

Only competitors who competed in all four phases of a qualifying rally and attained a total score for the four phases and Horse Management of not less than 2400 points will be considered for a Championship team. In addition, a competitor will not qualify for Championships if eliminated or disqualified in any phase of the competition, or if he/she receives a score of less than 700 in the riding phase.

(October 2007)

### **Section 8. Qualifications for Games Teams**

The junior, senior, and advanced teams having the highest scores at the regional Games rally are eligible to represent the region at Championships. In case the winning team is unable to attend Championships, the second place team may represent the region.

(October 2007)

### **Section 9. Qualification for Polocrosse Teams**

The highest scoring team at the regional Polocrosse rally is eligible to represent the region at Championships.

(October 2007)

### **Section 10. Stable Managers**

(a) In order to qualify as a stable manager for a Championship team, a Pony Club member must compete at the qualifying rally as either a rider or a stable manager. He or she may ride at a lower level than the qualifying level.

(b) If more than one Pony Club member wishes to serve as stable manager for a Championship team, the team members will help select their stable manager.

(March 1993, October 2007)

### **Section 11. Qualification for Quiz Teams**

Pony Club members must compete at the regional Quiz Rally where individual scores will be kept. Those scores will be used to determine the qualifying order. Only competitors scoring in the top 50 percent will be considered for a Championship Team.

(March 1993, November 1999, November 2000)

### **Section 12. Coaches and Adult Discipline Coordinator**

(a) The Championship participants will have a Championships coordinator who is appointed by the Regional Supervisor and, in addition, each Championship Show Jumping team, Eventing team, and

Tetrathlon team will have a riding coach. District Commissioners will be sent application forms, and anyone interested in serving as coach should submit an application to the Regional Supervisor. The final selection of coaches will be made by the Championship Committee in conjunction with the Regional Supervisor

(b) Coaches attending Championships will be selected by the Sunshine Region and will be paid an amount to be determined by the market. A percentage of the coaching fee will be paid by each rider: 50% paid by the Sunshine Region, the balance shared equally among the competitors.. Training and coaching fees will be collected by the Region before teams leave for Championships, approximately 60 days prior to departure. Payment to the coaches will be made by the Region.  
(March 1993, October 1994, March 1997, November 1999, October 2007)

### **Section 13. Training Sessions.**

- (a) Qualifying Championship team members are invited to USPC Championships and will be expected to continue to work towards their discipline goal. Registration fees and paperwork will be submitted to the Regional Supervisor. The Sunshine Region will set a training clinic day and/or weekend for qualifying teams to work with the designated Championships Coach who will be retained by the Sunshine Region. Each discipline's needs will be considered and addressed individually. Costs and expenses are to be considered on a discipline basis and the appropriate contribution is to be determined.
- (b) Regional Supervisor may make exceptions for Sunshine Region Pony Club members who qualify in another region or when the discipline allows for individual competition. The training schedule will be announced at the first rally the qualifying year.

GAMES and POLOCROSSE teams will need to work together on a regular, on-going basis. Times and dates to be set by the team members and a schedule of dates, etc. with a minimum requirement set by the Sunshine Region.

(March 1993, October 1994, March 1997, November 1999, November 2000, November 2003, October 2007)

### **Section 14. Contribution by Region**

The Sunshine Region will contribute 25 percent of the Championship entry fee to the top 4 team competitors per division representing the Sunshine Region. The remainder of the entry fee and all other expenses are the responsibility of the Pony Club Member.

(March 1993, March 1997, November 1999, October 2007)

## **ARTICLE IX. MEMBER CLUBS**

### **Section 1. Active Club**

The Regional Council requires the following for a club to remain in active status in the region:

- (1) Submit regional dues, minutes of meetings, treasurer's reports, list of Pony Club members, officers and sponsors, and any other requested information to the Regional Supervisor by the deadline established by the national and/or regional office.
- (2) Send a representative to all regular and additional meetings of the Regional Council.
- (3) Sponsor, co-sponsor, or assist with a regional activity at least once a year.
- (4) Send Pony Club members to regional activities.

- (5) Keep the Regional Supervisor informed of club activities by sending newsletters or periodic reports.
- (6) At the fall meeting of the Regional Council, submit a summary of activities for the past year and a tentative calendar of events for the coming year.
- (7) Have regularly scheduled mounted and un-mounted meetings.
- (8) Schedule ratings to take place at least twice yearly, independently or in conjunction with more than one club participating.
- (9) Maintain, at all times, the spirit of USPC and remain in compliance with all USPC policies and guidelines.

(November 1992, November 2000)

## **Section 2. Violations of Active Club Requirements**

Clubs in violation of any of the requirements for active club status specified in Article IX, Section 1, shall be dealt with as follows:

- (1) The Regional Supervisor will notify the club in writing of provisional status, citing violations of Article IX, Section 1, of these policies. The notice of violation will contain corrective action recommended and the time frame required to fulfill the requirements to reactivate the club.
- (2) The club will have 30 days to appeal the notice of violation, in writing, to the Regional Supervisor.
- (3) The Regional Supervisor and the Regional Executive Committee will review the appeal and respond within thirty days.

(November 1993, October 2007)

## **Section 3. Grievances**

(a) The discomfited party must first discuss his or her grievance with the District Commissioner of his or her club.

(b) If satisfaction is not forthcoming and no agreement is reached, the grievance must be submitted in writing to the executive board of the club. The board will meet with the concerned parties to discuss the problem. One person shall be asked to take accurate notes of the proceedings and any decisions made, and copies will be given to all persons attending such meeting.

(c) If agreement still is not reached, the original question, all notes and documentation must be submitted in writing to the Regional Supervisor. The Regional Supervisor will submit the problem to the Regional Executive Committee. The Regional Supervisor will appoint one person to keep a written record of the proceedings. Copies of such record will be given to all concerned parties.

(d) If resolution of the problem is still not achieved, all written material will be submitted to the USPC Vice President of Regional Administration..

(October 1994, October 2007)

# **ARTICLE X. PONY CLUB MEMBERS**

## **Section 1. Junior Council.**

(a) All C1 and up members in the region who are in good standing with their local clubs are eligible to be members of the Junior Council. (February 2008)

(b) An adult sponsor, appointed by the Regional Supervisor, shall serve as advisor to the Junior Council. (February 2008)

(c) The Junior Council shall have an informational booth set up during at least two regional rallies each year. The Junior Council is encouraged to inform the Regional Supervisor about areas of concern. (February 2008)

(d) As an active Junior Council member in good standing, members are eligible for a letter of recommendation from the Regional Supervisor. An active member is one who participates in Regional and local events, such as D Day, D Rally, serving as a C Advisor at a rally, teaching local Pony Clubs, and other such activities. (February 2008)

(e) For Junior Council members, the region will provide clinics and/or camps tailored to meet the needs of C1 and up members. Through the Junior Council, the region will promote advancement of all Pony Clubbers by mentoring and motivating younger riders through activities sponsored by the Junior Council. (February 2008)

(f) All monies raised during a Junior Council fundraiser are to be designated for future use by the Junior Council, but such funds are to be held by the Regional Treasurer. (February 2008)

## **Section 2. Changing Clubs**

(a) If a Pony Club Member desires to change clubs, the District Commissioners of both clubs must be notified in writing by the Pony Club Member and a parent, and permission must be obtained from the Regional Supervisor. The Pony Club Member shall write a letter to the Regional Supervisor explaining the reasons for wanting to change clubs.

(b) When a Pony Club Member changes clubs for any reason other than the geographical relocation of residence, the Pony Club Member will be on probation for 30 days to allow evaluation by the new District Commissioner. During the probationary period the Pony Club Member cannot represent the new club at any regional activity. (September 1990, November 1990, November 1991, October 1994)

## **Section 3. Activities not Covered by Pony Club Insurance**

Activities in the prep guides that are not covered by USPC insurance (i. e., those that are not organized and sponsored by the Sunshine Region) shall not be required by the Sunshine Region in order to apply for a rating. (October 1998)