



Policies

of



The Central New England Region

of

The United States Pony Clubs, Inc.

NOTE: In the interest of brevity and to simplify the maintenance of this document, the material contained in the *Bylaws of the Regions of the United States Pony Clubs, Inc.* and other related documents is NOT repeated here. However, this material is a prerequisite to understanding these policies. A copy of the Regional Bylaws should always be distributed and used in conjunction with this document.

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Policies of the Central New England Region

1 PURPOSE

The *Policies of the Central New England Region* (CNER) establish the standard criteria and processes for management of CNER operations and activities, as provided in the *Bylaws of the Regions of the United States Pony Clubs, Inc* (Regional Bylaws). These policies shall in no way lessen the powers and authority granted to the Regional Supervisor under the Regional Bylaws. CNER Policies are intended to be the means to carry out the Mission Statement, Guiding Beliefs and the policies of the Board of Governors of the United States Pony Clubs, Inc.

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.

3 APPLICABILITY AND PRECEDENCE

These policies apply to the Central New England Region and all member clubs. The Policies of the Central New England Region shall take precedence over club policies. The following bylaws and policies take precedence over CNER policies:

- *Bylaws of the United States Pony Clubs, Inc.*
- *Policies of the United States Pony Clubs, Inc.*
- *Bylaws of the Regions of the United States Pony Clubs, Inc.*
- *Bylaws of the Registered Clubs of the United States Pony Clubs, Inc.*

4 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

4.1 REGIONAL COUNCIL

The Regional Council is the governing body of the Central New England Region. Policies by which the Region is governed are voted on by the council, approved by the Vice President of Regional Administration and implemented on a day to day basis by the elected officers.

4.2 MEMBERSHIP

In accordance with USPC Bylaws and Regional Bylaws, all USPC Administrative Officers within the region (Regional Supervisor, Vice Regional Supervisors, District Commissioners, Joint District Commissioners), the Regional Secretary, the Regional Treasurer, and additional regional officers defined in this policy are

members of the Regional Council, provided that the majority of the membership consists of District Commissioners and Joint District Commissioners. The President of the USPC, the Vice President of Regional Administration and any appointed representatives of these officers shall be ex-officio members of the Regional Council.

4.3 MEETINGS

Regional Council Meetings shall be held in accordance with the protocol and other requirements defined in the Regional Bylaws.

4.4 REGIONAL OFFICERS

The Regional Council shall nominate by a simple majority vote a Regional Supervisor and one or more Vice Regional Supervisors, in accordance with the Regional Bylaws. The Regional Council shall elect by a simple majority a Secretary and Treasurer.

The Regional Supervisor will nominate annually for election by the Regional Council an HMO and RIC, who shall serve as Regional Officers and whose duties are defined in the Policies of the USPC.

4.5 VOTING RIGHTS

4.5.1 Each club , riding center and each Regional Officer elected by the Regional Council shall have one vote. The District Commissioner , Center Administrator or their designated representative shall cast the club's vote.

4.5.2 In order to encourage full participation in Regional affairs and to have a full understanding of the issues to be voted upon, proxy votes will not be allowed.

4.5.3 In the event a single individual serves in multiple capacities, the individual may cast only a single vote on the Regional Council regardless of the number of positions held. This shall not preclude a District Commissioner or Center Administrator also serving as a Regional Officer from designating another individual in attendance to cast the club's vote

4.5.4 Terms of Office

The term of office for all regional officers is defined in the Regional Bylaws, subject to the following:

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4.5.5 It is recommended that a potential Regional Supervisor consider a four year commitment, with two years served as Vice Regional Supervisor and two years as Regional Supervisor.

4.5.6 It is recommended that the Treasurer commit to a minimum of two years.

4.6 RESPONSIBILITIES OF REQUIRED REGIONAL OFFICERS

CNER officers have the following responsibilities **in addition** to their responsibilities defined in the Regional and Club bylaws:

4.6.1 REGIONAL SUPERVISORS

The Regional Supervisor, assisted by the Vice Regional Supervisor(s), is responsible for:

- a. overseeing all activities in the region including the specific duties outlined in the USPC and Regional Bylaws.
- b. implementing the policies and programs of the USPC Board of Governors, offering support and information to the DCs and the local clubs, and providing communication between the DCs and the Board of Governors.
- c. carrying out the day to day operation in accordance with the general philosophy of the region and implementing the policies as established by the Regional Council
- d. Evaluating member clubs annually.

4.6.2 SECRETARY

The Secretary is responsible for:

- a. Maintaining a current list of members of the Regional Council and Regional Advisors which includes an email distribution list in a list server.
- b. Editing and distributing the regional newsletter to all members of the Regional Council, Regional Advisors, and any others active in regional affairs.
- c. Taking minutes at council meetings and distributing them to the region on a timely basis (shall be posted to the regional website)
- d. Assisting the Regional Supervisor with the regional year end paperwork as necessary.

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4.6.3 TREASURER

The Treasurer is responsible for:

- a. Receiving and reviewing final budget reports from rally and clinic organizers and reporting to the RS the status of these accounts.
- b. Paying regional expenses in accordance with the regional budget.

4.6.4 DISTRICT COMMISSIONER RESPONSIBILITIES

The District Commissioner is responsible for:

- a. Administering the club in accordance with USPC policies and carrying out the specific duties as outlined in the USPC Policies and *Bylaws of the Registered Clubs of the United States Pony Clubs, Inc.*
- b. Attending the Annual Regional Meeting in the fall and all other meetings of the Regional Council. A delegate should be appointed in the event that the DC is unable to attend.
- c. Sending as requested:
 - i. Regional dues and other regional fees
 - ii. Minutes of Sponsor's Meeting (s)
 - iii. Treasurers report of Club finances
 - iv. Membership list (copy of corrected National printout)
 - v. Ratings Updates
 - vi. Club Newsletters
- d. Developing written club policies, which must be submitted to the RS for review before final approval by club sponsors.
- e. Attending Regional clinics set up for DC education, including but not limited to: Instructors, Standards, Horse Management, and Leadership.
- f. Attending Regional Rallies when your club participates
- g. Submitting H-B,C-3, B, H, H-A, and A applications prior to regional deadlines
- h. Communicating to H-B, C-3, B, H, H-A and A candidates regarding Regional and National testings and seeing that these candidates have the appropriate information and applications in a timely manner. (Information includes Standards, pertinent test sheets, Horse Management book, etc.)
- i. Attending or designating a representative to attend Regional and/or National ratings if the club has member(s) being tested.

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- j. Responding by deadlines to all activities/rallies sponsored by the Region.
- k. Disseminating information to club members and from the club to the region.
- l. Notifying the RS of the Annual Meeting of Sponsors 30 days prior to the meeting.
- m. Responding to regional requests in a timely manner.

4.7 REGIONAL ADVISORS

As provided in the Bylaws of the Regions, Regional Advisors are appointed by the Regional Supervisor. CNER defines the following regional advisors and their responsibilities:

4.7.1 Upper-Level Rating Coordinator

The responsibilities of the Upper Level Test Coordinator are defined in section 9.1.5.

4.7.2 H-B/C-3 Rating Coordinator

The responsibilities of the H-B/C-3 Rating Coordinator are defined in section 9.2.8.

4.7.3 D-3/C-1 Coordinator

The responsibilities of the D-3/C-1 Coordinator shall be to establish and execute the D-3/C-1 program.

4.7.4 Championships Coordinator

The responsibilities of the Championships Coordinator are defined in section 10.1.

4.7.5 Awards Coordinator

The Awards Coordinator shall be responsible for ordering ribbons and awards for regional activities requiring them. The Coordinator is responsible for communicating with the organizer of the regional activity about the quantities and types of awards. The Coordinator is responsible for making arrangements to transport the awards to each regional activity.

4.7.6 Equipment Coordinator

The Regional Equipment Coordinator is responsible for all regional equipment including, but not limited to: championship team equipment, audio equipment, regional attire for sale, regional pins, etc. The Coordinator is responsible for keeping an inventory of all

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equipment, maintaining equipment in working order, cleaning of equipment as necessary, and ensuring that all equipment is accounted for after each use.

4.7.7 Regional Webmaster

The Regional Webmaster is responsible for creating, maintaining, updating, and publicizing the CNER website. The website should be kept current and include basic information such as the regional calendar, policies, forms, directions, and current information on regional activities such as rallies and prep clinics. In addition, the webmaster is responsible for maintaining the regional email distribution list in coordination with the regional secretary. The webmaster will also serve as the Region's liaison to the national webmaster.

4.7.8 Others, as may be deemed necessary and appointed by the Regional Supervisor

4.8 COMMITTEES

4.8.1 A Nominating Committee shall be elected as defined in the Bylaws of the Regions of the USPC, Inc.

4.8.2 Additional committees may be appointed by the RS as necessary.

4.8.3 The RS is an ex-officio member of all committees except the Nominating Committee.

5 FINANCIAL POLICY

5.1 COMPENSATION AND REIMBURSEMENT

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

5.1.2 Reasonable out of pocket administrative expenses for telephone, postage, and copying, incurred for CNER business and approved by the Regional Supervisor will be reimbursed by the regional treasury.

5.1.3 With the approval of the Regional Council and the advance approval of the Regional Supervisor, the regional treasury will defray the expenses of the Regional Supervisor and other individuals attending the USPC Annual Meeting.

5.1.4 Reimbursement for other expenses of Regional Officers incurred for CNER business not specifically addressed by this financial policy may be reimbursed with the prior approval of the Regional Supervisor.

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- 5.1.5 Requests for all reimbursements must be accompanied by applicable receipts and a regional reimbursement form (see appendix).
- 5.1.6 The Chief Horse Management Judge (CHMJ) at a rally will be compensated at the rate negotiated by the HMO. A non Pony Club member who acts as an Assistant Horse Management Judge (HMJ) and does not have a child competing in the rally will be paid a fee of up to \$50. A Pony Club member or parent of a participant who acts as an Assistant HMJ may be reimbursed for mileage up to \$25. Appropriate mileage reimbursement forms must be submitted before any checks are given.

5.2 FINANCIAL REVIEW

Recognizing that the regional financial records should be open to examination at least annually, the Regional Council may appoint a person or committee to review in detail all of the receipts, disbursements, assets, and liabilities of the Regional treasury. The appointed person or committee shall report the results of the review to the Regional Council at the next meeting of the council. No regional officer serving during the fiscal year reviewed shall be appointed to perform this review.

5.3 SOURCES OF INCOME

5.3.1 REGIONAL DUES

- 5.3.1.1 Annual regional dues for members may be reviewed and modified by the Regional Council annually prior to the year they are to take effect.
- 5.3.1.2 Dues for the year are payable by December 31st of the preceding year.
- 5.3.1.3 Annual regional dues are payable by each Pony Club within the region for each Club member whose membership covers any part the year, unless the member is a transfer from another club within the region and the regional dues for that member were previously paid by the club.
- 5.3.1.4 The regional annual dues for a Pony Club shall be waived for the year in which the club either transfers from another region or first becomes a Pony Club.
- 5.3.1.5 No Pony Club in the region, and no member of that club, may participate in any regional or national activity if the club has any outstanding dues or assessed fees.

5.3.2 REGIONAL RALLIES AND ACTIVITIES

5.3.2.1 Fees for regional rallies and activities shall be set to allow a 5% contingency margin over anticipated expenses.

5.3.2.2 Net income (after payment of all expenses) shall accrue to the Region's General Fund.

5.3.3 TESTINGS AND CLINICS

5.3.3.1 Fees for all testing and clinics should cover anticipated expenses.

5.3.3.2 In the event fees do not cover all expenses, the difference will be paid from the Region's General Fund.

5.3.3.3 Any net profit from tests and clinics shall accrue to the Region's General Fund.

5.3.4 FUND RAISERS

The Regional Council may authorize any type of activity it deems appropriate for the purpose of raising funds for the normal operation of the region or for any activity approved by the council.

5.4 FUND ALLOCATIONS

All funds not specifically allocated to a specific use shall be allocated to the General Fund to support all regional business.

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6 REGIONAL INSTRUCTION, ACTIVITIES, AND COMPETITIONS

6.1 CLINICS

The Region will schedule clinics including but not limited to Instruction, Standards, Leadership, Horse Management and Test Preparation.

6.2 ACTIVITIES AND COMPETITIONS

The Region will schedule activities as needed and as interest dictates. The Region will schedule a USPC qualifying rally in each discipline or facilitate opportunities for members to qualify for Championships at a rally in another Region.

6.3 REGIONAL INSTRUCTIONAL COORDINATOR (RIC)

6.3.1 According to USPC policy, a Regional Instruction Coordinator must be appointed annually by the Regional Supervisor for the purpose of strengthening club and regional instruction programs. The RIC must be a corporate member of USPC and should attend national RIC seminars held during his/her term. The RIC works with the RIC Committee, the HMO, and the Region in disseminating policies and programs to the clubs. The RIC is subject to removal by the RS.

6.3.2 The RIC's responsibilities may include, but are not limited to, the following:

- a. Working with the RS to identify individual club instructional needs.
- b. Assisting DCs to recognize and implement appropriate, effective mounted and unmounted instruction programs
- c. Encouraging clubs to share "what works" in their instruction programs with other clubs in the Region
- d. Offering suggestions for enrichment of club and regional instruction programs
- e. Keeping track of club members' progress
- f. Maintaining records of prep clinics and ratings held in the Region, including examiners, candidates, and success rates
- g. Advising clubs and Regions on rating and rally preparation
- h. Maintaining resource lists of instructors, examiners and facilities

6.4 HORSE MANAGEMENT ORGANIZER (HMO)

According to USPC policy, a Horse Management Organizer must be appointed annually by the Regional Supervisor to work with the RS and the RIC for the purpose of strengthening club and regional HM instruction programs. The HMO must be a corporate member of USPC and should attend national HMO seminars held during his/her term. The HMO works with the national HM committee and the Region to disseminate policies and programs to the clubs. The HMO oversees HM education for HM judges in the Region and works with the RS and/or the

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Organizers to coordinate staffing and judging at competitions. The HMO is subject to removal by the RS.

6.4.1 REGIONAL HM EDUCATION PROGRAM RESPONSIBILITIES

- a. Work with the RIC to develop Regional and Club HM programs
- b. Develop lists of personnel and materials for Regional and Club instruction programs
- c. Develop Regional and Club HM seminars for members
- d. Disseminate information from National HM programs

6.4.2 REGIONAL HM JUDGES' PROGRAM RESPONSIBILITIES

- 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 aware of current HM competition issues
- d. Inform and encourage all judges in the Region to take advantage of any/all judging opportunities within and outside the Region
- e. Recruit candidates for future HM judges

6.4.3 REGIONAL COMPETITION RESPONSIBILITIES

- a. Identify all competition staffing needs in the Region
- b. Ensure that support materials, including judging forms and achievement certificates for Tack and Turnout are provided for HM staff
- c. Ensure that all required evaluation forms are provided, completed, collected and mailed promptly

6.4.4 Other Responsibilities, as determined by the RS

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7 H-B/C-3 AND UPPER LEVEL RATINGS

7.1 ELIGIBILITY FOR UPPER LEVEL (H-B, C-3, B, H, H-A, A) RATINGS

- 7.1.1 The RS and the DC shall certify a pony club member's eligibility for ratings of B and above. The DC shall certify a member's eligibility for the H-B/C-3 rating.
- 7.1.2 Candidates for upper level ratings must have a thorough knowledge of the requirements for the level being tested. They should be thoughtful leaders who set an example for all pony club members.
- 7.1.3 In order to ensure that candidates will be as successful as possible, they should attend the CNE test prep clinic(s) for the proposed level during the same calendar year as the testing. If the region pays for any portion of the candidates test fee it will be required that the candidate attends the CNE test prep clinic(s). Candidates who are unable to attend the CNE test prep clinic(s) must make suitable arrangements to meet this commitment. The RS must approve such arrangements in advance.
- 7.1.4 Candidates for an upper level testing must submit paperwork by the established deadline.

8 H-B/C-3 AND UPPER LEVEL (B, H-A, A) TESTINGS AND TEST PREPARATION PROGRAM

8.1 UPPER LEVEL TESTINGS AND PREPS (B, H, H-A, A)

- 8.1.1 The RS or a designated upper level program coordinator, in consultation with the RS, will be responsible for the Region's upper level testings and test prep programs.
 - a. In consultation with the Regional Supervisor, the Coordinator will:
 - i. Follow guidelines for organizing B, H, H-A, and A testings available from the National Office.
 - ii. Establish the dates of test prep clinics and testings, and engage examiners and clinicians in January each year
 - iii. Select appropriate test and clinic sites and ensure that provisions have been made for any weather conditions that may affect the testing/clinic.
 - iv. Establish a budget and present the budget prior to the testing/clinic.
 - v. Communicate information regarding meals and lodging to all participants well in advance of the test/clinic date.
 - vi. Appoint an Impartial Observer who will be present throughout the entire testing.

- vii. Be present at the testing and establish a constructive atmosphere and environment that optimizes candidate performance at the testing.
- viii. Present to the treasurer appropriate expense forms and receipts for reimbursement.

8.2 H-B/C-3 TESTINGS AND PREPS

8.2.1 The RS or a designated upper level program coordinator, in consultation with the RS, will be responsible for the Region's H-B/C-3 testings and test prep programs.

- b. In consultation with the Regional Supervisor, the Coordinator will:
 - ix. Follow guidelines for organizing H-B/C-3 testings available from the National Office.
 - x. Establish the dates of test prep clinics and testings, and engage examiners and clinicians in January each year
 - xi. Select appropriate test and clinic sites and ensure that provisions have been made for any weather conditions that may affect the testing/clinic.
 - xii. Establish a budget and present the budget prior to the testing/clinic.
 - xiii. Communicate information regarding meals and lodging to all participants well in advance of the test/clinic date.
 - xiv. Appoint an Impartial Observer who will be present throughout the entire testing.
 - xv. Be present at the testing and establish a constructive atmosphere and environment that optimizes candidate performance at the testing.
 - xvi. Present to the treasurer appropriate expense forms and receipts for reimbursement.

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8.3 CONSIDERATIONS

- 8.3.1 Clubs are responsible for estimating the number of potential candidates at the Region's Annual Meeting.
- 8.3.2 For a National Testing, the Region is responsible for the examiner's expenses from the time of arrival at the airport or, if driving, at the test site. This includes transportation from the airport, meals, lodging, etc. For a Regional Testing, the Region is responsible for all examiner's expenses.
- 8.3.3 There should be at least one, and preferably two, testings annually depending upon the number of candidates.
- 8.3.4 Candidates will be assessed a testing fee to cover the region's cost of testing. This non-refundable fee is the responsibility of all candidates and will be paid to the region 4 weeks prior to the testing.
- 8.3.5 Candidates should have a parent or other responsible adult present throughout the mounted portion of the testing.

9 USPC CHAMPIONSHIPS

A Pony Club member participating in USPC Championships is an ambassador of her own club and of the Central New England Region. Members chosen to compete on CNE Championship teams must epitomize the highest qualities of horsemanship within their chosen discipline, as well as leadership, sportsmanship, maturity and teamwork.

Team members will return from Championships with a wealth of new experiences and an exposure to ideas and friendships with members from across the country. This experience benefits the Region by fostering important Pony Club ideals in a new generation of leaders. The CNE Region supports the USPC Championship program by providing opportunities to qualify in various USPC disciplines and by offering guidance, education, and when possible, financial support for Championship teams.

Those CNE members who qualify and are chosen to compete on Championship teams are representatives of Central New England Region. We expect that they will be supportive of their team members, regardless of club affiliation, and also supportive at Championships, as time permits, of all CNE competitors

9.1 COORDINATOR AND COMMITTEE

The RS may appoint a Championship Coordinator who, in consultation with the RS, may select a Championship Committee to oversee Championship arrangements and to coordinate a program for the Regional team members in preparation for USPC Championships.

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The Coordinator, together with the Regional Supervisor, is responsible for identifying qualified competitors at regional rallies who may be chosen to compete on regional Championship teams. The Coordinator serves as the liaison between the competitors, their parents, and the Region, facilitating paperwork, organizing team prep clinics, transportation, housing, and other requirements. It is helpful if the Coordinator attends USPC Championships.

9.2 FINANCIAL ARRANGEMENTS

9.2.1 REGIONAL

9.2.1.1 Entry fees for Championship competitors may be subsidized. This will be revisited on a yearly basis.

9.2.1.2 Fund raising events for Championships may be organized by the Region, and will be allocated to a Championship Fund.

9.2.2 INDIVIDUAL

9.2.2.1 Team members will be responsible for all other costs required for participation on a Championship Team. These expenses include, but are not limited to, team preps, entry fees, travel expenses, and horse transportation.

9.2.2.2 Refunds will not be given for financial commitments to any shared Regional expenses.

9.2.2.3 Teams and individuals are encouraged to hold fundraisers on their behalf.

9.3 ELIGIBILITY FOR PARTICIPATION

9.3.1 The CNE championship qualifying rally will be a CNE Regional rally, or a qualifying rally in another Region, as designated by the CNE Regional Supervisors in consultation with the CNE Championship Chairperson.

9.3.2 Members must meet the USPC Championship age and rating requirements for the discipline in question, as of the date of the rally.

9.3.3 In the event that CNE does not hold a qualifying regional rally in a particular discipline, a competitor may qualify at a rally outside the CNE Region, at the discretion of the Regional Supervisors.

9.3.4 Members who have already qualified and committed to on a championship team for a discipline are ineligible for championship teams in other disciplines. A member who qualifies in a discipline but prefers to preserve his/her eligibility to qualify in another discipline may declare himself/herself an alternate.

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- 9.3.5 Members are encouraged to indicate an interest in participating on the rally entry form, and on the Regional Championship form.
- 9.3.6 Members who wish to qualify for Championships must meet the National qualifying requirements as stated in the appropriate discipline rulebook, discipline Spring Addenda/Newsletter and the Championship Gold Book, or they must receive special permission to compete from the appropriate discipline/National authority and the RS.
- 9.3.7 No competitor disqualified for a disciplinary infraction at any rally may qualify for a Championship Team.
- 9.3.8 All required forms and checks will be sent, and postmarked within four business days of the rally or in accordance with procedures designated by the Championship Chairperson and the Regional Supervisor.

9.4 TEAM SELECTION

- 9.4.1 The Regional Supervisor will approve each team's final roster.
- 9.4.2 **QUALIFYING STANDARDS**
 - 9.4.2.1 The top eligible competitors in descending order of finish in the rally may be considered. Those competitors finishing in the top 20% of the Qualifying Rally are eligible to be considered for participation on the Regional Championship Team.
 - 9.4.2.2 At mounted rallies, excessively high Horse Management scores may be detrimental in considering a member for championship team selection.
 - 9.4.2.3 The horse managers with the lowest team HM penalty points will be eligible to represent the CNE Region at the Championships Rally. A horse manager wishing to qualify for Championships is encouraged to indicate an interest in participating on a Championship Team on the Regional Rally's entry form.
 - 9.4.2.4 Any competitor qualifying at a rally held outside CNE must meet the CNE qualifying requirements, including completion of paperwork.
- 9.4.3 Championship competitors are strongly encouraged to compete in their discipline outside of Pony Club rallies. This will help with the breadth of knowledge and experience to be successful.

9.4.4 SPECIFIC QUALIFYING STANDARDS BY DISCIPLINE

- 9.4.4.1 Eventing - Scores will include individual riding scores and tack and turnout scores.
- 9.4.4.2 Dressage - Scores will include riding scores from all rides including musical rides, and tack and turnout scores. One of the rides at the qualifying rally must earn a score consistent with the current USDF score required for championships. Those wishing to qualify are required to complete a musical ride.
- 9.4.4.3 Quiz - Teams will consist of the competitors with the highest individual scores from each division.
- 9.4.4.4 Show Jumping - Scores will include individual riding scores and tack and turnout scores. To be eligible, a competitor must have no more than 12 jumping points in total at the qualifying rally.
- 9.4.4.5 Games – Those eligible members on the winning team from each division at the qualifying rally (or the eligible members on the highest scoring team from the CNE Region at an inter-regional rally) shall be eligible to represent the CNE Region at Championships. Substitutions for qualifying individuals or horses unable to compete at championships may be made at the discretion of the RS.
- 9.4.4.6 Tetrathlon – The top 4 qualified individuals per division will be supported by CNE in the same manner as other teams. Individuals wishing to qualify must participate at a Regional Rally that includes written test and Horse Management phases.

9.4.5 ALTERNATES

- 9.4.5.1 Alternates may be chosen to train with each team.
- 9.4.5.2 Alternates from one discipline may be considered for application to another competition team
- 9.4.5.3 Alternates are required to pay team prep fees.

9.4.6 TEAM MEETINGS

- 9.4.6.1 For riding teams, there will be a team meeting shortly following the qualifying rally. Topics such as coaching, team practice schedules, transportation to Championships, and team equipment will be discussed at that time.

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9.4.6.2 Quiz qualifiers will be identified at the end of the quiz rally, and will then decide on their interest in going to Championships. The Quiz team meeting will be held by mid-Spring, and it will be followed by several prep sessions.

9.4.7 SUBSTITUTIONS

9.4.7.1 Substitutions will be made according to USPC policy for substituting horses due to lameness.

9.4.7.2 The USPC Championship Discipline Chairperson, the CNE Championship Chairperson, and the Regional Supervisor (s) will resolve other matters relative to substitution.

9.5 TEAM PREPARATION AND PREP CLINICS

9.5.1 Competitors are expected to attend designated regional prep clinics, including a mandatory regional Horse Management prep.

9.5.2 CLINICS FOR MOUNTED DISCIPLINES

9.5.2.1 If the qualifying rally is not an overnight rally, a two-day overnight clinic is recommended for mounted disciplines. This will enable teams to concentrate on horse management for overnight rallies. In the event that an overnight clinic is not possible, coaches must still include this aspect in their instruction and preparation. It is suggested that the Horse Management Organizer for CNE assist in this process.

9.5.2.2 Horse managers for each team are expected to participate in the horse management portion of the championship preparation and invited to attend all of the prep clinics.

9.6 COMMITMENT REQUIRED OF TEAM MEMBERS, ALTERNATES, AND CHAPERONES

9.6.1 Participation in the team prep clinics and meetings for all disciplines is mandatory. Mounted participation is required for all riding disciplines. An alternate member is still required to complete all entry applications, submit all fees, and participate in all required clinics or preps.

9.6.2 Team chaperones are required to sign a commitment letter and Chaperone Responsibility form.

9.6.3 All CNE qualifying requirements, including participation in Team preparation, completion of paperwork and financial commitments, are expected of all competitors.

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- 9.6.4 Appropriate dress is required during Championships. For the opening parade, competitors will wear khaki pants or shorts and the CNE shirts for parade. If competing in Quiz, competitors will wear khaki shorts and the CNE shirt. Otherwise, the CNE shirt (or Games attire) will be worn when in the barn, and always neat and appropriate.
- 9.6.5 All required forms and checks will be sent and postmarked within four (4) business days following the rally, or in accordance with procedures designated by the Championship Chairperson and the Regional Supervisor.
- 9.6.6 Commitment to this discipline automatically eliminates the competitor from qualifying for any other USPC championships team.
- 9.6.7 A parent or designated adult is required to accompany the competitor to championships.
- 9.6.8 Participation in championships starts with the opening ceremony and concludes with the awards presentation. Travel arrangements should be made so competitor will be able to participate in all activities from start to finish.

10 EVALUATION OF MEMBER CLUBS

What Constitutes a Club in Good Standing?

All Pony Clubs in the CNE Region are evaluated by their Regional Supervisor. Club evaluation includes minimum acceptable performance criteria, which include, but are not limited to:

- a. Organizing an instructional program in accordance with the USPC Standards of Proficiency.
- b. Adhering to all USPC standards of safety.
- c. Promoting those policies established by the CNE Region.
- d. Offering ratings a minimum of two times per year.
- e. Participating in Regional activities.
- f. Hosting at least one Regional activity annually or as CNE requests.
- g. Holding an Annual Meeting of Sponsors and submitting to the National Office and to the Regional Supervisor the minutes of such meeting, a copy of the Treasurer's report, and the list of officers by required deadlines.

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- h. Submitting Regional dues and fees by the deadline established by the CNE Region.
- i. Submitting National dues by the required National deadline

11 ACTIVE PARTICIPATION CRITERIA

- a. Being a "Member in Good Standing" of the local club, having paid all club, regional, and national dues and fees.
- b. Having a record of regular attendance in the local, and where appropriate to the Pony Club member's rating, the Regional mounted and unmounted instructional programs and activities.
- c. Teaching, coaching and taking part in mounted competitive activities as a member of a club or regional team, appropriate to the Pony Club member's rating.
- d. Competing, preferably as a team member, in at least one mounted competitive rally, either on a mounted or unmounted basis, at some time prior to the C3 rating.
- e. Developing a responsible character by displaying good sportsmanship, common courtesy and a positive and cooperative team spirit.

12 DEVIATIONS AND WAIVERS

The Regional Supervisor, after consultation with the appropriate chairperson, may if special circumstances warrant, grant exceptions to Regional Policy. Such deviations and waivers should be consistent and should concur with the history and philosophy of the Central New England Region and USPC.

13 POLICY AMENDMENTS

The Regional Policies may be amended or changed from time to time by the Regional Council.

14 APPENDIXES

14.1 CNER PROCEDURES FOR CHAMPIONSHIPS

The National Office makes available annually the requirements and the paperwork for Championships. This material is usually available early in the year. Members interested in qualifying for Championships in any discipline should indicate their interest on the discipline entry form of the regional rally, and have filled out the Regional Rally form.

It is preferable to have all paperwork submitted to the Championship Coordinator by the time of the qualifying rally. However, if a member qualifies for a discipline, and has not gotten all the paperwork in, all paperwork and entry fees must be mailed to the Championship Coordinator postmarked within 4 business days following the rally. Typically the paperwork includes:

- Regional Commitment Form
- Chaperon form (each interested competitor must have a chaperon, until a team has been formed, at which time a team chaperon will be determined.)
- Current medical releases (4 copies), 2 original signatures
- Coggins test
- Horse owner release
- Competitor release
- Code of Conduct.
- Volunteer Form
- Applicable Qualifying Affidavits

Each qualifier will be given a CNE Regional shirt and pin.

If a DC or organizer knows of any member who wishes to attend Championships, but is constrained by financial resources, that DC should contact the RS prior to the qualifying rally to discuss the possibility of financial support from the Region/Club.

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14.2 GUIDELINES FOR ORGANIZERS OF REGIONAL RALLIES AND ACTIVITIES

Thank you for agreeing to host a rally/activity for CNE. These guidelines have been established so that the organization for the rally/activity will go as smoothly as possible for you and so that there will be timely and complete communication with the RS and the DCs in the Region.

For regional rallies, be sure to obtain the USPC Organizers packet for your discipline (if one exists) from the USPC Bookstore. Also obtain the latest rulebook for the discipline. Rulebooks change every 2 years, and many are updated (with an Addendum) annually. The rulebook, the Addendum, and the Organizers packet include materials that you need in order to organize and conduct a successful activity. See also the Rally Organizer Checklist at http://cne.ponyclub.org/rallies/Rally_Checklist.pdf.

For regional or national testings, be sure to obtain the Guidelines for the appropriate testing from the National Office.

Now that you have the above information, let's proceed with CNE's needs. The following list is to get you started; it is by no means exhaustive. Different rally disciplines and activities will have different requirements. In general, all CNE mounted rallies/activities require you consider, at a minimum, the following.

If in doubt on any requirements for the Rally, check with the RS.

General: Must "Dos" for CNE Region

- a. Communicate with the previous year's organizer and the RS to determine any background for your planning (i.e. Let's not reinvent the wheel!)
- b. Obtain a rally/activity site, comply with any requirements of the owner of the site, and ensure that provisions are made for any weather conditions that may arise
- c. Establish a budget and present it to the RS
- d. Obtain additional insurance for spectators at the rally/activity
- e. Engage the individuals necessary to fill all official capacities at the competition/activity. This must be done in consultation with the RS
- f. Recruit other chairmen for specific jobs

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- g. Order rulebooks for all your chairmen, officials and judges (if applicable)
- h. Communicate with the Ribbon chairman about awards (if applicable)
- i. Arrange for food concession - or communicate in rally/activity information that competitors/participants should bring their own.
- j. Ensure that there are adequate water supplies, both human and equine, and sanitary facilities on the grounds and make provisions for manure and trash disposal. In hot weather, drinking water and cups should be available at all venues, i.e. (HM station, safety checks, ringside)
- k. Ensure that all mounted rallies have on site a properly equipped EMT, paramedic, or other medical personnel. This person should have no other duties at the rally. He should have a reliable means of communication with the local EMS. The medical personnel should have access to the Medical Release Forms for all competitors. Plan the quickest route to the hospital and have this information available. It is essential that there be direct communication between the medical personnel and all riding areas, especially those out of view, i.e. cross country fences.
- l. For other regional activities, know the telephone number of the local EMS, and the quickest route to the hospital, and be sure to obtain medical releases for all participants.

14.2.1 Entry Information

14.2.1.1 Communicate with last year's organizer and the RS to determine needs

14.2.1.2 The entry is the official information form for DCs and participants. In addition to the following information, it also contains important information (i.e. where to park, availability of water & food, etc.) that should be communicated to parents/participants

14.2.1.3 Gather all the information needed for the entry form. Include:

- a. Date, place, time (snow date if necessary)
- b. Directions
- c. Divisions, qualifications for divisions if any

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- d. Entry fee (club checks required)
- e. Tentative rally schedule
- f. Copies of all required forms [Medical Release, Code of Conduct, Chaperone's form, Championship form (if being used), Competitive Rally release (if being used), Horse Owner's Emergency Release (if being used), Coaching Guidelines, if the teams have coaches]
- g. Availability of food, water
- h. Any other information that is important for DCs to know prior to the rally
 - i. Include all the above information for electronic entry forms
 - ii. Obtain RS approval of entry information before mailing.

14.2.2 Rally Schedule

When planning the rally schedule, ensure that all team members are divided equally for turnout or riding among the turnout judges and the competition judges. Members wishing to qualify for a Championship discipline should be scheduled as above.

14.2.3 Financial Responsibilities

14.2.3.1 See Policies of the CNE Region, section 5.1

14.2.3.2 You are responsible for running the regional rally/activity within the budget proposed by the Regional Council. You will receive a copy of this budget, and a copy of the prior year's budget to facilitate your planning.

14.2.3.3 Obtain approval from the RS to change the proposed budgeted expenses in case they become inadequate to pay anticipated actual expenses.

14.2.3.4 Set entry fees at a level sufficient to cover the rally's/activity's expenses. Try to set the rally/activity entry fee so that income is 5% greater than budgeted expenses for contingence s

14.2.3.5 Mail all entry checks to the Treasurer no later than 1 week after closing date.

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- 14.2.3.6 Checks should be club checks as specified on the entry form. Do not mail cash; substitute a check for any cash received and note the substitution in your transmittal.
- 14.2.3.7 Secure checks for officials and judges from the regional Treasurer or Acting Treasurer prior to the rally/activity.
- 14.2.3.8 Pay all expenses of the competition/activity and send a formal accounting of income and expenses to the Treasurer and the RS. For further financial planning notes, see Notes on Financial Planning for a Regional Event or Program.

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14.3 NOTES ON PLANNING A REGIONAL EVENT OR PROGRAM

The purpose of the budget for each regional event or U/L program is to provide Organizers with guidelines for incurring reasonable expenses coupled with sufficient income. Each budget will only be successful if each person involved makes a wholehearted effort to stay within it.

It is essential that the Organizer determine exactly or estimate carefully all of the various expenses of operation before setting the entry or participation fees for teams or individuals. Failure to determine costs prior to setting entry or participation fees may easily result in a financially costly event.

The budget is a guide based on past experience. Although an expense is unlikely to agree exactly with the budget amount from a previous year, the Organizer should first try to keep each expense at or below the budget. If this isn't possible or reasonable, the Organizer should satisfy herself/himself that expenses, in total, do not exceed the current budget.

Once expenses have been determined as accurately as possible, the Organizer should determine how many participants can be expected to attend the event, and then set participation fees so that income will provide about a 5% contingency margin over expenses.

If there are questions or problems in determining expenses, setting fees, or staying within the budget, the Organizer should contact the Regional Supervisor with whom the Organizer is working as early as possible in the planning stage, so that any problem can be addressed on a timely basis.

If expenses and estimated income are within budget, the Organizer should fill in the "Preliminary" column on the financial report form and mail one copy to the Regional Supervisor at least **eight** weeks before the scheduled date of the event. If actual expenses, in aggregate, will exceed the budget, the Organizer is expected to get the prior consent of the Regional Supervisor before making any final commitments on expenses.

For tax reporting reasons, CNER will pay individuals for their personal services. Therefore, **do not pay** anyone in cash or with a Pony Club or personal check for her/his personal services, traveling expenses, room or board

When engaging judges, technical delegates, clinicians and other people being paid for personal services, try to reach agreement in advance on a fixed amount for the travel allowance (if any is requested), so that the travel allowance can be included in the check. Assuming each person is to be paid on the date of the event, please advise the Treasurer in advance so that she/he can bring the appropriate check to the event or mail it to the Organizer prior to the scheduled date.

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In any case, the Organizer should send a confirmation letter well in advance of the event to any person providing personal services, setting forth not only the date, time and place of arrival, but also the fee agreed upon as well as any applicable special arrangements. A copy of the letter should be sent to the Treasurer at the same time.

Obtain receipts for all expenses other than compensation for personal services.

If for any reason, someone pays cash in payment of participation fees, food, etc., for the event, **do not use** this cash to pay any expense.

If deposits for entry fees, stabling, food, etc., can be expected to be refunded at the event, bring to the event a petty cash fund which will be enough to cover all refunds. Have each person receiving a refund sign a receipt for the proper amount.

For events and functions taking place in Massachusetts, take pains to use either the individual Pony Club's or CNER's sales tax exemption form, to avoid payment of unnecessary expense. CNER will supply the Organizer upon request with a copy of the regional exemption form for purposes of the rally or function, and it is to be returned afterwards.

As a rule of thumb, if a purchase of supplies calls for a sales tax of \$1.00 or less, use of the exemption form is not essential, but for purchases exceeding \$20, the sales tax exemption form should be used.

All entry fees are to be mailed to the Treasurer **no later than the 1 week after closing date**. For regional rallies, CNER regional policy is to accept only checks written by the participants' Pony Clubs. Do not mail cash; instead, substitute a check for any cash received and note the substitution in your transmittal.

Please complete and mail the rally's financial report to the Treasurer as promptly as possible after the event. Be sure to list on the report the function (judge, instructor, veterinarian, etc.) as well as the name of each person providing personal services.

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14.4 CNER REIMBURSEMENT VOUCHER

See CNE website for latest forms.

14.5 CNER STATEMENT OF RECEIPTS AND DISBURSEMENTS

See CNE website for latest forms.