Please Note: This edition of the Sunshine Region’s Best Practices includes all of the changes voted into effect during the Fall Annual Regional Council Meeting (October 25, 2014). The Sunshine Region is currently operating under these Best Practices.

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ARTICLE I. PURPOSE, AMENDMENT AND WAIVERS

Section 1. Purpose

These Best Practices shall provide guidelines for the administration of Sunshine Region activities. The guidelines 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 guidelines are intended to carry out the Mission Statement in accordance with the Guiding Beliefs of the United States Pony Clubs, Inc. NO guideline or policy may be in direct conflict of those policies and by-laws of USPC, Inc.

Section 2. Mission Statement

The United States Pony Clubs, Inc. develops character, leadership, confidence and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports. (October 2014)

Section 3. Core Values and Vision Statement
CORE VALUES – “HORSE”

• **Horsemanship** with respect to healthcare, nutrition, stable management, handling; and riding a mount safely, correctly and with confidence.

• **Organized teamwork** including cooperation, communication, and responsibility; leadership, mentoring, teaching and fostering a supportive yet competitive environment.

• **Respect** for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

• **Service** by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism.

• **Education** at an individual pace to achieve personal goals and expand knowledge through teaching others.

VISION STATEMENT

- The USPC program is available to and accessible by a wide and diverse range of youth through multiple means of delivery:
  - Multiple forms of membership.
  - Fully enabled by technology.
  - Recognized and recognizable nationwide.
  - Marketed to multiple target audiences.
  - Trained and capable volunteers.

(June 2012, October 2014)

**Section 4. Code of Conduct**

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

1. Conduct all dealings with honesty and fairness.
2. Respect the rights of all employees and volunteers to fair treatment and equal opportunity, free from discrimination or harassment of any type.
3. Ensure that all transactions are handled honestly and recorded accurately.
4. Protect the confidentiality of information that belongs to USPC, our donors, sponsors, suppliers, ‘volunteers and staff.
5. Respect the confidentiality appropriate to issues of a sensitive nature.
6. Avoid conflicts of interest, both real and perceived.
7. Never use USPC assets or information for personal gain.

(Fall 2002, November 2003, June 2012, October 2014)

**Section 5. Changes**

Changes to Regional Policy and Best Practices documents, 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 the RS, who will approve and then send 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. No amendments can be in direct conflict with national By-Laws or Policies. 

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, October 2014)

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, October 2014)

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, October 2014)

Section 3. Election of Regional Executive Committee

The Nominating Committee shall present a slate of officers, 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, Horse Management Organizer (HMO), and Regional Instruction Coordinator (RIC). The slate will be approved or denied by the regional Council, then presented for approval by the VPRA and confirmed by the USPC Board of Governors. (November 1992, November 1993, October 1994, October 1998, November 2003, May 2010, June 2012, October 2014)

Section 4. Duties and Responsibilities of Regional Supervisor

Last updated June 10, 2012
Sharon Keenan, 2012 Secretary
The current Pony Club RS Handbook serves to direct the duties and responsibilities of the Regional Supervisor. See the current RS Handbook Revised in February 2013 for the complete documentation, which contains, but are not limited to, the following duties:

8.3 Regional Administrative Officers. Regional Supervisors and Vice Regional Supervisors shall be Administrative Officers of the Corporation. (a) Appointment. Administration of each region shall be supervised by a Regional Supervisor with the assistance of one or more Vice Regional Supervisor(s). Regional Supervisors and Vice Regional Supervisors shall be Corporate Members and shall be appointed for one-year terms by the Vice President of Regional Administration after considering any recommendation that may have been received from the Regional Council for such region. The appointment of Regional Supervisors and Vice Regional Supervisors shall require confirmation by the Board or by the Executive Committee. (b) Duties, Authorities, and Responsibilities. Each Regional Supervisor and Vice Regional Supervisor shall have the duties, authority and responsibilities prescribed by the Board or the Vice President of Regional Administration. Said duties, authority and BY-LAW S O F THE UNITED STATES PONY CLUBS, INC.

Responsibilities shall include, but not be limited to, the direction, supervision and control of all matters in the region and in the regional clubs. All actions and decisions of the Regional Supervisor and Vice Regional Supervisors shall be in accordance with any Resolutions, Rules, Regulations and Policies of the Board and shall be subject to the direction, supervision and control of the Vice President of Regional Administration.

The RS knows the Region, its strengths and weaknesses, its resources and facilities and serves as the first point of contact to DCs and CAs for information or assistance they may need. • The RS may delegate any of these duties to a VRS, however the final responsibility remains with the RS. The RS is selected by the Regional Council and presented to the VPRA for approval for a one-year term running January 1 to December 31.

A primary duty of the RS is to support the DCs and CAs in the Region. RSs know successful Clubs and Centers are those with dedicated, energetic and informed leadership. Most RSs endeavor to visit every Club and Center in the Region at least once annually, where that is feasible and appropriate. In geographically large areas, the Vice RS(s), the RIC and the RCC may take on part of this responsibility. In addition to monitoring the progress and safety of Regional activities, this allows DCs, CAs, members and parents to communicate and acquaint themselves with the RS.

Serve as liaison between the Board, National Officers, and committees and the Clubs and Centers assigned to the region.

Approve and appoint DC and Jt. DCs of all regional clubs based on input from the Club’s Sponsors of Record.

Ensure that proper insurance coverage has been obtained for all regional activities.

Develop, with the assistance of the Treasurer, an operating budget that accounts for all income and expenses for Regional activities to present to the Regional Council for approval.

Financial oversight of the Region and Clubs.

Ensure that the Treasurer provides financial reports at all meetings of the Regional Council and as requested by the RS

Establish, with the Regional Council, such Regional Policies as may be necessary for the efficient administration of the Region, and ensure that Regional policies are consistent with USPC policy and have been approved by the VPR.
Ensure that all Clubs and Centers adhere to USPC and Regional By-laws and Policies.

Review and approve proposed Club policies, ensuring that they are consistent with USPC and Regional policy. The RS must approve and should have a copy of the policies of every club.

Organize at least one planning meeting of the Regional Council to conduct business germane to the operation of the Region.

Organize test prep clinics for those members who are preparing for upper level certifications, as necessary.

Complete all reports in a timely manner

Complete the Annual Report as per the requirements as stated in the By-laws of the region 4.3(c)

Assessing and evaluating Club/Center mounted and unmounted instructional programs with the assistance of the RIC.

Complete a confidential report on each club and Center and submit to the VPRA and Director of member Services as part of the Annual report.

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

VRS Activities – This position now encompasses VRS of Rallies and Championships Coordinator per the National Office

B. Assist in organizing at least one USPC qualifying competition in each discipline (if member interest warrants) at the regional level or facilitate opportunities for members to qualify for Championships at these events in other regions, with approval of the RS.

C. Attend the USPC Championships whenever possible.

D. Be the “go to” person for rally organizers, DCs, and competitors (copy RS on all communications) to ensure the smooth running of the rally.

E. Approve Rally packets prior to distribution

F. Research Rulebooks for answers. Send Rulebook updates to the region

G. Form a standardized rally entry packet for each rally

H. Emails to the region with “did ya know” type pointers from the discipline rulebooks that pertain to the upcoming rally

I. Collect Organizer evaluations, TD Reports, final financial statements from rally organizers for rally wrap up

J. Organize and send Qualifiers to the RS and then to the regional secretary for distribution to the region

K. Oversee orders/needs for Championships shirts, pins, etc

L. Regional Secretary

By-Laws 2.2

Last updated June 10, 2012
Sharon Keeran, 2012 Secretary
(a) Secretary. The Secretary of the Region shall not be the Regional Supervisor, a Vice Regional Supervisor or a member of the family of either of these Officers. The Secretary shall be responsible for (i) giving notice of all Regional Council meetings in accordance with the provisions of these By-Laws, (ii) recording and filing the minutes of Regional Council meetings, (iii) determining the presence of a quorum at Regional Council meetings, (iv) maintaining Regional policies, and (v) performing other duties as assigned by the Regional Supervisor and Vice Regional Supervisor.

Maintain regional club/officer information with updates as they change

Maintain EC information with updates as they change

Maintain regional membership roster including updating current membership certifications and contact information, along with new member additions. *

M. Regional Treasurer

2.2 (b) Treasurer. The Treasurer of the Region shall not be the Regional Supervisor, a Vice Regional Supervisor or a member of the family of any of these Officers. The Treasurer shall be responsible for (i) collecting dues and fees that constitute the Regional income, (ii) making disbursements to pay the Regional expenses, (iii) examining the validity of expenses incurred and tracking compliance with the budget, (iv) keeping accurate records of the funds, (v) preparing financial statements in accordance with these By-Laws, and (vi) performing other duties as assigned by the Regional Supervisor and Vice Regional Supervisor.

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.

(October 2008, October 2014)

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

Last updated June 10, 2012
Sharon Keenan, 2012 Secretary
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, June 2012, October 2014)

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.

(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 25 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.
Section 8. Regional Updates

Regional updates will be available on the region website at 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, October 2014)

ARTICLE III. FINANCE

Section 1. Annual Budget

The regional treasurer will present a budget for regional activities for the coming fiscal year at the Fall Regional Meeting for approval by the regional council. October 2014

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, October 2014)

Section 3. Regional Activity Funds Received Procedure

(a) Any income received for any Regional Activity (Rally, Clinic, etc.) must be given to the Regional Treasurer or the Regional Supervisor at the close of the activity.

Section 4. 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 5. Reimbursement of Expenses of Regional Executive Committee

(a) Regional funds will be used to pay telephone, postage, office supply and 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 Regional Officers attending the USPC Annual Meeting shall not be paid by the Region unless included in the approved annual budget.

(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, May 2011, October 2014)

(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, October 2014)

Section 6. Contracts

Written contracts are required for all sites, officials, clinicians, certification 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 7. 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 and Certifications Clinic, and the Instructors' Seminar. Clubs must send at least two representatives to the Horse Management Seminar and to the annual Regional Standards and Certifications 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, June 2012, October 2014)

Section 8. Vanguard Account

The interest received annually from the Sunshine Region Vanguard Account is to be applied toward educational opportunities. This may include covering losses from clinics. Per the requirement of the donor of the Vanguard Fund, the principle cannot be used. It must remain in the account. (May, 2011)

ARTICLE IV. EDUCATION

Section 1. Regional Instruction Coordinator.
UNITED STATES PONY CLUBS POLICY STATEMENT

RIC SUBJECT: REGIONAL INSTRUCTION COORDINATOR   POLICY NO:   3015

I. PHILOSOPHY:

In order to ensure that Pony Clubs throughout the Regions consistently use the USPC Standards of Proficiency as the curriculum for instruction programs for their members, the Board of Governors requires a Regional Instruction Coordinator (RIC) in each Region.

II. POLICY STATEMENT:

The policy of the Board of Governors is for each Region to have a Regional Instruction Coordinator (RIC).

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. The RIC is elected by the Regional Council to a voting seat on the Regional Council and works with the Regional Supervisor for the purpose of strengthening local and regional instruction programs.

B. The RIC is elected annually for a term of one year that shall extend from January 1st to December 31st and may serve additional consecutive terms subject to Regional Policies. If the RIC holds other positions on the Regional Council, the RIC will have only one vote.

C. The RIC is required to be a member of the United States Pony Clubs, Inc.

D. The RIC should attend RIC seminars held during his/her term.

E. The RIC works with the Instruction Council and the Regional Supervisor in disseminating policies and programs to the clubs and riding centers.

F. The RIC is subject to removal by the Regional Supervisor with advance written consent of the VPRA.

Reviewed March 2012

(3015) Page 2 of 2

IV. DELEGATION OF AUTHORITY:

A. The RS shall have the responsibility for this policy.

B. The Vice President of Regional Administration shall have oversight of this policy.

V. ENACTMENT:

Established: ____________________________ Date: 05/21/11       Board President

VI. ATTACHMENT

A. Responsibilities of the RIC

ATTACHMENT A TO POLICY 3015 (National)

Last updated June 10, 2012
Sharon Keeran, 2012 Secretary
RESPONSIBILITIES OF THE REGIONAL INSTRUCTOR COORDINATOR (RIC)

A. The RIC must review instruction programs of the Registered Clubs and Riding Center Programs annually and provide a written summary for the Regional Supervisor (RS) in the RIC Annual Report.

B. The RIC’s responsibilities may include, but are not limited to, the following:

1. To provide support and assistance to the clubs and riding centers for their Instruction programs and to facilitate collaboration among clubs and riding centers on “best practices” and instructional activities.

2. To develop and oversee the regional calendar of instruction serving D-1 through A with the advice and consent of the RS.

3. To collaborate with clubs, riding centers and the regional council to support and provide programs for those members pursuing Specialty Ratings.

4. To develop and oversee the regional calendar of National tests with the advice and consent of the RS.

5. To organize an annual Standards and Ratings Clinic covering at a minimum the D-1 through the C-2 Standards of Proficiency for instructors, local level examiners and Participating Members and to maintain and publish a list of participants in the RIC Annual Report.

6. To recruit, develop and mentor new instructors and examiners within the region.

7. To develop, maintain and distribute a list of instructional resources to clubs, riding centers and organizers.

UNITED STATES PONY CLUBS POLICY STATEMENT


ARTICLE V. HORSE MANAGEMENT

Section 1. Horse Management Organizer

UNITED STATES PONY CLUBS POLICY STATEMENT

SUBJECT: Horse Management Organizer  NO: 3016

I. PHILOSOPHY: In order to ensure that regions and clubs and riding centers promote the teaching of Horse Management and the concept that judging at competitions is an educational experience; the Board of Governors recognizes the importance of a Regional Horse Management Organizer.

II. POLICY STATEMENT: The policy of the Board of Governors is that it is appropriate for each Region to have a Regional Horse Management Organizer (HMO).

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

Last updated June 10, 2012
Sharon Keenan, 2012 Secretary
A. The HMO is elected by the Regional Council to a voting seat on the Regional Council and works with the Regional Supervisor (RS) and Regional Instruction Coordinator (RIC) for the purpose of strengthening local and regional Horse Management instruction programs.

B. The HMO is elected annually for a term of one year that shall extend from January 1st to December 31st and may serve additional consecutive terms subject to regional policies. If the HMO holds other positions on the Regional Council, the HMO will have only one vote.

C. The HMO is required to be a member of the United States Pony Clubs, Inc.

D. The HMO should attend HMO seminars held during his/her term.

E. The HMO oversees Horse Management education for HM judges in the Region.

Revised May 2012

(3016) Page 2 of 2

F. The HMO works with the RS and/or the Organizer to coordinate staffing and judging at competitions.

G. The HMO works with the Horse Management Committee and the Region to disseminate policies and programs to the clubs and HM judges.

H. The HMO is subject to removal by the Regional Supervisor with advance written consent of the VPRA.

IV. DELEGATION OF AUTHORITY:

A. The RS shall have the responsibility for this policy.

B. The Vice President of Instruction and the Vice President of Regional Administration shall have oversight of this policy.

VI. ATTACHMENT

A. Responsibilities of the HMO

Revised May 2012

(3016.A) Page 1 of 1

ATTACHMENT A TO POLICY 3016

RESPONSIBILITIES OF THE HORSE MANAGEMENT ORGANIZER (HMO)

The HMO’s responsibilities may include, but are not limited to, the following:

1. Regional Horse Management (HM) Education Program

   a. Work with the RIC to develop regional and local HM programs.  b. Develop lists of personnel and materials for regional and club instruction programs.  c. Develop regional/ local HM seminars for members.  d. Disseminate information from National HM programs.

2. Regional Horse Management Judges’ (HMJ) Program
a. Organize and facilitate educational seminars at least once a year for current and potential HMJs. b. Identify and maintain lists/records of all active Regional HM Judges. c. Encourage all Chief and Assistant HMJs in the Region to be up-to-date on all HM competition issues. d. Make all judges in region aware and encourage them to take advantage of any/all judging opportunities in and outside of the region. e. Recruit candidates for future HM judges.

3. Regional Competition Responsibilities

a. Work with rally organizers to identify all competition staffing needs in the region.

b. Work with rally organizers to ensure that support materials, including judging forms, are provided for HM staff.

c. Work with rally organizers to ensure that all required evaluation forms are provided, completed, collected and mailed promptly.

Section 2. 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.


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


Section 2. 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 certification level of the rider, and at a level of training to participate safely in the activity.

(October 2007, October 2014)
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 USPC Activities Committee. All approved deviations from any rally rulebook will be stated on the entry form for the rally.

(October 1994, October 1998, October 2014)

Section 5. Distribution 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.


Section 6. Entry Fees, Stall Deposits, and Penalties

(a) At the end of each rally, competitor’s stalls, including the tack stall will be checked by a designated rally official, who will remove and sign the back of the rally stall card as proof of the stall check and that stall being cleared. If any stall is left dirty or a competitor leaves rally grounds without the rally stall card being signed and turned into Horse Management, they will incur a $25.00 fee and placed as a member not in good standing until the fee is paid. The same shall apply if any member of the team fails to return his or her pinney, with a replacement pinney fee of $45.00. The club will be given the name(s) of the Pony Clubber(s) responsible.

(b) A penalty of $1.00 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 scanned and e-mailed to the rally secretary, before the start of 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, unless a drop down in division for safety purposes is requested.

(e) Any request for a refund of a rally entry fee must be submitted to the RS and Regional Treasurer in writing (email) 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.


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 weekend (October 2007, October 2009, October 2014)

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.


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. CERTIFICATIONS

Section 1. Candidates Related to the District Commissioner

Last updated June 10, 2012
Sharon Keeran, 2012 Secretary
If the candidate for a certification 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 certification. 
(March 1993)(November 2003 – reviewed no changes)

Section 2. Club Certifications Generally

(a) Candidates for D1, D2, D3, C1, and C2 certifications are evaluated by the member club. Members with permission from both club’s DCs may be certified at other club certifications.

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

(c) Although member clubs may conduct tests for their members, the Region strongly recommends obtaining examiners from outside the club above the D1 level.

(d) The club is responsible for making arrangements to compensate the examiners; Pony Club Member examiners are compensated for mileage and meals during the certification. Adult, non–member examiners may require monetary compensation in addition to expenses.

(e) The Sunshine Region discourages certifications above D2 at the initial testing. Any new member who is trying to attain more than one certification level at his or her first certification MUST meet the requirements for all the levels for which he or she is certified. No more than two consecutive levels should be tested at one time. Both certifications must be passed in consecutive order. 

Section 3. Regional Resource Roster for Club Instruction and Certifications

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

(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 certifications at the Club level (D1–C2).
   (2) Provide training opportunities in the form of the yearly Regional Standards and Certifications 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, June 2012)

Section 4. Initial Club Certifications

(a) The Regional Instruction Coordinator (RIC) shall arrange the first certification for each new club.

(b) Prior to holding their first certification, clubs shall view the appropriate levels of the USPC DVD titled ‘USPC Traditional Standards D thru A Levels – 2007’.
Section 5. Regional Certification Opportunities

(a) The region will be open to offering one “mega testing” per year to encompass D3, C1, and C2 levels. While clubs may still hold their own certifications, 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 testing are fully prepared. (October 2008)

Section 6. Duties of the RIC Committee/Adhoc Committee Members

It shall be the duty of the RIC Committee/Adhoc Committee Members 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 regarding a tentative schedule.
(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 stabilging 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 candidates’ 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.


Section 7. Requirements for Advancement to National Certifications
The National Certifications are administered 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 certifications. This includes participation in mounted and unmounted activities. A volunteer log stating the candidate’s volunteer activity and time of at least six hours of regional service, needs to be signed by the activity’s secretary or organizer, and turned into the RS at the time of the application to test. Candidates must be members in good standing with all dues and fees paid.

(b) Applications and fees for National Certifications are required by USPC. Applications much 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 Certification Prep Clinic for the appropriate level that they will be testing within one year of that testing.

(e) National Certifications Candidates are strongly encouraged to utilize the USPC Flowcharts as a means to thoroughly prepare and track their progress towards their next certification 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 Certifications, 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.


Section 8. National Certifications Generally

(a) The Region will apply to the USPC National Testing Program to hold at least one HB and one C+/C3 test annually for levels and types based upon need at the time. 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 RIC 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 certifications and above must complete the online application via the USPC, Inc. website, by the date set forth by the National Office, per the website Testings and Certifications page.

(e) The cancellation refund policy is dictated by USPC. Any C2 or C1 level member who wishes to observe an HB or C+/C3 certification must contact the VRS for National Certifications at least one month prior to the
certification. A member who is observing a certification will also be utilized as a volunteer during the certification.

(f) The region will pass on to candidates expenses incurred in providing food, facilities, and stabling.


Section 9. Impartial Observer at National Certifications

(a) The impartial observer at a National Level certification 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.

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


Section 10. Retesting National Certifications

(a) Retesting policy is dictated by USPC.


ARTICLE VIII. CHAMPIONSHIPS

Section 1. Eligibility

Each discipline rulebook and the Goldbook published prior to each Championships 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 will use USPC Discipline Rulebooks and addenda 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 Coordinator shall send a letter of intent to all eligible Pony Club members for all Championship disciplines. 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 Championships Coordinator by the date designated on the letter. A deposit equal to the championship entry fee will be required at this time. The deposit will be applied to the championship entry fee. 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, May 2011, October 2014)
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 certification.

(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. 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 team for Show Jumping, Eventing, Dressage, Games, Polocrosse and Tetrathlon will have a riding coach. Anyone interested in serving as coach should submit an application to the appropriate team. The final selection of coaches will be approved by the Regional Supervisor.

(b) Coaches attending Championships will be selected by the competitors and their parents/sponsors, and will be paid for by the competitors/parents according to whatever contract they negotiate with a particular coach.


Section 5. 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 Championship Coordinator.

(b) The Regional Supervisor may make exceptions for Sunshine Region Pony Club members who qualify in another region or when the discipline allows for individual competition.

GAMES and POLOCROSSE teams will need to work together on a regular, on-going basis... The associated costs should be arranged for and paid by the riders.

Last updated June 10, 2012
Sharon Keeran, 2012 Secretary
Section 6. Championship Costs

All expenses are the responsibility of the Pony Club Member.

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 certifications 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.

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.

Last updated June 10, 2012
Sharon Keeran, 2012 Secretary
(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, and within the region, are eligible to be members of the Junior Council. (February 2008, October 2014)

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

(c) All USPC/Sunshine Region Pony Clubs’ members must have an appointed adult, non-Pony Club member adult chaperone at all overnight activities. (October 2014)

(d) 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)

(e) 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, EBTH Rally, serving as a C Advisor at a rally, teaching local Pony Clubs, and other such activities. (February 2008)

(f) 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)
(g) All monies raised during a Junior Council fundraiser are to be designated for future use by the Junior Council.
(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.


Section 3. Activities not Covered by Pony Club Insurance

Activities that are not covered by USPC insurance are those that are not organized and sponsored by the Sunshine Region.
(October 1998, June 0212)