

OLD DOMINION REGION PONY CLUBS POLICIES



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USPC Mission

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.

USPC Core Values

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

Organized teamwork including cooperation, communication, 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

Date of Revisions

March 1995		
January 1998		
June 2000		
February 2002		
February 2003		
February 2005		
November 2005		
February 2006		
February 2007		
November 2007		
February 2009		
February 2010		
February 2011		
February 2012		
November 2014		
March 2015		

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These policies establish the standard criteria and processes for management of the operation and activities of the Region. These policies shall in no way lessen the powers and authority granted the Regional Supervisor (hereinafter RS) under the By-laws of the United States Pony Clubs (Article 8.3.b thereof ;). These policies are intended to support the Region in carrying out the Mission of the USPC and to uphold the Core Values.

Article 1 Governance

- 1.1 Nominating Committee** - The RS shall nominate a committee for election by the Regional Council as per the requirement of the [By-laws of Regions Article 4.1.\(b\)](#).
- 1.2. Administrative Officers** - The Regional Supervisor (RS) and Vice Regional Supervisors (VRS) are Administrative Officers of the USPC. As such they are required to be Corporate Members of the USPC. The Region shall pay this fee annually unless the individual is a USPC Life Member.
- 1.3. Elected Regional Officers** - Regional Officers will be elected by the Regional Council at the required fall Annual Meeting.
- (a) Secretary - Duties as outlined in the [By-laws of the Regions 2.2 \(a\)](#)
 - (b) Treasurer - Duties as outlined in the [By-laws of the Regions 2.2 \(b\)](#)
 - (c) RIC - refer to Policy [3015.A](#) for responsibilities
 - (d) HMO - refer to Policy [3016. A](#) for responsibilities
- 1.4. Appointees** (as per [USPC By-laws of Regions 3.1](#))
- (a) Zone Coordinators - The RS, in consultation with the VRS of Instruction, may appoint a representative from each Zone to serve as a Zone Coordinator for the purpose of facilitating and coordinating Inter-Club activities within the Zone and the Region. Duties of the Zone Coordinator can be found in the ODR Handbook.
 - (b) Regional Center Coordinator (RCC) - The RS may appoint a RCC. The role of the RCC is to assist in the development and management of the Riding Center Programs in the Region. This individual would be the first point of contact for the Center Administrator or the Facility Owner of a Center with questions or requests for assistance. The RCC will assist the RS in meeting the needs of the Riding Center Programs in the Region.
- 1.5. Limitation of terms** - [By-laws of the Regions 2.3](#)
There are no current limitations of terms
- 1.6. Regional Administrative Board**
- (a)** The Regional Administrative Board (**RAB**) consists of the RS, VRS of Activities, VRS of Instruction and if different the RIC, Regional Officers, and RCC, if applicable.
- (i)The RAB is the planning group for the Region. The RS will consult with the RAB as needed to transact business, oversee the planning of activities for the Region, review policy and prepare proposed changes and to prepare recommendations to bring forward to the Regional Council. In most situations all business of the RAB is conducted electronically or by teleconference calls but in unusual situations it may be necessary to meet in person.
- 1.7. Regional Council** - The Regional Council (RC) is the decision making body of the Region and is responsible for the development of policy and decisions that are germane to the operation and management of the Region.
- (a). Membership - The RC is comprised of the RAB, District Commissioners (hereinafter DCs), Joint District Commissioners (hereinafter Jt-DCs) of all Registered Clubs of the Region, and Center Administrators (herein after CAs) of all USPC Riding Centers located within the boundaries of the Region.
 - (b) Voting privileges - All members of the RAB are voting members of the RC. Each Club and Center is allowed one vote at Regional Council meetings. Club votes are conferred to the DC and Riding Center votes to the CA.
 - (i) If the DC of any club or the CA of any Riding Center Program is unable to attend a RC meeting he/she may, with prior notice to the RS, pass their voting privilege to a designee.
 - (c) -Meetings - The Old Dominion Region will have a minimum of two RC meetings each year, one in the fall (the required Annual Meeting) and one in February/March as noted in (ii) below, with additional meetings called if indicated. Each Club and Center is REQUIRED to send a representative to all RC meetings to ensure the presence of a quorum as defined in the by-laws. Jt-DCs, Assistant CAs, club

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Sponsors, parents and other interested persons are welcome and encouraged to attend RC meetings, but are reminded that they are not voting members of the council unless designated by the DC or the CA as the voting representative for that club/center.

- (i) Annual Meeting to be held in the fall of each year in accordance with [By-Laws of Regions](#)
- (ii) Regular Meetings – A RC meeting will be held in February/March of each year as a regularly scheduled meeting. The RS will nominate the Nominating Committee for election by the RC at this meeting.
- (iii) (Special Meetings –A Special Meeting of the RC may be convened, in unusual situations as per the [By-laws of Regions](#)

Article 2 – General Policies

2.1 Dues - The fee for annual regional dues is established each year by the RC at the Annual Meeting. Regional dues are not refundable unless in special circumstances approved by the RS.

- (a) - Any increase in dues will be voted on at the Annual RC meeting and will become effective as of January 1 of the coming year
- (b) - Renewing dues must be paid by December 15th of each year or will incur a late fee of \$5
- (c) – New Member dues must be paid within 30 days of joining USPC or incur a late fee of \$5
- (d) - New Pro-Rated dues - Those joining USPC during the period of September 1 and December 31 of each year pay Regional dues plus an additional \$5 to cover Regional dues from the time of joining through December 31 of the following year.

2.2 Special Awards - The region will purchase USPC Life Membership for any active Participating Member who obtains the “A” rating.

Article 3 – Education

3.1 **Leadership Training** – The region will hold a training opportunity for all Club and Center leaders in conjunction with the regularly scheduled Feb/March Regional Council Meeting.

3.2 **Upper level prep clinics** – Upper level prep clinics shall be subsidized by the rally proceeds from the previous year as noted in the proposed budget for that calendar year.

- (a)The region will offer at least 1 unmounted prep clinic for the HB and up candidates if there are any projected to rate during that calendar year.
- (b)The region will offer at least 1 mounted prep clinic for the C3 and up candidates if there are any projected for that calendar year.

3.3 Regional Clinics – Monies to subsidize Regional Clinics shall be noted on the projected budget for that calendar year.

- (a) The Region shall offer a Standards & Testing Clinic or a Horse Management clinic in each zone each year on a rotating basis.

Article 4 – Certifications

4.1. **Requesting test dates** – The Old Dominion Region will submit a request for test dates to USPC for those certification levels that have a projection of at least 5 eligible participating members of the Region, as projected by Club and Center leaders.

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4.2 Regional testing fee - The region will determine a fee that is to be charged to all candidates assigned to a National Test hosted by the Region. These fees are to help cover a share of facility costs, meals and lodging of examiners and costs associated with expenses of the Impartial Observer.

- (a) These Regional Testing Fees are in accordance with the guidelines for organizing a National Test with every effort made to minimize this fee.
- (b) This fee is separate from and in addition to the testing application fee paid to USPC and submitted by the candidate directly to the Old Dominion Region.

4.3 Regional Certification Requirement - Old Dominion Region members desiring to take (or apply for a) National level certification(s) must attend at least one regional test preparation clinic specific for the certification sought by the candidate within one calendar year of the test for which the candidate applied. If the member is unable to attend an official regional prep, they must contact the RS for approval and submit in writing a plan to obtain an equivalent evaluation.

Article 5 – Competitions

5.1 Rally format –

- (a) Qualifying and Non-qualifying divisions - All rallies with the exception of the "D" rally will have both qualifying and non-qualifying divisions.
 - (i) The RS will work with any Club or Center member to find rally opportunities outside the region for those disciplines that the Region does not have a rally scheduled.
- (b) Rising Star Divisions - ODR has a Rising Star Division at Quiz, Games and Dressage Rallies.
 - (i) The Rising Star Division is for D1 or D2 member age 10 or below, who have little to no rally experience. With the exception of Quiz, Rising Star teams are required to have a "C" advisor to assist them in learning to care for their mount when away from home.

5.2 Rally entry – All entries for Regional Rallies must be completed by the DC or CA.

- (a) Competitor tax – All ODR rallies will have a Competitor Tax that is part of every rally entry fee. This money is separated out as an expense of rally to go into the Championship Fund for the following year.
 - (i) The amount of the Competitor Tax is determined at the Annual Regional Council meeting for the following year.
- (b) The Region reserves the right to cancel any rally due to low entry numbers.

5.3 Championships

- (a) Costs - Those who commit to participating as a member of a Regional Championship team must be prepared to bear all associated costs.
 - (i) Region costs – The Region will purchase an official ODR polo shirt for members of all Regional teams. The cost of shirts will be deducted from total amount allotted to the Championships Fund in the operating budget with the RAB determining the use of remaining funds, if any.
- (b) Team Training - The region will make every effort to facilitate training opportunities for team members. As many training sessions as are practical and reasonable will be scheduled.
 - (i) It will be the responsibility of the team member to get to the training session and share in the cost of such training for instruction received.

Article 6 – Financial

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6.1 Funds – In accordance with the [By-laws of Regions](#) the RS will develop a financial plan that will support Regional activities. The Treasurer is responsible to provide financial information for the purpose of assisting in the development of this financial plan (the proposed budget).

- (a) The proposed budget is presented to the Regional Council at the Annual Meeting for their approval or modification.
- (b) The Treasurer is to assist the RS in tracking compliance with the approved operating budget.

6.2 Allocation of funds - The budget shall contain the items as listed below:

(a) Income allocation

- (i) General Fund- Membership fees, Interest on accounts, dividends, allocation of rally profits, allocation of fund raising proceeds
- (ii) Testing/educational fund Clinic entry fees, DC Retreat fees, Prep Clinic and camp fees, allocation of rally proceeds, allocation from fund raising
- (iii) Competition Fund - Rally entry fees, championship entry fees, allocations from competitor tax

(b) Expenses allocation

- (i) General Fund Corporate Member fees for regional officers; Background checks, Expenses of the USPC Annual Meeting, Administrative expenses of postage, web hosting, insurance for regional activities, Regional Officer travel to regional activities (mileage, lodging), supplies, Miscellaneous (gifts, donations, purchase of regional equipment)
- (ii) Testing/education fund DC Retreat, General Clinics, Prep clinics, testing expenses
- (iii) Competition fund rally expenses, championship expenses (shirts, coaches, Preps)

6.3 Discretionary Fund This fund is used for those situations that were unexpected or unplanned and not put forward in the proposed operating budget. Funds will come from the ODR treasury.

- (a) The RS with the agreement and support of the RAB may authorize up to \$500 for expenses outside of the approved budget. Amounts over \$500 must be with the approval of the RC.

6.4 General Financial Practices

- (a) Audit of books (peer review)
 - (i) Regional financial records should be audited at least every two years or more frequently if there is a newly elected Treasurer.
 - (ii) Audits should be conducted prior to the books changing hands when a new Treasurer has been elected.
 - (iii) Volunteers will be solicited before or at the annual RC meeting in an effort to move the

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process along and to accomplish this audit at no expense to the region. Volunteers may be the Treasurer of another Club or Center or an individual who has a good basic accounting knowledge and a good understanding of financial record keeping.

- (b) No account signatory will disburse cash or sign a check payable to his/herself.
- (c) The RS and Treasurer will have access to the online bank account.
- (d) Any time a check is written by anyone other than the Treasurer the details must be provided to the Treasurer immediately so that appropriate entry can be made into the account register.
- (e) Deposits - Checks may be deposited by any responsible officer as long as copies of the checks are maintained along with a detailed deposit ticket and both are provided to the Treasurer. Treasurer will account for the deposit to the appropriate financial accounts.
- (f) Cash - Anytime cash is dispersed from the account the person receiving the cash must sign a "Cash Dispersal Form".
 - (i) If cash is to be redeposited to the account this may be so noted on the same disbursement form and both parties shall sign to reflect this transaction.

6.5 Reimbursements

- (a) Requests for reimbursement for expenses must be made in writing using the ODR expense voucher form (Copy of this form can be found on ODR web site forms page).
 - (i) Request for Reimbursement must be accompanied by appropriate receipts and submitted to the Activity Organizer or RS who shall review the request as a valid request. When the Activity Organizer/RS is satisfied that the request is reasonable he/she will sign
 - (ii) the reimbursement request form and forward along with all receipts attached to the Treasurer.
 - (iii) If receipts should be lost, suitable written explanation may be accepted.
 - (iv) Vouchers must be submitted to Treasurer within thirty (30) days of the activity/event.
- (b) Hotel rooms/lodging will be reimbursed at the cost of ½ room rate unless otherwise pre-authorized.
- (c) The amount of mileage reimbursement will be determined by the current USPC mileage reimbursement rate.

6.6 Financial Reporting

- (a) Treasurer Reports - The Treasurer will provide a report on all financial activities for the year to date at all meetings of the Regional Council and upon request of the RS. These reports shall detail the income, expenses and assets for the year to date according to the categories as shows in 6.2 above
 - (i) In addition the treasurer will provide the RAB with a YTD report each quarter along with copy of banking statement for the respective months and more often as requested.
- (b) **Annual Financial Reporting -**
 - (i) The Treasurer is responsible for completing the annual Cash Receipts and Disbursement Report by February 15 of each year. Copy should be provided to all DCs and CAs
 - (ii) The annual financial report should be completed by the outgoing treasurer in those years in which the treasury changes hands.
- (c) **Federal and State Tax reporting** – The Treasurer is responsible for making certain the region is complying with all State and Federal tax requirements.

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6.7 Financial Reporting for Regional Activities

(a) The Organizer or host for all regional activities shall complete a Financial Statement for that activity and file it with the Regional Treasurer within 30 days of the completion of the activity. Copy of the Regional Activity Finance Reporting Form will be provided to the organizer prior to the activity.

- (i) It is the responsibility of the Organizer of each activity to gather expense information from all those who were involved with the activity and submit that on the Financial Report and to sign individual expense vouchers for those who will be submitting for reimbursement of expenses to the region

6.8. Payment to Region

(a) General – In the event that a check is returned for insufficient funds, the Club, or member shall have thirty (30) days to correct the situation by insuring that the check and any bank fees are paid in full. If the situation is not resolved within the 30 days, the Club or member will lose their right to participate in the activity or in any future regional activities until such time as the situation is corrected. The region reserves the right to require that payment be in the form of a money order or cashier's check.

Article7 - Amendments and Deviations

7.1 Amendments - Any member of the Regional Council may propose policy amendment at a regularly scheduled Regional Council Meeting.

- (a) - The RS, or a committee appointed by the RS, shall conduct an annual review of the policies to determine the need for revision in keeping current and compliant with all governing documents. Any proposed changes or additions will be put before the Regional Council for their acceptance.
- (b) - Policies and amendments shall become effective when adopted by the Regional Council and approved by the VPRA.
- (c) - Deviations and Waivers - In situations with special circumstances, the RS may authorize deviations to or waivers of regional policy, so long as such deviation or waiver does not conflict with the By-laws of the USPC, By-laws of the Regions of USPC and policies of the USPC.