

BIG SKY REGION OF THE UNITED STATES PONY CLUB, INC.

REGIONAL POLICIES

~~(AS ADOPTED 4/8/00)~~  
Amended 10-3/02 Amended 10-27-04

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**Section 1. PURPOSE**

The Big Sky Region (hereinafter "BSR") of the United States Pony Clubs, Inc. (hereinafter, "USPC") establishes these policies for the administration of USPC activities in BSR. These policies shall in no way lessen the powers and authority granted to the Regional Supervisor under the USPC Policies and By-laws for Regions. These policies are intended to be the means to carry out the Mission Statement and Guiding Beliefs of USPC in BSR.

The standard form of the current USPC By-laws for Regions is incorporated hereto by reference.

**Section 2. GEOGRAPHICAL AREA**

BSR includes all counties of Montana and the northern counties of Wyoming as authorized by USPC.

### **Section 3. USPC MISSION STATEMENT**

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

### **Section 4. USPC GUIDING BELIEFS**

- 4.1. USPC is an educational organization which progressively develops the well-rounded horseperson.
- 4.2. The well-rounded horseperson is capable of riding safely and tactfully on the flat, over fences, and in the open.
- 4.3. Knowledgeable care of horses and ponies (horse management) is basis to the well-rounded horseperson.
- 4.4. USPC is committed to the well being of the horse.
- 4.5. Fair and friendly competitions develop teamwork and sportsmanship.
- 4.6. Fun and friendship are part of Pony Club.
- 4.7. USPC requires parental and volunteer involvement and support.
- 4.8. The USPC is committed to safety.
- 4.9. The local Club is the core of USPC.

### **Section 5. BIG SKY REGION OBJECTIVES**

- 5.1. BSR reaffirms the USPC Mission Statement and Guiding Beliefs as above set forth, and states the following specific regional objectives of BSR:
  - 5.1.1. We reaffirm the amplifying instructions and guidelines to USPC Policy #150 (Core Activity), but recognize diversity in interests and will support Pony Club member interest in rallies and activities in other than the Core Activity sports (Combined Training, Dressage, and Show-Jumping);
  - 5.1.2. We find it essential to the self-confidence and self-esteem of a Pony Club member to not artificially move him or her through the ratings or to encourage him or her to compete at a Championships or other external activity (as defined below), if the Pony Club member or mount is not properly prepared to succeed;

5.1.3. We understand that while Championships and other external activities are beneficial to BSR and its C1 and higher rated Pony Club members, we must encourage and provide opportunity to D rated members to participate in suitable regional mounted and unmounted activities;

5.1.4. We believe that rallies are an educational activity structured as a team competition;

5.1.5. We acknowledge that parental support to the Pony Club member, the Club and BSR is critical for the success of each;

5.1.6. We believe in and respect our Pony Club members, and expect the same from them; and

5.1.7. We understand that BSR and Club leadership are all volunteers, and as such, shall show and expect respect for each other.

5.2. The BSR objectives are intended to be reviewed from year to year, or as the RS deems appropriate. The BSR objectives may be amended by the same procedure set forth below for amendment of BSR policy.

#### **Section 6. ELECTED REGIONAL OFFICERS AND APPOINTED POSITIONS**

6.1. BSR elected officers are the RS, VRS, Secretary, and Treasurer. The Secretary and Treasurer may be the same person. Election of an officer requires only a simple majority or the authorized votes. Authorized votes are those of DC's only in election of BSR officials. Elections of new officers or to retain current officers shall take place at the BSR Annual Meeting on the selected Saturday of October of each year. See also RS Handbook.

6.2. The RS of BSR may appoint such persons as he or she deems necessary to carry out the Objectives of BSR, and the Mission and Guiding Beliefs of USPC in BSR. Such persons may include, but are not limited to, a Regional Instruction Coordinator (hereinafter "RIC"), a Regional Horse Management Organizer (hereinafter, RHMO), a Regional Upper Level (C3, B, H, HA, A) Ratings Coordinator, and a Championships/External Competitions Coordinator. The RS may also define the duties of such persons to accommodate the needs of BSR and its Clubs. USPC Policies #3015 (Regional Instruction Coordinator).

6.3. BSR shall pay the Corporate membership for all persons required to be sustaining members by virtue of their Regional office, or for Regional appointees where the benefits of corporate membership facilitate the performance of their duties to BSR.

#### **Section 7. REGIONAL COUNCIL**

BSR shall have a Regional Council composed of the Regional Supervisor (hereinafter "RS"), the Vice-Regional Supervisor (hereinafter, "VRS") the District Commissioner (hereinafter "DC's") of each club, and such other persons appointed by the RS to provide leadership and support to BSR. This last category shall include the RIC and RHMO whose votes are advisory only. Each club shall have one vote.

**Section 8. SPRING DISTRICT COMMISSIONERS MEETING, REGIONAL ANNUAL MEETING, REGIONAL COUNCIL MEETINGS**

- 8.1. The BSR Annual Meeting shall always be held on the most convenient Saturday of October of each year, unless the RS finds it is necessary to change the date to ensure adequate attendance and Club representation. The following activities shall occur at the BSR Annual Meeting: election of new or retention of Regional officers, Club annual reports (verbal or written), Regional officer and appointee reports (verbal or written), and planning of activities for the following year. Other activities at the BSR Annual Meeting may occur with the permission of the RS to be placed on the agenda.
- 8.2. BSR shall also hold a Spring DC Meeting at a date to be established at the preceding BSR Annual Meeting. It is intended that all DC's and Joint-DC's attend the Spring DC meeting and the BSR Annual Meeting.
- 8.3. With the permission of the RS, a DC absent for the meetings described in 8.1 and 8.2 may designate his or her vote be cast by a proxy who may be only another elected Club officer.
- 8.4. Failure of Club leadership to attend the meetings described in 8.1 or 8.2 may result in placing of the Club on Regional probationary status or other such remedy as determined appropriate by the RS after consultation with Regional Council.
- 8.5. The Regional Council may meet from time to time as established by the RS or VRS. Attendance is also mandatory but subject to proxy as described in 8.2.

**Section 9. INSTRUCTION AND CLUB RATINGS**

- 9.1. Quality of instruction and preparation for ratings is fundamental to the success of Pony Club members. Pony Club instruction in BSR must thus conform to published USPC standards. BSR will have an Instructors Seminar at least once every two years, and Club instructors are encouraged to attend.
- 9.2. It is strongly recommended that BSR Clubs utilize a qualified rater other than the regular instructor or rater of that Club in D3, C1, and C2 ratings.
- 9.3. It is highly recommended that an impartial observer be used. This person cannot be the DC or parent of any of the candidates.

**Section 10. C3 AND UPPER LEVEL RATINGS**

- 10.1. A candidate for the HB, C3, H, B, H-A and A ratings must be both a BSR and a Club member in good standing with regular attendance at Club meetings. The candidate must be teaching on a regular basis both mounted and unmounted within the standards and rules for their current rating, and under the supervision of a knowledgeable adult.
- 10.2. An HB or C3-C3 candidate is required to have participated in at least one mounted or unmounted rally prior to the rating and within the year in which the rating is to take place.
- 10.3. BSR will, to the extent possible, accommodate special circumstances such as employment and college in C3 and upper level ratings with Pony Club members age 17-20.
- 10.4. At the BSR Annual Meeting, the RS will determine from Club leadership how many C3 or higher rating candidates are projected in the following year, for the entire region. If sufficient numbers exist, the RS shall designate a C3 Rating organizer with the objective of holding at least one C3 rating, with at least three C3, B, H-A, and A (if applicable) preparatory clinics of which two will be mandatory for all C3, B, H-A, and A candidates or a one week camp which would be mandatory. In unable to attend, must participate in 2 out of region preps or consult RS for other options. BSR organization of national ratings (B, H, H-A, and A) are subject to the discretion of the RS.

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Proposed: The BSR believes that candidates for the HB, C3 and above should have instruction from National Examiners prior to their testings. The Region strongly encourages each candidate to attend at least two preparatory clinics prior to their rating or to otherwise obtain appropriate instruction from an NE. Clubs with candidates are encouraged to plan and hold such clinics for the benefit of their own members and candidates from around the Region. These clinics may be held as an Official Regional Activity if the provisions of Section 12 of these policies are complied with fully and completely.

#### **Section 11. MINIMUM CLUB STANDARDS AND PARTICIPATION IN REGIONAL ACTIVITIES**

- 11.1. Each BSR Club is expected to keep its Club paperwork and submissions to USPC and BSR up to date. Each BSR Club may not enact club policy that conflicts with USPC and BSR policy. Further, in order to be a BSR Club in good standing, the following is required:
  - 11.1.1. Each year, each BSR Club must also organize and host at least one Official Regional Activity (see Section 12) or a Substantial Regional Activity open to all Pony Clubs of the region, including but not limited to: Instructors Seminar, Horse Management Training/Judging Seminar, ~~Quiz Knowdown Rally, any mounted rally~~ ~~Combined Training Rally, Show Jumping Rally, Dressage Rally, Tetrathlon Rally, Games Rally, Poloerosse Rally, D~~ Camp, Regional Camp, HB, C3, B, HA or A

~~preparatory clinics(C3) Rating and/or preparatory clinic, and National (B, H, H A, A) Rating and/or preparatory clinics;~~

- 11.1.2. Each BSR Club must provide active mounted and unmounted instruction, and provide for the BSR RIC to attend at least one instruction session per year at the Club's expense;
  - 11.1.3. Each BSR Club must have at least 5 active Pony Club members and families, and at least 5 paid sponsors;
  - 11.1.4. Each BSR Club must submit a current set of Club policies to the RS on or before the Spring DC meeting each year (Club policies are not considered "in effect" unless reviewed and approved by the RS).
  - 11.1.5. Each BSR Club must maintain a copy of the USPC National and BSR Regional policies available for review by a Pony Club member, his or her parent, or a sponsor.
- 11.2. If a Club satisfies the above requirements in the discretion of the RS, it is a "BSR Club in good standing."
- 11.3. If the RS determines a BSR Club is not satisfying the above requirements, he or she may take appropriate measures to remedy the deficiency, including placing the Club in regional probation status, recommending termination of the Club from USPC, or creating a fine system to insure Club compliance with administrative requirements.

## **Section 12. REGIONAL FUNDING OF REGIONAL ACTIVITIES AND PROFITABILITY**

- 12.1. It is intended that the BSR treasury, to the extent that it can, fund any shortfall in the expense of an Official Regional Activity. An Official Regional Activity is a qualifying rally in USPC National Championship or Festival disciplines, and any other activity designated by the RS that benefits the region as a whole.
- 12.2. A club that hosts an Official Regional Activity must submit a working budget to both the BSR Treasurer and RS no later than 45 calendar days before the activity. The budget must be approved by the RS and Treasurer, or the BSR treasury may not compensate a Club shortfall.
- 12.3. It is intended that the cost of all Substantial Regional Activities and Official Regional Activities be as low as possible to encourage participation of BSR Pony Club members in at least one substantial regional activity each year. Within 14 days after a Substantial Regional Activity or an Official Regional Activity, the activity organizer shall provide to the RS and Treasurer a profit/loss statement showing income and expenses. If profit in an Substantial Regional Activity or Official Regional Activity occurs, 80% shall be returned to the BSR treasury up to a maximum of \$100 to be retained by a Club. Funds

gained this way shall be reserved for defraying costs of championships teams, satisfying qualifying rally shortfalls, or extraordinary BSR expenses at the discretion of the RS.

- 12.4. Official Regional Activities and Substantial Regional Activities may not be used as club fund-raisers. However, a horse show, clinic, or other activity designated and advertised as a Club fund-raiser is exempt from the above budget, profit/loss statement, and profitability provisions.

### **Section 13. REGIONAL DUES**

Dues of ~~\$30.00~~~~\$15.00~~ for each Pony Club member in BSR is payable to BSR upon membership effective 2009~~+~~. No Pony Club member shall compete in any Pony Club activity in BSR until the Club pays the Regional dues for that Pony Club member.

### **Section 14. REGIONAL DIRECTORY**

- 14.1. Each DC, Joint-DC, and BSR Pony Club member is entitled to one BSR (regional) Directory each year. It is intended that the RS or her designate distribute the BSR Directory to DC's at the Spring DC Meeting (for distribution by the DC to individual Pony Club members). Additional copies may be purchased from the RS at a cost to be established by the RS.
- 14.2. The BSR Directory may not be distributed to any person other than a BSR Pony Club member, Club officer, Club instructor, Regional officer, Regional appointee, or with the National office unless specifically permitted by the RS in writing.

### **Section 15. DEFINITION OF BSR PONY CLUB MEMBER IN GOOD STANDING, AND PONY CLUB MEMBER QUALIFICATION FOR AND PARTICIPATION IN REGIONAL ACTIVITIES**

- 15.1. All Pony Club members must be a "member in good standing" of his or her own Club in order to participate in a Regional activity. An individual Club definition of "member in good standing" must be reasonable and approved by the RS before the first Regional qualifying rally for the year. A Club definition of "member in good standing" should take into account the travel distances of individual members.
- 15.2. All Pony Club mounts used in BSR regional activities shall be suitable as defined by USPC Policy #0135. [Clubs are encouraged to enact Suitable Mount Policies and Procedures for their club.](#)
- 15.3. All Pony Club mounts used in BSR regional activities shall have a current negative Coggins test before the horse may enter the designated location of any Regional activity. Clubs are encouraged to require negative Coggins tests for members. A copy of the negative Coggins test must accompany each entry or the entry must be refused.

### **Section 16. CHAMPIONSHIPS OR OTHER EXTERNAL COMPETITION/ACTIVITY**

**16.1.** Intent of the BSR: It is the intention of BSR to provide an opportunity at the National level for each BSR Regional Pony Club member in good standing who qualifies for Championships to be given an opportunity to compete in the discipline of his or her choice,

~~16.1.~~, subject to a limit of one full BSR funded (in whole or in part) team per discipline.

**16.2.**

~~16.2.~~ **16.3.** Definitions: The following definitions shall apply:

~~16.2.1.~~ **16.3.1.** “Championships” refers to “USPC Festival”, “Championships West”, or “Championships East”.

~~16.2.2.~~ **16.3.2.** “External” when referring to competitions or ratings refers to any competition, rating, or other activity outside BSR.

~~16.2.3.~~ **16.3.3.** “BSR Regional Pony Club member in good standing” refers to a duly enrolled Pony Club member who is:

~~16.2.3.1.~~ **16.3.3.1.** \_\_\_\_\_ enrolled in a “BSR Club in good standing” (as defined above);

~~16.2.3.2.~~ **16.3.3.2.** \_\_\_\_\_ who has satisfied his or her Club standards for “member in good standing”;

~~16.2.3.3.~~ **16.3.3.3.** \_\_\_\_\_ who has signed a written statement (on a form to be provided by the RS to each DC) that he or she, and at least one of his or her parents have read and understand the BSR Regional policies;

~~16.2.3.4.~~ **16.3.3.4.** \_\_\_\_\_ who does or will satisfy applicable age and rating requirements for the activity for which he or she is applying to represent BSR; and

~~16.2.3.5.~~ **16.3.3.5.** \_\_\_\_\_ who has met minimum standards of Regional participation, specifically:

~~16.2.3.5.1.~~ **16.3.3.5.1.** \_\_\_\_\_ In the preceding 12 months, competition in at least one mounted or unmounted Rally ~~or other activity~~; and

~~16.2.3.5.2.~~ **16.3.3.5.2.** \_\_\_\_\_ In the preceding 12 months, mounted or unmounted participation in or volunteer service in two other Regional activities.

~~16.2.4.~~ **16.3.4.** The definitions in Section 16.2 apply equally whether or not the activity applied for is funded in whole, in part, or not at all by BSR.

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~~16.2.5.~~ The definitions in Section 16.2 are not intended to reduce the ordinary qualification requirements of Regional rallies or other activities as set forth in USPC rule books or superceding publications. ~~ies as set forth in USPC rule books or superseding publications.~~

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16.3.16.4. Procedure for Qualifying for Championships Teams:

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~~16.3.1.16.4.1.~~ An applicant must submit a Letter of Intent to the RS in the form and by the date required by the RS;

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~~16.3.2.16.4.2.~~ An applicant must compete in the qualifying activity;

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~~16.3.3.16.4.3.~~ An applicant must timely submit such additional information as is needed or requested by the Championships Selection Committee; and

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~~16.3.4.16.4.4.~~ An applicant must provide or arrange for at least one parent or other adult to serve as a chaperone or Regional volunteer required by the Championships Organizer. At the discretion of the RS, this requirement may be waived if a sufficient number of adult volunteers exists to meet the regional obligation to the Championships Organizer.

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16.4.16.5. Designation of Championships Selection Committee: In years in which a USPC Western National Championships is held, or the Regional Council decides it is feasible to put forward an individual Pony Club member or team in a Championships discipline, the RS shall designate a "Championships Selection Committee." This committee shall be composed of 5 members: the RS and four other persons he or she selects from nominations from DC's. It is advisable that the Committee members be geographically dispersed, readily available through electronic mail, and not aligned with a Club with more than a few applying Pony Club members. The RS is responsible for the final decision on any Championships or external activity applicant.

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16.5.16.6. Selection Criteria: The Championships Selection Committee shall meet in conjunction with the Spring DC meeting and establish Regional qualifying criteria (and respective weight for each criteria) for each discipline, which may include the following:

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~~16.5.1.16.6.1.~~ Determination if the applicant is a member of a "BSR Club in good standing" and a "BSR Region Pony Club member in good standing;"

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~~16.5.2.16.6.2.~~ Objective results from the qualifying rally;

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~~16.5.3.16.6.3.~~ Objective results from open competitions within the current competition season on the same mount on which the Pony Club member would compete at Championships, and the overall soundness of the mount;

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~~16.5.4.16.6.4.~~ Subjective participation of the applicant's parents or other adult volunteer(s) affiliated with the applicant in Regional activities, including

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rally organization and fund-raising to help BSR help defray the cost of representing BSR at Championships or other external activity; and

~~16.5.5.~~16.6.5. Subjective determination whether the applicant has demonstrated maturity, good sportsmanship, and personal preparation required for Championships or other external activity, as evidenced by performance in other Regional rallies or activities.

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#### **Section 17. AMENDMENT TO REGIONAL POLICIES**

- 17.1.** From time to time, BSR policies may require amendment to suit the needs of the Clubs and Regional and to conform with duly-enacted USPC policies and by-laws. A Club DC (or proxy), RS, or VRS only may propose new BSR policies or amendment of BSR policy.
- 17.2.** Amendment of the BSR policies may occur only at the Spring DC, Annual Meeting, or a Regional Council Meeting. Description of the amendment shall be given to all DC's at least 14 calendar days from the meeting at which a vote on the proposed amendment is to take place. This requirement may be waived, however, upon majority vote of the Regional Council present. Enacted changes in regional policy are advisory only until the change is approved by the USPC Vice President for Regional Administration.

#### **Section 18. EXTRAORDINARY CIRCUMSTANCES**

As the RS is ultimately responsible for the safety of BSR Pony Club members and their mounts, and for the good organizational health of BSR, he or she may authorize waiver of BSR policy in a situation where unexpected, extraordinary circumstances warrant. This waiver must not conflict with USPC Policies, Rules, and By-Laws. In such instances, the RS is encouraged to consult with the Regional Council.

**Duly adopted this 8<sup>th</sup> day of April, 2000.**

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**Donna Berendzen, Regional Supervisor  
Big Sky Region**

Amended 10/27/04