

POLICIES
OF THE
NEW YORK/UPPER CONNECTICUT
REGION
OF
THE UNITED STATES PONY CLUBS, INC.



Originally prepared February 1, 1992

As subsequently amended

Revised, amended, and reorganized during 1999 – 2001 to reflect USPC, Region, and Club By-laws, and changes in USPC Policies

Approved by vote of the Regional Council on February 24, 2001, amended April 25, 2001

THE POLICIES OF THE NEW YORK/UPPER CONNECTICUT REGION, USPC

SECTION I. – PURPOSE

The New York/Upper Connecticut Region (NY/UC Region or Region) has established these policies to provide guidelines for the administration of its activities. They are intended to be the means to carry out the Mission Statement, Guiding Beliefs, and the By-Laws and Policies of the United States Pony Clubs, Inc. (USPC).

SECTION II. - ORGANIZATIONAL STRUCTURE

The Regional Council (Council) is the governing body of the New York/Upper Connecticut Region. The Council votes on policies by which the Region is governed. The Regional Administrative officers implement these policies on a day-to-day basis.

A. Membership

1. In addition to members of the Regional Council specified by USPC By-laws, the following will be members: .the Regional Instruction Coordinator (RIC), the Horse Management Organizer (HMO), and other persons appointed by the RS.
2. The Secretary and Treasurer will serve one-year terms.

B. Meetings

1. The Council will meet not less than four times annually. The RS may call additional meetings as necessary.
2. To encourage full participation of DCs in Regional affairs and to promote their understanding of the issues being discussed and voted on, voting by DCs at Council meetings must be in person, not by proxy.
3. Each of the following in attendance at a meeting of the Regional Council has one vote: RS, Vice RSeS, Secretary, Treasurer, HMO, RIC, other RS appointees, and each club represented at the meeting. No person shall have more than one vote.

C. Committees

1. A Nominating Committee shall be formulated and will function in accordance with USPC Regional By-laws.
2. The RS may appoint other committees as necessary.

SECTION III. – ADMINISTRATIVE/DC/CLUB RESPONSIBILITIES

A. District Commissioners:

District Commissioners or their designee will:

1. Attend meetings of the Regional Council
2. Attend Regional Clinics and seminars for their continuing education.
3. Support Regional Rallies.
4. Ensure that their Clubs carry out their assigned Rally organizing activity, regardless of their own Club's Pony Clubber participation.
5. Ensure that their Clubs send qualified participants to Regional Rallies.
6. Attend Regional Rallies when their Clubs participate when possible.

B. Clubs:

1. Meet Club obligations to the Region to provide staffing for equine activities held at The Kent School or other facility used by the Region.
2. Clubs are encouraged to subsidize their DCs' attendance at seminars and USPC Annual Meeting.

C. Ratings:

1. DCs attend their club's ratings.
2. When possible, DCs attend Regional and National Ratings when candidates from their Clubs are being rated.
3. At the club level, all ratings except D-1, should have an outside examiner.
4. DCs should ensure that parents and Pony Clubbers both understand the ratings process at the Club, Region, and National levels.

D. Attire:

DCs should stress that PCers should wear appropriate attire for lessons and clinics. Refer to the USPC Horse Management Handbook and the rulebook for the applicable discipline for specifics.

E. Safety:

1. Each Club must have, in addition to the Instructor, a responsible adult present at mounted lessons.
2. Each Club must have medical releases for each Pony Clubber at all Pony Club functions, mounted or unmounted.

F. Member Club Rallies (Mounted and Unmounted):

1. The Region encourages Rallies for D-rated Pony Clubbers and suggests them for C-rated Pony Clubbers. Clubs conduct these Rallies on the Club level, possibly with neighboring Clubs, for fun and a positive learning experience.
2. Club Rallies are not conducted for profit and should involve as little expense as possible. The entry fee should be modest.
3. Rally organizers should use current USPC materials in organizing and running these Rallies. The USPC provides rule books, guidelines, and scoring materials for every activity it supports. See the current USPC Book List for materials available.
4. Rally organizers should have a Technical Delegate at their Rallies.
5. All participants at D Rallies should receive a participation ribbon, but participation ribbons are not awarded at C Rallies.
6. The Region encourages team awards at these Rallies.

SECTION IV. - FINANCIAL POLICY

The USPC has been and must remain essentially a volunteer organization. RSs and other Regional officers must donate their time while serving in their administrative capacities.

A. The Region will reimburse in full with funds from its treasury the RS and Vice RS for reasonable out-of-pocket expenses, e.g. telephone, copying, postage. The Council must give prior approval for reimbursement of unusual expenses. The Region requires reasonable documentation for expenses submitted for reimbursement. The Region does not reimburse Member Clubs and individuals for expenses incurred in their own behalf.

B. The Region will, with funds from its treasury, defray RS and Vice RS expenses to attend the USPC Annual Meeting, National Championships and seminars. The Regional Council will determine the amount annually at a Council meeting.

C. The Region will not defray expenses to attend the National Championships for the RS or Vice RS who has a child who is a competitor.

D. To protect Regional officers, there should be an annual audit of Regional financial records within sixty days of the end of each fiscal year. This audit need not be a professional audit. A former Treasurer, former RS or other knowledgeable person may perform the audit.

E. The Region relies on several sources of income to conduct its operation. Income is deposited in the Regional treasury. Sources of income include:

1. Annual Regional dues

- a. The Council determines by vote annual dues for Clubs (on a per member basis) at the Annual Meeting.
- b. Clubs must pay Regional annual dues for each member who joins prior to September 1.
- c. Clubs in their first year of existence are exempt from paying Regional dues.
- d. Members of delinquent Clubs may not participate in any Regional or National activity.

2. Regional rally, clinic, and rating fees may be set high enough to ensure that the region breaks even. Any profit will be used to defer Regional or National activities.

3. Regional clinics may be profit making activities.

4. To supplement its income as necessary, the Region may undertake other fund raising under the direction of the Regional Treasurer.

D. The Region uses its funds for on-going Regional expenses, capital expenditures for Regional equipment for use by Member Clubs, for Regional Rallies, Regional Ratings, Regional Clinics, and National Championships.

E. The Region does not reimburse Member Clubs and individuals for expenses incurred in their own behalf.

SECTION V. - RATINGS—REGIONAL AND NATIONAL

A. Mandatory Prep Clinic Attendance –

- (1) Candidates applying for C-3 and B Ratings must attend designated Prep Clinics (mounted and unmounted) within the calendar year in which they apply to be rated.
- (2) The Regional Council must designate the Clinics and the DCs must notify the candidates no later than eight (8) weeks before a required Clinic.
- (3) A candidate with a conflict must notify the Organizer in writing postmarked no later than thirty-five (35) days before the designated Clinic. If the candidate, the Organizer, and the RS are unable to schedule a comparable, alternative activity, the candidate will be ineligible to take that level Rating that calendar year.

B. Regional Ratings: C-3

1. The Region will sponsor at least one C-3 Rating each year. The Region may combine its C-3 Ratings with those of a neighboring region. If the Region sponsors more than one Rating, it will make every effort to use the same PIP (Head Examiner) at all.
2. To apply for a Regional (C-3) Rating, the candidate must complete an application and submit it with the required fee to the Organizer by the stated deadline.

C. National Ratings: H, B, H-A, and A

1. The Region will apply to sponsor National ratings on an as-needed basis.)
2. The Region will offer B and H/H-A Prep Clinics or coordinate them with neighboring Regions as appropriate.

D. Training C-3 Examiners:

Training of C-3 examiners in NY/UC region will be overseen by the RIC. Applicants must register with the RIC. It is recommended that the requirements be done in sequence. Current Pony Clubbers are not eligible. Requirements are:

1. C-3 examiners training program requires participants to conduct 3 club ratings and to be recommended by a DC as someone who is conversant with the standards and has the maturity to be a C-3 examiner.
2. Observe two C-3 ratings (for example, as an Impartial Observer).
3. Apprentice at one or more C-3 prep clinics as an active participant in addition to the usual staff.
4. Apprentice at two C-3 ratings in addition to the usual staff.
5. Assist at two C-3 ratings with a C-3 examiner or national examiner as part of the usual staff.
6. Be recommended to be a C-3 examiner by a C-3 examiner or national examiner from #5 above.

E. Regional and National Rating candidates should be thoughtful leaders who set an example for other Pony Clubbers, and should have a record of regular attendance and participation in Club and Regional activities. Regular attendance and participation means:

1. Attendance and/or contributions to Club instructional meetings, both mounted and unmounted.
2. Attendance at Regional Clinics and meetings as applicable.

3. Teaching, coaching or otherwise assisting in Club and Regional activities. Teaching groups at all levels is mandatory for H and H-A levels to comply with National rules.
4. Participation in Rallies and competitions, either mounted or unmounted at an inter-club, Regional or National level.
 - a. Rally/ competition participation may have occurred at any time in the Pony Clubber's career.
 - b. The Region encourages team effort because it is an integral part of a Pony Clubber's education. Rally/competition participation, however, may also be on an individual basis, such as Tetrathlon.

F. Conduct of Regional and National ratings:

- 1.. One responsible adult must be present with each candidate at the mounted portion of the Clinic and rating. Without an adult present, the candidate may not ride.
2. At Ratings within the Region, the Impartial Observer will act as the liaison between parents and the PIP.
3. The Impartial Observer, the Organizer, the RS and Vice RS are authorized to ask any disruptive spectators to leave the immediate area of testing activity.
4. C-3 Examiners:
 - a. C-3 examiners should not test candidates from their own Clubs or Regions, if possible, to avoid the appearance of conflict of interest.
 - b. Any C-3 PIP must have participated in the national C-3 PIP Examiners' program at least as an apprentice, or be recommended by other RSs.
 - c. The PIP will return the test results on an individual basis and discuss them privately with the candidate, parents, the candidate's DC or appointed delegate, and Instructor.

SECTION VI. - RALLIES (REGIONAL MOUNTED RALLIES AND KNOW-DOWNS)

A. Regional Mounted Rallies

1. The Region will host rallies open to all clubs in the Region. Other regions may be invited to send clubs if space is available.
2. The RS and Vice RS set dates and sites for Regional competitions.
3. The RS and Vice RS, or an authority whom they appoint, will engage judges for Rallies.
4. Team awards at Regional Rallies will reflect total scores under guidelines for the specific competition. Horse Management will be scored and awards made according to the rules of the discipline.
5. If errors in scoring are discovered after the awards ceremony, a second set of ribbons will be distributed to the team(s) whose placing(s) was (were) incorrect.
6. Clubs
 - a. Clubs, under the supervision of the RS and Vice RS, will share the job of organizing Regional Rallies in rotation.
 - b. Clubs will provide at least two fence judges per team for the NY/UC Combined Training Rally.
 - c. Clubs will provide one chaperon per team. Competitors on mixed teams are responsible for sharing the chaperon's fee.
7. Rally organizers will establish, publish, and enforce closing dates for each regional rally.
8. All applications for refunds must be postmarked within 30 days of the date the rally begins.

9. At overnight Rallies, each competitor must pay a deposit to be refunded at the end of the Rally when his/her room and stall have been approved.
10. If a Horse Manager on a mixed team needs financial support to participate in the Regional Rally, he/ she may request assistance from participating Clubs before the Rally begins.

B. Know-downs

1. The Region will hold an annual Know-down Qualifying Rally. The qualifying rally may incorporate semi-final competitions.
2. The Council will assign Clubs to either the Eastern or Western Know-down Semi-finals if such semi-finals are held.
3. Rally organizers will establish, publish, and enforce closing dates for each regional rally.
4. All applications for refunds will be postmarked within 30 days of the date the rally begins.

SECTION VII. - NATIONAL CHAMPIONSHIPS

It is an honor for a Pony Clubber to be selected to represent NY/UC Region on a team at the National Championships.

A. Selection of Mounted Teams for the National Championships:

1. The RS and Vice RS select teams from available candidates to go to the National Championships.
2. To be considered for the National Championships, riders and Horse Managers must submit the National Championship intent form and the other required forms to the RS before the first mounted Regional or other qualifying Rally.
3. To qualify for the National Championships, a rider must not be eliminated/disqualified at a Regional Rally in the discipline of choice and must place in the top one-third of total New York/Upper Connecticut Region scores in that division. Selection for National Championships also takes into consideration judges' recommendations, experience, sportsmanship, teamwork, horse management, safety, DC recommendations, and other factors as may be appropriate.
4. To qualify for Horse Manager in a discipline at the National Championships, a Pony Clubber must have competed in the Regional Rally in the designated discipline, as a rider or horse manager, with preference to the Horse Manager of the team winning Horse Management. Selection of Horse Managers is at the discretion of the RS.
5. In disciplines for which the NY/UC Region does not hold its own Rally, the procedure to qualify for National Championships at a neighboring Regional Rally is identical to that described above.

B. Selection of Competitors for National Know-down Championships

1. To qualify to participate in the Regional Know-down Finals, competitors must submit the National Championship intent form to the RS at the semi-finals if semi-finals are held. If semi-finals are not held, the intent form must be received before the finals.
2. IF Eastern/Western semi-finals are held, the eight top-scoring individuals in each division of the Eastern and Western Semi-finals who have also submitted National Championship intent forms to the RS will compete in the Regional Finals.
3. The RS and Vice RS will select a team of four plus two alternates on the basis of individual scores for each division to represent the NY/UC region at the national championships. Selection for National Championships also takes into consideration judges' recommendations, experience,

sportsmanship, teamwork, horse management, safety, DC recommendations, and other factors as may be appropriate.

C. Clinics/Practices:

1. The Region will organize and subsidize Clinics/ Practices for teams going to the National Championships.
2. The Region requires Pony Clubbers going to National Championships to attend these activities. They are opportunities for the participants to become better acquainted, to organize for the Championships, and to begin to learn to work as a team.

D. Attire at National Championships:

1. The Regional teams at National Championships should be clearly identifiable as NY/UC Region. The Council will specify attire for the National Championships. Knowdown teams' attire should be particularly neat and uniform.
2. Each competitor must purchase a prescribed Regional shirt, as well as any other items deemed appropriate to identify the competitor as a regional team.

E. Regional Responsibilities:

1. The Region will subsidize Pony Clubbers representing the Region at National Championships. The RS, Vice RS, and Regional Treasurer will determine each year the percentage of the entry fee to be paid by the Region. The RS may, at his/her discretion, provide additional financial help to those who could otherwise not attend.
2. The Region will reserve a block of rooms for team members, their coaches, and chaperons attending National Championships.
3. The Region and competitors share team coaches' compensation and expenses at the National Championships. The RS, Vice RS, and Regional Treasurer will determine each year the share to be paid by the Region.

F. Club Responsibilities:

1. DCs will brief Pony Clubbers and their parents on requirements for Regional and National Rallies before Regional Rallies.
2. Each Club will be financially responsible for equipment lost or damaged by team members sent by that Club to National Championships.
3. If a competitor withdraws from National Championships for no medical or veterinary reason, and the USPC does not reimburse the Region for money it has advanced in the competitor's behalf, the Pony Clubber's Club is responsible for payment to the Region of any money advanced.
4. The Region encourages Clubs to subsidize competitors who compete at the National Championships.

G. Team and Individual Responsibilities:

1. Individual competitors with coaches are expected to pay their own coach's expenses.
2. Teams going to National Championships must make their own arrangements for horse transportation and food. The Region will reserve a block of rooms for team members, coaches, and chaperons. These persons must confirm these room reservations independently of the Region.

3. To encourage Pony Clubbers to work as teams, team members must stay with their teams at the lodgings arranged by the Region unless they have medical or veterinary excuses.

H. Substitutions:

A Pony Clubber selected to attend National Championships must notify the RS immediately if he/she is unable to attend for any reason. The RS will substitute and/or notify an Alternate if discipline rules permit.

SECTION VIII. – CLINICS

The Region encourages all Pony Clubbers to remain as members until they are 21, and regional clinics are an especially powerful avenue of encouragement for older and upper level members.

A. The Region will offer biannually an Instructors' Clinic and a Standards Clinic for DCs, Instructors, Pony Clubbers rated C-1 and up, and their parents.

B. The Region will offer annually or as needed a Horse Management Seminar for DCs, Instructors, Pony Clubbers rated C-2 and up, and their parents. Purposes of the seminar include training Chief and Assistant Horse Management Judges, improvement of Pony Clubber horse management skills, provision of continuing education for DCs and Instructors.

C. At the discretion of the Council, the Region may offer additional clinics.

D. Subsidies for Clinics

1. The Region will subsidize the Instructors' Clinic, the Standards Clinic, the Horse Management Seminar, and Clinics/ Practices for National Rallies. The Region may subsidize prep Clinics it offers prior to Regional and National Ratings and other Clinics it offers.

2. In addition to those Clinics which are offered directly by the Region, the Region will make available financial assistance to Pony Clubbers rated C-2 and up for three additional Clinics each year. These Clinics can be in any Pony Club discipline. The amount of assistance may be up to one-third of the fee for each Clinic. The RS may use her discretion with regard to the amount of financial assistance given. Pony Clubbers must apply for this assistance for Clinics through their DCs to the RS prior to the Clinics. The Pony Clubber's DC, the Regional Treasurer, the Vice RS, and the RS must approve the application. The Pony Clubber must sign up for the Clinic, pay for it in full and attend. The DC then will submit the Pony Clubber's name to the RS. Upon approval, the Region will reimburse the Pony Clubber directly for up to one-third of the Clinic registration fee.¹

¹ Amended 4/25/2001 to increase coverage from Combined Training disciplines to all Pony Club disciplines; to delete address and phone number of the PCer from the information to be reported to the RS; and to eliminate the time limit within which the partial reimbursement by the Region must be made.

SECTION IX. - RELATIONS WITH FACILITIES USED FOR REGIONAL PONY CLUB ACTIVITIES

The RS and Vice RS will act as liaison between the NY/UC Region and The Kent School or any other facilities used for Regional Pony Club activities.

SECTION X – EQUIPMENT

The Region will make available equipment for Regional and National Rallies. Clubs may use some of this equipment upon request.

- A. The Region owns equipment for use by the Region and Member Clubs at Pony Club activities, such as radios, videos, banners, saddle pads, pinnies and bridle numbers, and clipboards.
- B. Clubs must request the radios six weeks in advance of anticipated use and return them to the designated custodian within one week after use.
- C. There is a \$220 deposit for use of the Dressage Ring Tool.
- D. Clubs must request videos two weeks prior to anticipated use and return them to the designated custodian within one week after use. The current rental fee for videos owned by the Region for a fourteen-day period is \$5.00 plus postage and insurance. There is a \$50 deposit per video.
- E. The user is responsible for damage to or loss of the Region's equipment and must repair, replace it, or pay for the repairs or replacement.

SECTION XI – WAIVERS

The RS may, if special circumstances warrant, grant exceptions to Regional policy. Any waivers should be consistent and should concur with the history and philosophy of the Region.

SECTION XII. – MODIFICATION

The Council may amend or change Regional policies with one month's prior notice.

APPENDIX I:

The Kent School

1. In 1974 the Clubs in the NY/UC Region purchased for in excess of eight thousand dollars forty portable stalls to be kept at The Kent School stables. The Kent School purchased an additional twelve portable stalls. For a description of the original equipment purchased by the Clubs and its original ownership, see APPENDIX I -- 1974 Purchase of Portable Stalls for Use at The Kent School.
2. The Kent School agreed to house the stalls and to maintain and repair the stalls as necessary. The Region had free use of the stalls for Regional Pony Club activities. With the permission of the Region, The Kent School may use them at other times.
3. The Kent School agreed to pay for maintenance and repair of the stalls, excluding damage to them at Regional Pony Club activities.
4. The Region agreed to help provide to the best of its ability staffing for equine events held at The Kent School.
5. The Regional Council is responsible for decisions concerning the stalls. At the Regional Council meeting on October 24, 2000, in view of the wear and tear of a quarter century to the stalls, the Council voted to abandon the stalls, with the clubs that contributed to their purchase having the option to retrieve the number of stalls for which they originally paid.