

**FOUR RIVERS PONY CLUB**

**POLICY STATEMENT**

**Subject: Waivers of Policies**

**Policy # 001**

**Effective Date: October 20, 1995**

I. Philosophy: The Sponsors of the Four Rivers Pony Club recognize that there may be special circumstances that arise that would necessitate granting a waiver of a policy in order to serve the best interests of the youth member(s).

II. Policy: The policy of the Sponsors of the Four Rivers Pony Club is that the D.C. may grant exceptions to FRPC Policies if special circumstances warrant such a waiver.

III. Amplifying Instructions and Guidelines:

A. Any such waivers must be consistent with the history and philosophy of the policies and bylaws of the Four Rivers Pony Club, regional and national policies, and the Mission Statement of the United States Pony Club.

B. The D.C. will consult with other members of the policy committee as is feasible before granting such a waiver.

IV. Delegation of Authority:

Responsibility for enforcement of this policy lies with the District Commissioner (D.C.)

V. Enacted by: Leslie McColgin Date: 10/20/95  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Safety and Liability Rules**

**Policy # 002**

**Effective Date: 10/25/95**

**\*Revised 02/22/03**

I. Philosophy: The Sponsors of the Four Rivers Pony Club recognize that there is a need for safety rules and rules to protect the club from liability in case of accidents.

II. Policy:

The policy of the Sponsors of the Four Rivers Pony Club is that the following rules will be enforced in order to promote safety and protect the club from liability:

1. To participate in any mounted club activity, a member must have a **minimum of 3** copies of a current medical release on file with the D.C. **Ten signed copies are recommended to allow for use at rallies and clinics, with 1 unsigned form for making additional copies quickly. One additional signed copy should be retained by the member and carried with them in a notebook or on a clipboard while traveling to and from meetings.**
2. To participate in any mounted club activity, a member must have a **minimum of 1** copy of a current negative Coggins test, dated within one calendar year, for any mount they wish to bring on lesson grounds, on file with the D.C. **Ten copies per horse used regularly are recommended to allow for sending in with entries for rallies and clinics, and 4 copies per horse brought on lesson grounds for DC, Secretary, and property owner files.**
3. **Horse management practices at club meetings will conform with rules prescribed in the current edition of the Horse Management Handbook.**
4. There will be a safety check before all mounted activities. If there is a break between activities, the member must be rechecked before mounting again.
5. Members not wearing safe footwear and helmets that meet current USPC standards will not be permitted to participate in any club mounted activity.
6. Members are not allowed to be mounted outside of their instructional session at a Pony Club meeting unless they are supervised by a responsible adult. Jumping outside of the regular lesson is prohibited. **Jumping outside of a regular lesson may occur if under the supervision of a qualified instructor. If the instructor is a Pony Club member there must be adult supervision by a member of the Instruction Committee.**
7. Non-member siblings, friends and parents are not allowed to be mounted at Pony Club mounted meetings on private property unless prior permission is obtained from the property owner. The DC should be consulted before asking permission of the property owner.
8. Sponsors who transport members for club activities must have in their possession a current medical release for each rider in the vehicle. **If members follow the provision in #1 above this should automatically occur.**
9. The club DC, Jt. DC, Instruction coordinator, or Instruction Program Committee member be present at all mounted and unmounted sessions and have current medical release forms in his/her possession. Official chaperones at regional or national USPC activities must have a current medical release for each participant in their possession.

10. At no time will sponsors or other adults transport participants (members) on the tailgate or open bed of a pickup truck on a public road or in a trailer on a public road.
11. **Mounts used at Pony Club activities must conform to USPC policies regarding suitability. Stallions and horses 4 years of age or younger are not permitted. Horses 4 years of age may be used by Pony Clubbers rated B or higher, but only for instructional activities. Mounts used at FRPC meetings are subject to the approval of the D.C. according to their suitability for the rider *and* the activity involved.**
12. **Underage mounts 4 years or less may not be brought to FRPC meetings for any purpose without prior permission of both the D.C. and the property owner.**
13. **The chair of the Hospitality Committee is responsible for ensuring that there is a committee member or other sponsor designated to supervise barn etiquette during mounted meetings. This person or persons need to be present throughout the meeting, and more than one parent may share duties. Responsibilities include helping Pony Clubbers and adults with food issues, ensuring that pony clubbers are receiving appropriate hydration during hot weather, ensuring the instructor has food, drink and bathroom needs met, supervising trash disposal, monitoring all present for appropriate barn behavior and safe behavior around horses, reminding members of personal etiquette behaviors such as showing appreciation when appropriate, monitoring that members do not leave the barn area without permission when unmounted, that members are completing any tasks assigned to them when unmounted, and any other behaviors necessary for safe and effective mounted meetings.**

### III. Amplifying Instructions and Guidelines:

- A. Parents may be mounted and ride with the members only in a situation in which it is necessary for the safety of the members, such as a trail ride.
- B. Parents may not be mounted in a situation where they are needed only to enhance the activity, such as providing extra team members for Games.
- C. Exceptions to the rule of non-members/parents riding may be granted if the non-member/parent is the property owner where the meeting is located.
- D. Optional show insurance may be purchased for mounted activities in which parents, siblings, or non-members will be riding, such as a clinic, Games Day, mock show, etc. if optional show insurance is purchased, rule #7 above does not apply. Show insurance must be purchased for any activity on public or private property in which non-members will be mounted including pony rides, camps, clinics, shows, etc.
- E. Pony Clubbers are not covered by USPC insurance for any activity that is not an official club activity being conducted with the knowledge and approval of the D.C. Pony Clubbers are covered by USPC insurance for all mounted and unmounted activities that are official club meetings or lessons conducted with the knowledge and approval of the D.C. Pony Club participants are not covered traveling to or from Pony Club sponsored activities.
- F. Parents are covered by USPC insurance at official club activities only if they are functioning in an official capacity as an officer or committee member of the club.
- G. Instructors are covered by USPC insurance at official club activities and are covered if they ride a mount for schooling or educational purposes.
- H. If Optional Accident Insurance is purchased for an activity that is cancelled due to weather, etc., the activity is re-scheduled, the activity is still covered as long as the club notifies the insurance carrier immediately of the change of date.

- I. See USPC Insurance Questions and Answers and the USPC Insurance Plan for Member Clubs for further details.
- J. The District Commissioner and/or Jt. District Commissioner may make further decisions at their discretion restricting the activities of USPC participants, sponsors or others in attendance at a club function that are necessary to ensure safety.

IV. Delegation of Authority

The D.C. shall be responsible for enforcement of this policy.

V. Enactment:

Enacted by: Leslie McColgin Date: 10/25/95  
District Commissioner

# FOUR RIVERS PONY CLUB

## POLICY STATEMENT

**Subject: Member in Good Standing**

**Policy # 003**

**Effective Date: October 20, 1995**

- I. Philosophy: The Sponsors of the Four Rivers Pony Club recognize the need to define what constitutes a Member in Good Standing. In order for members to pass the Standards of Proficiency, one requirement is that a member be in good standing with their club. The District Commissioner's Guide states that clubs should include such behaviors as attendance and financial responsibility in their criteria for a Member in Good Standing.
- II. Policy: The policy of the Sponsors of the Four Rivers Pony Club is that the following constitute the criteria for a Member in Good Standing:
1. The member has paid local, regional, and national dues
  2. The member has paid any other debts to the local club treasury such as lesson fees, rally fees, equipment etc..
  3. The member has participated in at least four local, regional, or national Pony Club activities within the past calendar year.
  4. A new member who has been a member for less than one calendar year must have participated in either 4 mounted or unmounted instructional meetings or one-third of the mounted and unmounted instructional meetings to date, whichever is less.
  5. The member has demonstrated good sportsmanship and willingness to help with the Club program and abides by USPC, Mid-South Regional and FRPC policies.

III. Amplifying Instructions and Guidelines:

- A. To determine attendance at the time of a candidate applying for a Ratings Test, the candidate may use attendance records for the calendar year prior to the date of the rating. If the candidate wishes to rate in April, 1996, for eg. Attendance is figured from April, 1995 to April 1996
- B. Local or regional activities that count toward attendance include mounted instructional meetings unmounted instructional meetings, fund-raising activities, special club presentations such as a Drill Team performance, regional or national clinics and regional or national Rallies.

IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy

V. Enactment:

Established: Leslie McColgin Date: 10/20/95  
District Commissioner

# FOUR RIVERS PONY CLUB

## POLICY STATEMENT

**Subject: Ratings Eligibility**

**Policy #004**

**Effective Date: October 20, 1995**

- I. Philosophy: The Sponsors of the Four Rivers Pony Club recognize the need to clarify requirements for readiness for ratings. The Standards of Proficiency list requirements for ratings that include the following:
1. Be a Pony Club member in good standing, having paid both local and national dues
  2. Have a record of regular attendance and participation
  3. Have a thorough knowledge of requirements for each level to be tested
  4. Be able to discuss and/or demonstrate any requirements from all previously attained standards
  5. Be a member of Pony Club for one month or more; no minimum age limit
  6. Be recommended by the District Commissioner for each rating
  7. Achieve each rating before the next one is attempted
  8. D-3 Candidates must bring the Horse Health/Maintenance Book to the test
  9. C-1 and C-2 candidates must meet all the above requirements including #8 and be a member of Pony Club for at least three months

In order to clarify the process by which the District Commissioner makes a recommendation for a rating, a policy is needed to outline the requirements for this recommendation.

- II. Policy: The policy of the Sponsors of the Four Rivers Pony club is that the following procedure will be followed in determining the District Commissioner's recommendation for each rating for a member:
1. Two months before a scheduled rating, the candidate must inform the DC that they would like to rate. (**Addendum, 2002: The Application for Club Rating form should be used for this for D-2 through C-2**). A new member wishing to take only the D-1 test may give one month's notice. Ample notice is needed so the DC may plan appropriate preparatory activities for the candidate. The DC may waive the two month requirement.
  2. A Ratings Prep will be scheduled by the DC. This Prep will be approximately 6 to 8 weeks before the rating, if possible, although it is recognized that scheduling constraints may necessitate another time frame. If at all possible, this initial Prep will be conducted by qualified Pony Club instructors from outside the local club, in order to provide objective outside feedback to the candidates. The purpose of the Prep is to prepare the candidates for the rating, and to assess the candidates' readiness for the rating. Candidates will be given feedback as to their strengths and weaknesses and can work on areas in which they are not prepared.
  3. Following the Prep, the DC will determine if the candidate meets the criteria for a Member in Good Standing and is recommended by the Prep instructor for the rating, as well as meeting any other requirements listed in 1 through 9 above.
  4. Each candidate will then be notified verbally and for D-2 through C-2 in writing using the Club Application for Rating form by the DC or Jt. DC if they are recommended for the Rating.
  5. A candidate who is unable to attend the Ratings Prep Day may demonstrate readiness for the rating by turning in a completed Prep Book and having all items representing the Standards of Proficiency in their club curriculum packet marked as passed/proficient at regular club mounted instructional meetings.

### III. Amplifying Instructions and Guidelines

- A. All candidates are encouraged to use their club curriculums to help them determine when they are ready to take their ratings test. At each meeting instructors should give them feed-

back about their performance on the various standards that were covered at the meeting, and they will be marked "P" for "passed/proficient" when the member is performing the skill at the level that meets the particular Standard involved. Once the member has had all the skills marked "P" and has completed the unmounted instruction either at home or through unmounted meetings, he/she should consider attempting the Ratings.

**ADDENDUM 03/01/07:**

**The club curriculum has been updated. The new *SPURS* system will be used to track ratings progress. The DC keeps a Ratings Prep Progress Summary which tracks dates that various components of *SPURS* have been completed, including Prep Guide topics, and progress to the Meets Standard sections of Riding and Horse Management Rubric assessments. It is the member's responsibility to keep track of their progress in their individual portfolios using the provided checklists.**

- B. Mounted competitive rally experience may not be required for advancement in D-1 through C-2 ratings according to the DC Guide.
- C. Readiness to compete at Rally at a given rating level may not be required in order for a member to attempt a Rating, according to the DC Guide.
- D. The club may use local club instructors and upper level Pony Clubbers to conduct the Prep if an outside instructor is not feasible.
- E. After the Ratings Prep, the local club instructors and/or upper level Pony Clubbers will continue to help prepare the candidates for the ratings at "polish preps".

IV. Delegation of Authority: The District Commissioner shall have the overall responsibility for enforcing this policy.

V. Enactment:

Established: Leslie McColgin Date: 10/20/95  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Jumping Curriculum**

**Policy #005**

**Effective Date: October 20, 1995**

#### I. Philosophy:

The Sponsors of the Four Rivers Pony Club recognize the need to ensure safety, appropriate Rally preparation, and excellence in the area of jumping by establishing a curriculum to accomplish these purposes. The Sponsors recognize that different instructors often work with the members at mounted meetings and it is difficult for a relatively unfamiliar instructor to quickly and adequately assess the appropriate level at which a member should be jumping. Furthermore, a young child often may not understand why some of his or her peers are jumping while he or she is not because of readiness factors, and having clear criteria will help the child understand what needs to be learned. Having an organized curriculum also helps focus the mounted lessons on skills the members need in order to progress in jumping. The Sponsors recognize that passing D-1 rating does not mean the child is necessarily ready to begin jumping, passing the D-2 rating does not mean the child is necessarily ready to jump above 18", and passing the D-3 rating does not mean the child is necessarily ready to jump above 2'6". The jumping curriculum will guide instructors and organizers of Pony Club activities as to appropriate jumping levels for children that are unrated through D-3. Amplification of the three purposes of the curriculum follows:

1. **SAFETY**—Safety is paramount in Pony; Club. Our first consideration in conducting mounted meetings or working rallies is ensuring, as best possible, the safety of our riders. It is best to be conservative about jumping, ensuring that our riders have all the prerequisite basic skills before they begin jumping or move up to higher jumps. Statistics show that most accidents happen at the D-level, so we must be most cautious with our D riders. Our D riders typically have the least experienced ponies and are physically and emotionally less mature due to being our younger riders. Even older D's must be cautious since they are new to jumping, although they will typically move through the curriculum much faster than the younger D's.
2. **RALLY PREPARATION**—The USPC Standards and Regional Policy repeatedly state that attainment of a given rating "does not necessarily qualify the Pony Clubber for competition in any horse sport" (Regional Policy Article V, Section 3-D). The Standards clearly state that further study and preparation may be needed.

This is most clearly evident at the D-Level. In order to pass the D-1 Ratings Test, the member need only perform the 2-point position over ground poles at a walk, but to compete in Combined Training Rally, they will jump 12" stadium jumps. The lowest jumping level in Tetrathlon is 18". (**addendum: since this policy was written non-qualifying mini-divisions with lower jumps have been added**). For the D-2 rating, members demonstrate readiness to be instructed at a jumping height of 18", while D-2 Combined Training Rally requires jumping 2 foot courses, and many members might wish to begin jumping in Show Jumping Rally which starts at 2'0 " through 2'6" or the next level of Tetrathlon at 2'3". When the DC signs the entry form, "he/she agrees that the horse and the child are a safe rally team" (Regional Policy, Article V, Section 3-D). Therefore the DC needs some method of ascertaining whether the child is ready to be jumping at the level necessary for Rally. Since the curriculum is based on what a team of instructors has agreed is "best practice" in making decisions about readiness to progress in jumping, the curriculum offers an objective method for making the best sound judgment for a decision about readiness. It is recognized that other factors may also affect a child's readiness for Rally, and the jumping curriculum need not be the only criterion.

3. **EXCELLENCE**—As stated above, the curriculum is based on the agreement of a team of instructors as to what is "best practice" in teaching jumping. The Four Rivers Pony Club

wishes to provide excellent instruction in the area of jumping, which means being sure members have a thorough grounding in their basic skills before moving on. The curriculum provides a series of sequential skills for the riders to master which will provide a secure basis for progressing in jumping.

## II. Policy:

It is the policy of the Sponsors of the Four Rivers Pony Club that all unrated through D-3 riders will receive jumping instruction using the Four Rivers Jumping Curriculum and that they will jump only at the maximum height specified by the level they have attained in the curriculum at Pony Club mounted activities, working rallies and Regional rallies. (See Appendix B for curriculum and levels.)

## III. Amplifying Instructions and Guidelines:

- A. There are five (5) levels in the curriculum as follows, with presentation of a colored felt disc to be worn behind the Pony Club pin as recognition of passing each level. The levels are:
  1. Level 1—light blue felt—rider has passed all Level 1 skills. May jump 12” maximum.
  2. Level 2—pink felt—rider has passed all Level 2 skills. May jump 18” maximum
  3. Level 3—purple felt—rider has passed all Level 3 skills. May jump 2’3” maximum  
**(2002 Adjustment by DC)**
  4. Level 4—brown felt—rider has passed all Level 4 skills. May jump 2’6” maximum
  5. Level 5—gold felt—rider has passed all Level 5 skills. May jump 2’9” and up
- B. Jumping levels do not correspond directly to Rating levels. Riders must have attained the felt level appropriate to a rating they wish to test for. Riders should attain Level 2 or higher before taking their D-2 test, and should attain Level 4 or higher before taking their D-3 test, and they should attain Level 5 before taking their C-1. A rider may progress to a higher level than the level they jumped to pass their rating.
- C. These levels apply only to Pony Club mounted meetings and rallies. Riders may continue to work outside of Pony Club at any level they, their parents, and private instructors feel comfortable with.
- D. Jumping levels will not be the only criterion considered in determining team selection for Rallies. See policy on Rally Team Selection for further details.
- E. The skills within the levels will be evaluated by a core instructional team within the club. This team will be designated by the District Commissioner and will consist of qualified club instructors, both parent and non-parent. A club instructor who is also a parent will not be allowed to evaluate his or her own child for the purposes of awarding passing of a level, but may instruct the child using the curriculum at mounted meetings at any time.
- F. Unrated riders must pass their D-1 test before being awarded a Level 1 light blue felt, but they may begin working on the curriculum before they are rated.
- G. USPC awards a yellow felt upon passage of the D-1 rating, and a green felt upon passage of the C-1 rating. After passing the C-1 test, basic jumping skills should be well-established, the child is not required to pass levels in the curriculum.
- H. Pony Clubbers are not required to wear the felt disc at any time but may do so if they wish.
- I. Pony Clubbers are not allowed to jump at any meetings until they have passed a level in the curriculum. Any exceptions to this must be approved by the District Commissioner.
- J. Skills and jumping levels on the curriculum may be adjusted as needed by the club during the year with approval of the DC.

IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy.

V. Enactment:

Established: Leslie McColgin Date: 10/20/95

# FOUR RIVERS PONY CLUB

## POLICY STATEMENT

**Subject: Rally Team Selection**

**Policy #006**

**Effective Date: October 20, 1995**

### I. Philosophy:

The Sponsors of the Four Rivers Pony Club recognize the need to establish criteria by which club members are selected to participate on Regional Rally teams. The Sponsors understand that participation in a particular activity may require further study and preparation, and that safe and prepared rider-horse teams are paramount in team selection.

Regional Policy states "Achieving a rating does not necessarily qualify the Pony Clubber for competition in any horse sport. DC's should be sure that the riders they send will be safe doing the type of competition planned and at the level they plan. When the DC signs the entry form he/she agrees that the horse and the child are a safe rally team." (Article V, Section 3-D)

### II. Policy Statement:

The policy of the Sponsors of the Four Rivers Pony Club is that the following are the criteria for Regional Rally team selection:

- A. The Pony Clubber must be a Member in Good Standing.
- B. The Pony Clubber must be qualified to compete safely at the proposed level.
- C. Sportsmanship and participation in club activities, mounted and unmounted, shall also be taken into consideration.

### III. Amplifying Instructions and Guidelines:

- A. The DC has the final responsibility for determining whether the Pony Clubber is qualified to compete safely at the proposed level.
- B. The Pony Clubber needs to inform the DC of their intent to attend a Regional Rally at least 6 weeks prior to the Rally so that the club has adequate time to plan in order to adequately assess and prepare the Pony Clubber for Rally. **Adjustment 2002: Due to earlier entry dates for the June Mega-Rally, participants must notify the DC by April 1<sup>st</sup> if they are considering attending Tetrathlon, Show Jumping, Dressage, or Eventing. Fees for these rallies are due to the club by May 1<sup>st</sup> for these rallies and entries will not be sent in unless the fee has been received. The DC will inform members of deadlines for Quiz and Games fees. New members joining just before Quiz will be allowed to send in a late entry if they wish to attend. If a member purchases a horse any time after April 1<sup>st</sup>, they will generally be prohibited from attending rally with that horse because the DC will not have had sufficient opportunity to observe the suitability of the horse with the child for rally. However, there may be special circumstances in which the DC may elect to allow the child to rally, for example if the horse is well known to be experienced, safe, and suitable with that level of rider.**
- C. The DC will watch the Pony Clubber at lessons and/or competitions, consult with principal instructor(s) of the Pony Clubber, and consult with the Pony Clubber's parents.

### IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy.

### V. Enactment:

Established: Leslie McColgin Date: 10/20/95  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Dues**

**Policy #007**

**Effective Date: October 20, 1995**

**Revised Date: January 1, 2000**

I. Philosophy:

In order to provide financial support for implementing the Four Rivers Pony Club program of activities, the Sponsors recognize that membership dues is necessary.

II. Policy Statement:

The policy of the Sponsors of the Four Rivers Pony Club is that each member shall pay club dues of \$45 annually.

III. Amplifying Instructions and Guidelines:

- A. Club dues shall be paid by November 1<sup>st</sup> for renewing members at the same time any applicable national and regional dues and fees are due. This dues shall then apply to the upcoming calendar year from January 1<sup>st</sup> through December 31<sup>st</sup> following the date of payment. For example, dues for a renewing member paid on October 30<sup>th</sup>, 1999 covers January 1<sup>st</sup> through December 31<sup>st</sup>, 2000.
- B. New members joining between January 1<sup>st</sup> and August 31<sup>st</sup> shall pay club dues at the time they apply for membership, along with any applicable national or regional fees or dues. This dues shall then apply from the date membership commences through December 31<sup>st</sup> of that calendar year. For example, a new member joining on April 1<sup>st</sup>, 2000 pays the full club dues of \$45, which then covers them until December 31<sup>st</sup>, 2000.
- C. New members joining between September 1<sup>st</sup> and December 31<sup>st</sup> shall pay club dues in full at the time they apply for membership along with any applicable regional or national fees. This dues shall then apply from the date membership commences through December 31<sup>st</sup> of the following calendar year. For example, a new member joining September 1<sup>st</sup>, 2000 pays the \$45 club dues which covers them until December 31<sup>st</sup>, 2001.
- D. Members transferring from another club are required to pay Four Rivers Pony Club dues at the time their membership commences with this club, and are then covered until December 31<sup>st</sup> of that year. If they transfer between September 1<sup>st</sup> and December 31<sup>st</sup>, the fee will be waived for that portion of the year, but must be paid by November 1<sup>st</sup>, along with other renewal fees for the following year.
- E. Further clarification of fee structure for Four Rivers Pony Club can be found in Appendix A, which lists all applicable national, regional, and local dues and fees which must be paid.

IV. Delegation of Authority: The District Commissioner shall have overall responsibility for enforcing this policy.

V. Enactment:

Established: Leslie McColgin Date: October 8, 1999  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Lesson Fees**

**Policy #008**

**Effective Date: October 20, 1995**

**Revised Date: January 1, 2000**

**2<sup>nd</sup> Revision: October 20, 2001**

**3<sup>rd</sup> Revision February 22, 2003**

**4<sup>th</sup> Revision October 19, 2003**

**5<sup>th</sup> Revision January 28, 2006**

#### I. Philosophy:

In order to provide the Four Rivers Pony Club with financial support for the instructional program the Sponsors recognize the need for lesson fees. Lesson fees are commonly used by many Pony Clubs and are a low-cost way to significantly increase the amount of instruction the Four Rivers Pony Club can provide. By collecting a monthly lesson fee, Four Rivers can consistently offer at least two mounted lessons per month in the fair weather months from March through November, and one lesson per month December through February. In addition, revenue sufficient for hiring a more expensive instructor from outside the local area might be generated from the lesson fees. While initially the lesson fee only applied to D level Pony Clubbers, change in the membership of the club and cost of instruction necessitates applying the fee to all levels of Pony Club members.

#### II. Policy Statement:

The policy of the Sponsors of the Four Rivers Pony Club is that each family shall pay a lesson fee of \$15 per month for the months of March through November, or \$135 for each calendar year. Lesson fee funds will be applied to costs involved in hiring instructors and arena fees payable to property owners as needed under the direction of the District Commissioner. Arrangements for arena fees will be made on an individual basis with approval by the District Commissioner. Any request by a property owner that is extremely atypical or unusual will be presented to the Sponsors for approval. The total annual fee of \$135 will be due March 1<sup>st</sup>. A \$20 late fee will be applied if the

- A. **entire fee is not paid in full by April 1<sup>st</sup>. Adjustment 2006: Because of increased instruction costs, the lesson fee will be increased to \$20 per month for the months of March through November, or \$180 per each calendar year, beginning in 2006. The total annual fee will be due in either one payment of \$180 on March 1<sup>st</sup> or in two payments of \$90 each on March 1<sup>st</sup> and July 1<sup>st</sup>. A \$10 late fee will be applied if the first payment is not made by April 1<sup>st</sup>. A \$10 late fee will be applied if the second payment is not made by August 1<sup>st</sup>.**

#### III. Amplifying Instructions and Guidelines:

- B. The lesson fee applies to families regardless of the number of members each family has in the club. A family with two child members pays **the same amount** per year as a family with one child member. This is in recognition of the financial burden incurred when families have more than one child in the club and recognizes that sufficient revenue is generated by making the fee apply to families rather than individual members.
- C. All families must pay the lesson fee regardless of their attendance at mounted meetings.
- D. A member who joins without a mount and does not participate as a rider at any mounted meetings will be excused from the lesson fee. If this member participates in any mounted meetings as a rider by borrowing/leasing a mount, he or she will be required to pay the lesson fee for that month. If this member plans on borrowing/leasing on a regular basis they must pay the lesson fee for the entire year regardless of their attendance. In other words, if they miss a month due to schedule conflicts they must still pay the fee for that month.

- E. Reminder: Ratings Policy #004 states that all overdue fees must be paid in full for a member to be considered in good standing in order to be recommended for a rating. Therefore, all overdue lesson fees must be paid in full before a member can be considered for a rating..
- F. Any member joining after March 1<sup>st</sup> will pay a prorated fee of **\$20** per month for each month through November beginning with the month in which they join. So a new member joining sometime in June would pay **\$120** at the time s/he joins along with other membership fees. Any member officially withdrawing from FRPC due to transfer to another club, moving, or no longer riding/no horse available will be refunded **\$20** per month through November beginning with the first month in which they do not ride at meetings.

#### IV. Delegation of Authority

The District Commissioner shall have overall responsibility for enforcing this policy.

#### V. Enactment:

Established: Leslie McColgin \_\_\_\_\_ Date: October 20, 2001  
District Commissioner

# FOUR RIVERS PONY CLUB

## POLICY STATEMENT

**Subject: C and up Pony Clubbers Instructional Credit**

**Effective Date: October 20, 1995**

**Policy #009**

**Revised Date: January 31, 1999**

**2<sup>nd</sup> Revision: October 20, 2002**

### I. Philosophy:

The Sponsors of the Four Rivers Pony Club recognize the need to provide C-1 and up Pony Clubbers with different resources to meet their instructional needs than the club's regular mounted program. In order to do this, the Sponsors recognize the need to offer financial assistance from the club's instructional budget to these Pony Clubbers to be used for Rally, prep clinics, or clinics/lessons with instructors that are too expensive for the local club to hire for regular mounted meetings. In return for this financial support, the Sponsors recognize that the C-1 and up members should be expected to assist with the club's mounted and unmounted instructional program. It is recognized that there may be times that an upper level Pony Club joins and is not able to assist with the club's program because they are in college, they live at a distance, etc., and these members will not be eligible for this instructional credit.

### II. Policy:

The policy of the Sponsors of the Four Rivers Pony Club is that all C-1 and up members shall be eligible to obtain a \$50 credit from the club's treasury according to a point system based on their contribution to the club's mounted and unmounted instructional program, and that this \$50 credit shall be used for such instructional activities as may be approved by the District Commissioner, including, but not limited to, Rally fees, prep clinics, private lessons or clinics. **Amended 2002:** Pony Club members rated C-3 and above may accrue up to \$75 in this credit each year.

### III. Amplifying Instructions and Guidelines:

- A. The point system is as follows:
  1. Assisting at a mounted meeting: 20 points for full day, 5 points for one lesson group
  2. Assisting at D-Camp or Horsemanship Camp: 20 points for full day, 10 points for half day
  3. Assisting with fund-raising activity (eg pony rides): 5 points per activity
  4. Assisting at unmounted meeting: 10 points per lesson, may be divided if more than one member presents (eg team teaching)
  5. Serving as a stable manager at a two-day rally 20 pts/ 3-day 30 pts/ championships 40 pts
- B. This point system may be modified as needed during the year by the DC.
- C. Pony Clubbers obtaining 100 or more points will be eligible for the entire \$50 credit. Those obtaining less than 100 points may exchange these at the rate of .50cents per point. Similarly for C3 and above, 150 points equals \$75 in credit.
- D. The instructional year runs from September through August of the following year. Points may be accumulated during this period and may be carried over to the following year. Pony Clubbers should plan on obtaining their credit between September and May if they wish to use their credit for the June Regional Rally.
- E. If the club puts on a clinic with a more expensive instructor and funds a portion of the fee for D level members, the C and up members are not required to use their instructional credit money at this clinic, and the club will fund the same portion of the fee for C and up members.
- F. Use of any of the money from the credit must be approved by the District Commissioner prior to obtaining funds from the Club's treasury. Only the \$50 (or \$75 for C-3 and above) maximum may be obtained in any one year from September 1<sup>st</sup> through August 31<sup>st</sup>. However, the club may elect to provide additional funds to any member (D and up) for USPC rallies and championships.

### IV. Delegation of Authority:

The District Commissioner shall be responsible for enforcement of this policy.

V. Enactment:

Established: Leslie McColgin Date: January 31, 1999  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Reimbursable Expenses for Club Officers**

**Policy #010**

**Effective Date: October 20, 1995**

I. Philosophy:

In order to provide fair compensation for expenses of club officers so that being an officer does not cause undue economic hardship and so that qualified individuals can be officers without undue economic hardship, the Sponsors recognize that some expenses should be reimbursed from the club treasury.

II. Policy Statement:

The policy of the Sponsors of the Four Rivers Pony Club is that the following expenses should be reimbursed to club officers or coordinators or committee members:

Telephone calls outside the local area to regional or national members of Pony Club and to officers or instructors of other Pony Clubs in or outside the Midsouth Region and to instructors outside the local area. These calls may be for any Pony Club-related business such as rally organizing, ratings organizing, arranging instruction, or problem-solving of club issues.

Purchases of equipment necessary for conducting a planned Pony Club activity.

Postage, paper and office supplies, copy fees, etc. for the purpose of communication of club business and activity

III. Amplifying Instructions and Guidelines:

- A. If there is any question about whether an expense is reimbursable, the Treasurer should consult the DC.
- B. Everyone is asked to turn in receipts for reimbursable expenses in a timely fashion, within the month if possible.

IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy.

V. Enactment:

Established: Leslie McColgin Date: 10/20/95  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Sponsors of the Four Rivers Pony Club**

**Policy # 011**

**Effective Date: October 20, 1995**

#### I. Philosophy:

In order to provide the local club leadership and guidelines necessary for an effective Pony Club, the USPC Board of Governors believes that Sponsors of member clubs are essential. It is national USPC policy, #4020, that member clubs shall have Sponsors.

#### II. Policy Statement:

The policy of the Sponsors of the Four Rivers Pony Club is that Sponsors are parents and other adults 21 years of age or more who are interested in being active in the club by attending Sponsor's Meetings and assisting the DC in planning, organizing and running club activities and who have paid the annual Sponsor's fee of \$2.

#### III. Amplifying Instructions and Guidelines:

##### A. Qualifications: these are obtained from USPC National Policy # 4020:

1. All parents are entitled but not required to become Sponsors.
2. Those persons who have submitted their names to the Articles of Organization of the Club are entitled to be Sponsors.
3. Other individuals may become Sponsors upon application to the Secretary, approval of the DC and payment of the designated Sponsor's Fee to the Treasurer. The DC must not use this authority to limit sponsorship to a select group.

##### B. Sponsor's Authority and Rights:

1. Sponsors shall have the powers reserved to them by the provisions of the By-Laws of Member Clubs, specifically the right to elect officers other than a District Commissioner and Jt. District Commissioner, and to propose for approval and election by the USPC board of Governors one or more persons to serve as District Commissioner and Jt. District Commissioners.
2. Sponsors are entitled to examine the By-Laws of the member club.
3. Sponsors are entitled to examine the records of any Sponsors' Meetings.
4. Sponsors are entitled to examine the current list of all persons who are then Sponsors of the member club.
5. Sponsors are entitled to examine the Policy Book of the member club.
6. Sponsors are entitled to examine the financial records of the member club.
7. A request to examine any of the above items shall be directed to the Secretary or District Commissioner and a reasonable opportunity for such examination shall be provided without delay.
8. All Sponsors in good standing who attend club meetings shall be entitled to a single vote on such matters as may come before the meeting. Non-parent sponsors are encouraged to attend and to contribute to all discussions which come before the meeting, as well as being entitled to a single vote on such matters as may come before the meeting.

##### C. The Four Rivers Pony Club must maintain a minimum of five (5) adult Sponsors.

##### D. Sponsor's Fee:

1. The annual Sponsor's Fee is necessary so that inactive Sponsors may be removed from the club's rolls and the status and term of sponsorship is defined as one year.
2. The Sponsor's Fee is separate from any other fund raising or membership requirements.

##### E. Sponsors' Terms

1. The Sponsors' terms expire at the conclusion of the Four Rivers Pony Club's annual Meeting of the Sponsors.

2. The deadline for the close of Sponsorships is 2 weeks before the post-marked date of the Annual Meeting of the Sponsors. Anyone paying after that date shall be a Sponsor for the following year.
- F. The club Secretary must maintain a current list of Sponsors.

IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy.

V. Enactment:

Established: Leslie McColgin Date: 10/20/95  
District Commissioner

# FOUR RIVERS PONY CLUB

## POLICY STATEMENT

**Subject: Length of tenure for club officers**

**Policy #012**

**Effective Date: October 20, 1995**

**Revised Date: October 20, 2001**

I. Philosophy:

In order to ensure efficient and effective administration of the local club, the Sponsors of the Four Rivers Pony Club recognize the need to establish a recommended length of tenure for the District Commissioner and other club officers. Having a maximum length of tenure helps ensure that officers have time to learn their jobs, carry them out and train someone to take their place without becoming overly stressed by having to continue with the same job indefinitely. The club also benefits by having a change of leadership periodically, but not so often as to be disruptive to planning and implementing the club program. A common suggestion is to have tenures of three years, one year to learn the job, one year to expand and improve in one's performance, and one year to train a successor. However, due to the small size of FRPC, it is not always feasible to have a change of leadership at a specified period of time. No matter what the maximum tenure is, the Sponsors are entitled to vote and nominate officers each year at the annual Meeting of the Sponsors.

II. Policy:

The policy of the Sponsors of the Four Rivers Pony Club is that the recommended maximum length of tenure for club officers is three to five years.

III. Amplifying Instructions and Guidelines:

- A. All officers must be elected each year at the Annual Meeting of the Sponsors.
- B. All officers must be nominated by the nominating committee.
- C. The DC and Jt. DC are approved by the Sponsors at the annual meeting to be proposed for election by the USPC board of Governors. The Secretary and Treasurer are directly elected by the Sponsors.
- D. Sponsors are encouraged to attempt to retain officers by re-electing them annually for a period of three to five years if possible. Circumstances may necessitate retaining some officers for longer or shorter than the three to five year period however.

IV. Delegation of Authority:

The overall responsibility for enforcing this policy lies with the District Commissioner

V. Enactment:

Enacted by : Leslie McColgin Date: 10/20/2001  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Nominating Committee**

**Policy # 013**

**Effective Date: October 20, 1995**

I. Philosophy:

The Sponsors recognize that in order to determine a slate of officers for each year to be voted on at the Annual Meeting of the Sponsors, a nominating committee is necessary. The District Commissioner's Guide states that the Nominating Committee is to be charged with presenting a slate of officers for approval of the Sponsors at the Annual Meeting of the Sponsors.

II. Policy:

It is the policy of the Sponsors of the Four Rivers Pony Club that a nominating committee will be appointed each year, consisting of three (3) members.

III. Amplifying Instructions and Guidelines:

- A. The committee will solicit input from the club's Sponsors, both verbal and written, in order to fairly evaluate the possible candidates for the positions of club officers.
- B. The committee is honor bound not to recommend an individual for the position of an officer if they determine that the individual is not suitable for the position, regardless of feedback from the Sponsors.
- C. In most circumstances, the Committee is advised to present one slate. However, the Committee is not restricted to presenting one slate, and in unusual circumstances may present two slates for approval by the Sponsors.
- D. Nominations may also be made "from the floor" at the meeting
- E. **Addendum 2/22/03: According to the USPC Bylaws for Clubs the nominating committee is nominated by the District Commissioner for election by the Sponsors.**

IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy.

V. Enactment:

Established: Leslie McColgin Date: 10/20/95  
District Commissioner

## FOUR RIVERS PONY CLUB

### POLICY STATEMENT

**Subject: Rally Preparation**

**Policy #014**

**Effective Date: November 1, 1996**

#### I. Philosophy:

The Sponsors of the Four Rivers Pony Club recognize that members wishing to attend Regional Rallies need to receive adequate preparation for the Rally. Sending members who are unprepared can lead to a negative experience for the member or even possible injury. Furthermore, unprepared members reflect poorly on the Four Rivers Pony Club as a whole, and the member's performance affects not only the individual but often the entire team. It is the District Commissioner's responsibility to determine which members will be attending Regional Rallies and then to plan activities that will meet individual needs for Rally preparation. But it is the members' responsibility to attend these activities at a level sufficient to prepare them for the Rally. It is recognized that members with different levels of experience will require different amounts and types of preparation. Therefore, the amount and type of Rally preparation required will vary with individual factors such as age and maturity of the rider, previous Rally experience, rating level or equine-related factors.

#### II. Policy:

It is the policy of the Sponsors of the Four Rivers Pony Club that members attending Regional Rallies attend activities for Rally preparation at a sufficient level to prepare them for the Rally. Any member who does not receive adequate preparation may be denied permission to attend the rally by the District Commissioner.

#### III. Amplifying Instructions and Guidelines:

- A. "Activities for Rally preparation" may include mounted and unmounted regular meetings of the FRPC, private lessons or clinics, Rally Camp sponsored by FRPC, or a private Rally Camp arranged by the member.
- B. Any such activities as described above must be approved by the District Commissioner as being appropriate and adequate for preparation for the Rally.
- C. The amount and type of Rally preparation must be individualized to meet the needs of each member, so preparation will vary according to a variety of factors.
- D. Preparation for Rally consists not only of riding ability and experience, but also horse management skills and knowledge and familiarity with what will happen at a Rally.

#### IV. Delegation of Authority:

The District Commissioner shall have the overall responsibility for enforcing this policy.

#### V. Enactment:

Established: Leslie McColgin Date: 11/01/96  
District Commissioner

**FOUR RIVERS PONY CLUB**

**POLICY STATEMENT**

**Subject: Submission of Policies**

**Effective Date: February 22, 2003**

**Policy # 015**

**I. Philosophy: The Sponsors of the Four Rivers Pony Club recognize the right of all sponsors to propose new policies or amendments to current policies. However, it is important to recognize the function of the Policy Committee in reviewing and researching such changes before they are submitted to the entire group of Sponsors at a Sponsors Meeting.**

**II. Policy: It is the policy of the Sponsors of the Four Rivers Pony Club that any sponsor must submit a proposal for any new policies or amendments to policies to the Policy Committee before presentation at a Sponsors Meeting.**

**III. Amplifying Instructions and Guidelines:**

**A. Any proposal by a sponsor that is presented at a Sponsors Meeting without Prior submission to the policy committee will generally be tabled for review By the committee so that information can be gathered before presenting The proposal to the Sponsors for a vote. It is recognized that there may be exceptions to this for a simple matter that does not require review, in which case the D.C. may waive the requirement.**

**B. The Policy Committee consists of the club officers and anyone designated by D.C. as an "officer in training." Sponsors may present their proposal to any member of the committee.**

**IV. Delegation of Authority:**

**Responsibility for enforcement of this policy lies with the District Commissioner**

**V. Enacted by: \_\_\_\_\_ Date: 02/22/03**  
**Leslie McColgin, District Commissioner**

# **Four Rivers Pony Club**

## **Policy Agreement**

**The undersigned agree that they have read and/or are familiar with the policies of the Four Rivers Pony Club and agree to abide by these policies at all times.**

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**Pony Club Member** **Date**

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**Parent/Guardian** **Date**

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**Parent/Guardian** **Date**

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**Non-parent Adult Sponsor** **Date**