

United States Pony Clubs, Inc.
Great Lakes Region
GUIDELINES
November 2014

These guidelines are adopted to provide guidance for the administration of the activities of the Great Lakes Region of the United States Pony Clubs, Inc.

Section I
Organization and Administration

Regional Supervisor (RS)

See USPC By-laws of the Regions Article 2, section 2.1.

The Regional Supervisor (RS) is accountable for all activities in the region. The Vice RS(s) supports and assists the RS and performs duties of the RS when he or she is away or unable to act.

The RS is in the position to direct, supervise, and encourage all of the clubs and the members involved in our region. The RS conveys national policy to clubs, and is essential in the communication of local concerns to the national level. The RS is thoroughly familiar with USPC Bylaws, policies and guidelines; the RS knows the region, its strengths and weaknesses, and its resources and facilities.

An important role of the RS is to provide support and information to DCs of local clubs. The RS acts as a conduit for communication between members, volunteers, the USPC Vice President of Regional Administration (VPRA) and the Board of Governors (BOG).

Many other functions of the RS include, but are not limited to:

- Ensure that the region and all clubs in the region adhere to the policies of USPC.
- Organize at least one annual planning meeting of the Regional Council, and assist in planning forthcoming regional activities at this meeting.
- Set regional dues and fees with the approval of the Regional Council.
- Establish, with the Regional Council, such regional policies as may be necessary for the efficient administration of the region and to ensure that regional policies are consistent with national policy, and that they have been approved by the VPRA.
- Approve and appoint DCs and Joint DCs and other officials of the region.
- Assess and evaluate club mounted and unmounted instructional programs with the assistance of the RIC.
- Organize or appoint a chairperson to organize at least one USPC qualifying competition in each discipline at the regional level or to facilitate opportunities for members to qualify for championships at these events in other regions.
- Organize test preparation clinics for upper level tests as necessary for candidates in the region.

- Recommend candidates for upper level testings and to endorse only those active Pony Club members who meet the requirements listed in the Standards of Proficiency.
- Encourage and support participation in national activities such as Annual Meeting, Championships, and Exchanges.

District Commissioner (DC)

See USPC By-Laws of the Registered Clubs, Article 2, section 2.1.

The District Commissioner (DC) is the club's Chief Administrator and Educational Leader. The DC is accountable to the Regional Supervisor.

The DC is proposed by the Sponsors of the club, appointed by the RS and confirmed by the VPRA. The DC is a Corporate Member of USPC. The DC seeks and relies on the support, involvement, and advice of club Sponsors, the club board to help plan and implement the club's programs. The DC is thoroughly familiar with USPC and Regional bylaws, policies and guidelines.

It is essential that the DC is on e-mail to facilitate club and regional communication and that the DC is a member of the DC digest to stay abreast of USPC information, as well as the GLRPC digest to stay abreast of Regional information.

DC digest

The DC digest is a no-cost electronic discussion group for all club officers of the United States Pony Clubs, Inc. Participation is via Email. The group provides a way for club officers throughout the nation to participate in, or to just listen to, discussion of what's going on in Pony Club at all levels. Club officers share ideas, tell other DCs what works in their club – and what doesn't – and get to know each other. It is also a great way to get questions of general interest answered authoritatively by the USPC's major committees, all of which monitor this list. Finally, it is used for official communications from the National Office to the DC community when time is of the essence. Many important updates are first shared on the DC digest as well as membership and deadline reminders. New members will gain access to archived messages, so previously asked questions may be referenced as well.

To Get onto the Digests:

1. Log onto www.yahogroups.com
2. New users will need to register with Yahoo by requesting a User ID and password.
3. Search for the digest by typing DCdigest or GLRPCdigest (with no spaces or punctuation).
4. A request for membership must be made. Once a moderator has approved the membership the process is complete.

The DC is also responsible for seeing that information is distributed to all club members. Clubs should have regular communication to ensure club cohesiveness.

This can be done during scheduled meetings, e-mail communication, or at regular mounted and unmounted meetings.

The DC, in conjunction with advisors, needs to develop a full calendar of activities, as early in the year as feasible. This calendar needs to be updated regularly as events must be included on a published club calendar before they can be considered an official Pony Club event.

The DC needs to understand the USPC Insurance coverage and ensure coverage is in place for all pony club events. The DC must see that all the club activities are properly reported, paid for and kept current throughout the year with the current USPC Insurance provider to protect the club's landowners and officers from liability as well as to provide some extra medical coverage for our members.

Other Club Officers

See USPC By-Laws of the Registered Clubs, Article 2, section 2.2 a, b, c.

Club officers include a club Secretary and club Treasurer. All duties, responsibilities, actions and decisions of Club Officers shall be subject to the direction, supervision, control or approval of the District Commissioner, subject to review by the RS and the USPC Vice President of Regional Administration.

For a full description of duties of the club Secretary and club Treasurer, please refer to the USPC By-laws.

Transition of Officers

To provide continuity, the outgoing officers will assist the incoming officers with the year-end activities, such as club financial statements, club renewal packet, club reports, etc.

Background Checks & Mandatory Training

In order to provide the membership of the USPC with high quality adult leadership, USPC is committed to creating a secure environment for our volunteer leaders as well as our youth members. [See *Safety* tab on the USPC Home Page]

As of January 1, 2013, training on and compliance with the following policies and procedures *is required* for Pony Club leaders and volunteers, as indicated:

[Policy #0111 – Youth Protection](#)

- Training is required for Regional & Club Officers and all *volunteers working with youth members*

[Policy #0721 – Background Checks for Volunteers](#)

- Background screening is an integral part of our due diligence process and risk management procedures is *mandatory* for all Regional Officers; Club DCs, Joint DCs and Treasurers; and other USPC leaders as stipulated in the Policy.

[Policy #1026 – Concussion and Return to Play](#)

Policy #1027 - Heat Illness

- Both of these policies require that all Pony Club volunteers in a leadership position within Pony Club – *especially anyone involved directly with mounted or un-mounted lessons or activities* – must complete the associated training modules ([Concussion/Head Injury Training](#) and [Heat Illness and Awareness Training](#), respectively) and take the relevant post-tests online.

Regional Meetings

The RC will have two regular meetings each year, one in the fall and one in the spring.

In order to meet the quorum for voting, each club and riding center is expected to send at least one representative to all RC meetings.

The fall meeting agenda will include election of officers; review of activities and the financial report of the preceding year; scheduling of activities and approving a budget for the coming year; acting on proposals to amend or add to regional policies; and discussion of any other areas of concern.

The spring meeting agenda will include a review and update of plans for the current year; appointment of the regional nominating committee; and any other business which comes before the council.

Changes to Regional Policies

Changes to regional policies may be required from time to time and shall be proposed to, or by, the Executive Board (EB) before presentation to the Regional Council (RC) for approval.

Regional Newsletter

The RS will be responsible for a quarterly newsletter. The newsletter will contain news from USPC, information and reports of regional activities, a calendar of regional, national, and other pertinent events, and news from member clubs and riding centers. The regional newsletter will be distributed to every member of the Regional Council, the USPC national office, the USPC VPRA and the USPC President.

Club Information

Each club and riding center is expected to send regular information about their club to keep the RS and EB informed of its progress. This could be in the form of newsletters or meeting minutes throughout the year. A year-end report should also be submitted with the fall renewal packet.

Club Colors

Club colors are agreed upon at the time a new club is founded, and these colors contribute to a sense of club identity and recognition. Clubs should therefore be mindful of the colors of established clubs when selecting or changing their club colors.

Regional Treasurer

See USPC By-laws of the Regions Article 2, section 2.2 (b).

- The treasurer is nominated by Regional Nominating Committee and elected yearly by the Regional Council.
- The Treasurer maintains the checkbook, keeps receipts and other financial documents, writes regional checks, and oversees budgets for all regional activities.
- The Treasurer attends all regional meetings and should be prepared at every meeting to give a full accounting of all expenditures and receipts since the previous meeting.
- At Regional Planning meetings, the Treasurer must submit a financial report disclosing all receipts to, disbursements from, and balances of all regional accounts.
- A financial statement from the Treasurer for the calendar year must be completed and sent to the National Office and others as instructed. The deadline for submission is February 15 of the following year. This report is used to comply with IRS requirements regarding the tax-exempt status of The United States Pony Clubs, Inc.
- The regional Treasurer reimburses all expenditures within 30 days of receiving requests.

Club Treasurer

- Is elected by Sponsors with input from the Nominating Committee.
- May NOT serve as DC/Jt-DC simultaneously or be from the same family!
- Is a Sponsor of the local club.
- Assists DC in preparing an annual budget. Tracks compliance with budget during the year.
- Is familiar with USPC National Bylaws, Bylaws of Regions and Registered Clubs and policies of both the region and local club.
- The fiscal year for clubs is from January 1st to December 31st. This date is established by the USPC Bylaws of the Registered Clubs, Section 5.3 All clubs must use these dates as their fiscal year.
- Manages all income and expenditures. Maintains financial records in an orderly manner, including members' dues, receipt of Sponsors fees, payment of bills, record receipts. Document expenses of officers and committee chairs.
- Prepares a detailed financial report for EACH Sponsor's Meeting as well as when requested by the DC. The report should detail income, expenses and assets for the fiscal year-to –date.
- Presents a year to date financial statement to the Sponsors at the club's Annual Meeting to be recorded with the Minutes of that meeting.
- The club treasurer at the end of the fiscal year prepares a financial statement that discloses fully, the source and utilization of all funds obtained and disbursed for expenses during the past fiscal year. Copies of the Annual Financial Statement should be sent to the National Office, the VPRA and the RS by February 15.

- Complies with all legal requirements of 501(c)(3) designated entities. See IRS Web site for details, www.irs.gov.
- Prepares the IRS form 1099MISC form for any person to whom the club has paid \$600 or more for services during the year (i.e., instructors, judges, etc.) and sends Summary 1096 to IRS.

Forms

- Reimbursement forms and financial reports for rallies and clinics are found on the GLR website.
- Requests for reimbursement for regional expenses, and reports for rallies and clinics must be sent to RS and Regional Treasurer within 30 days of the activity.

Section III Instructional / Educational Programs

Core Activity

In order to provide members with the broad base needed to enjoy any horse activity they may choose throughout their life, the Board of Governors affirms that USPC will provide the skills necessary to become a well rounded equestrian and to enjoy horses in a safe, able and competent manner. The policy of the Board of Governors is that the core activity of USPC is based on the instruction of horse management, riding on the flat, riding over fences, and riding in the open. No club or riding center may operate on the basis of a single activity. The Regional Supervisor shall monitor clubs and riding centers for compliance with this policy. (See USPC policy 0150)

Standards of Proficiency (SOPs)

The Standards of Proficiency are developed and maintained as the curriculum for USPC's instruction programs. (See USPC policy 5010) The policy of the Board of Governors is that all Regions, Registered Clubs and Riding Center Programs shall teach and test to the Standards of Proficiency. (See USPC policy 5020)

Riding is both a sport and a hobby for most of our members. It is something they do to have fun! Horsemanship encompasses both riding and horse care and management. The USPC curriculum, which is reflected in the Standards of Proficiency, is designed to teach not only the riding or mounted skills to our members, but also the care of the horse and equipment, responsibility and self-reliance, communication skills, and understanding of the physical and mechanical functions of horse and rider. We use the Standards of Proficiency and the respective certification levels to provide opportunities for goal setting, to recognize achievement, and to increase enjoyment by encouraging Pony Club members to gain confidence while at the same time, placing them in a safe and appropriate learning environment. All Pony Club members should be encouraged to progress at a pace and along a certification track that is most comfortable and attainable for them. Pony Club instructors should be very familiar with the Standards of Proficiency in order to base their instruction program on the clear progression of skills described in the Standards.

Club or Riding Center Educational Meetings

The region encourages all clubs and riding centers to hold regularly scheduled mounted and unmounted meetings, keeping foremost the goals of the teaching the USPC curriculum in accordance with the USPC SOPs.

Horse Management (HM)

All clubs have a Horse Management program designed to teach skills and provide knowledge as members progress through the certification levels in accordance with the USPC Standards of Proficiency. The style of Horse Management instruction varies from region to region and from club to club; however, every program is developed on the basis of the Standards, and the result is a common level of knowledge for youngsters at any given certification level.

USPC prepares members for the responsibilities of horse ownership by judging Horse Management practices at all rallies. The competitors are judged within their respective certification levels on their knowledge and application of sound, practical horse care principles acquired through Horse Management instruction and regular practice. The evaluation of competitors' performances at rallies reinforces the information taught at the club level. The emphasis of Horse Management judging is always on the health and safety of both horse and rider. Horse Management instruction and experience in USPC is designed to encourage inquiry into the nature of horse care and safety, based on logical and practical reasoning as well as common sense. Horse Management training also promotes sportsmanship, and it helps develop the confidence required for sensible decision making.

Members and leaders should use the current Standards of Proficiency as a reference for the Horse Management requirements of the various certification levels. However, there is no limit to the useful knowledge of Horse Management. At home and at rallies, situations will often arise that may call for Horse Management techniques beyond those required of a given certification level.

The Horse Management program in USPC stresses and teaches safety first. The health of members and their mounts is of primary importance. To this end, the program for all levels stresses preventative techniques, common sense and daily routines within a reasonable framework of expectations. Members must realize that all horse sports require effective care of the horse. Therefore, the instruction program is incorporated into all USPC activities.

Regional Instruction Coordinator (RIC)

Every region has a RIC. They work with the RS to identify individual club instructional needs. One of their responsibilities is to assist DCs in recognizing and implementing appropriate and effective mounted and unmounted instructional programs. This person is a great resource for your club as your members' needs evolve. Don't be shy – ask for help, input, and guidance!

The RIC reviews instruction programs of the Clubs and Riding Center Programs annually and provides a written summary for the RS in the RIC Annual Report.

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

1. To provide support and assistance to the Clubs and Riding Center Programs for their Instruction programs and to facilitate collaboration among clubs and riding centers on "best practices" and Instructional activities.
2. To develop and oversee the Regional calendar of Instruction serving D-1 through A with the advice and consent of the RS.
3. To collaborate with Registered Clubs, Riding Center Programs and the Regional Council to support and provide programs for those members pursuing Specialty Certifications.
4. To develop and oversee the Regional calendar of National tests with the advice and consent of the RS.
5. To organize an annual Standards and Certifications Clinic covering at a minimum the D-1 through the C-2 Standards of Proficiency for Instructors, local level Examiners and Participating Members and to maintain and publish a list of participants in the RIC Annual Report.
6. To recruit, develop and mentor new Instructors and Examiners within the region.
7. To develop, maintain and distribute a list of instructional resources to clubs, riding centers, members and organizers.

Horse Management Organizer (HMO)

Every region has an HMO. They work within the region to promote the teaching of Horse Management and that judging at competitions is an educational experience. This person recruits people to become trained Horse Management (HM) judges, assist rally organizers with HM judge staffing, and organizes regional HM seminars. They will be a great resource for you to use to find people well versed in Horse Management to teach your members.

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

1. Regional HM Education Program
 - 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/Club HM seminars for members.
 - d. Disseminate information from National HM programs.
2. Regional Horse Management Judges' Program
 - 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 up to date on all HM competition issues.
 - d. Make all judges in region aware and encourage them to take advantage of any/all judging opportunities in and outside of the Region.
 - e. Recruit candidates for future HM judges.
3. Regional Competition Responsibilities
 - a. Identify all competition staffing needs in the Region.
 - b. Ensure that support materials, including judging forms, are provided for HM staff.

- c. Ensure that all required evaluation forms are provided, completed, collected and mailed promptly.

Upper Level (UL) Prep Clinics

The region will offer UL prep clinics in order to help prepare candidates for testings above the C2 level. All C2 and higher level members are strongly encouraged to attend both mounted and unmounted UL clinics regardless of their intent to test in that given year. It is common for most UL testing candidates to take more than one year to properly prepare to be successful at a National Testing.

Standards and Certifications (S&C) Clinic

The region will host a S&C clinic each year. The clinic's focus will alternate each year. The clinic will either focus on specific skills for examiners with the goal of producing examiners qualified to rate according to the USPC Standards of Proficiency, or the focus will be the general understanding of the Standards of Proficiency for instructors, sponsors, parents and members.

Horse Management (HM) Clinic

The region will host an HM clinic each year with the purpose of disseminating the current HM rules as well as strengthening our club and regional HM programs. All officers, sponsors, members and parents are highly encouraged to attend.

Section IV

Regional Rallies / Competitions / Activities

Region Responsibilities

- Set dates for regional competitions at fall RC meeting and decide which clubs or riding centers will organize which activities.
- The region must oversee planning for competitions. The RS or a liaison appointed by the RS should ensure that all USPC guidelines are followed, assist organizing club with any problems they have and review all materials before they are mailed out by the organizers.
- Losses will be reimbursed by the region up to the budget approved by the EB. Profits will be turned over to the region.

Organizer Responsibilities

- Obtain and become well versed in USPC rules and guidelines for the competition being organized, as well as with the GLR Checklist: *Hosting a Rally in the Great Lakes Region*, at least six months in advance.
- Include RS or liaison in planning.
- Make arrangements for a safe appropriate facility to be used.
- Consult with the HMO to recruit qualified Assistant HM judges to meet the rally quota based on entries.

- Prepare and get EB approval for a budget for the competition to keep fees as low as possible. Present budget to RC at Fall or Spring meeting.
- Team awards are to be a reflection of total scores under the guidelines of competition. Horse management awards are based on total scores for horse management, excluding any riding scores.
- A financial report shall be submitted to the RS and Treasurer within 30 days of the activity.
- A written critique of suggested improvements and a list of things that worked particularly well shall be submitted to the EB.
- All files and material should be retained for the next year's competition.

DC/Club or CA/Riding Center Responsibilities

- Clubs and Riding Centers should take part in planning some regional activity or assist another club in doing so each year.
- Clubs and Riding Centers should encourage participation in regional competitions and activities.
- DC/CAs should respond promptly to organizers' requests for participation estimates and avoid making changes at the last moment. Organizers need accurate estimates from DCs to plan rally budgets and provide adequate personnel. Remember to complete and return all required items on time!
- DC/CAs should be sure that the riders they send will be safe doing the type and level of competition planned. Remember that achieving a certification level does not necessarily qualify the member for competition in any horse sport. To be a team member for a particular activity, further study and preparation may be necessary.
- DC/CAs should inform members and their parents of what is expected from them at the competition.

Member Responsibilities

- Adhere to the USPC Code of Conduct and have a cooperative attitude.
- Be prepared and work for the good of the team.
- Respect organizers' efforts and the facility; leave the facility in better condition after than before the event.
- Take time to make new friends in the region.
- Thank the organizers for their work in planning the competition.
- Have fun!

Parent Responsibilities

It is the responsibility of the parent to get the member (and horse) to the rally in a calm, rested, but prepared state at or before the scheduled arrival time. Except for helping to unload heavy items, the parent can then relax and enjoy the event, watching with a positive attitude and good sportsmanship, allowing the child the freedom to compete.

Parents are expected to volunteer some capacity during every rally and they must also adhere to the USPC Adult Code of Conduct.

Regional Activity Cancellation/Refund Guideline

GLR UN-MOUNTED Refund Policy:

Before Closing Date – If in writing, full refund less \$25 non-refundable office fee; all withdrawals must be in writing via email before 8:00 PM of Closing Date

After Closing Date – If in writing via email and accompanied by a doctor's note, 50% refund will be given. If entry can be filled from a waiting list, full refund less \$25 non-refundable office fee.

GLR MOUNTED Refund Policy:

Before Closing Date – If in writing, full refund less \$25 non-refundable office fee; all withdrawals must be in writing via email before 8:00 PM of Closing Date

After Closing Date – If in writing via email and accompanied by a vet's or doctor's note, 50% refund will be given. If entry can be filled from a waiting list, full refund less \$25 non-refundable office fee.

Fundraisers at Rallies/Competitions

Only Pony Club fundraisers will be allowed at rallies. Clubs wanting to host fundraisers at rallies must have the organizer's permission prior to the entry packet going out. Only GLR fundraisers will be allowed at the Quiz rally.

The following additional guidance applies to all fundraisers when held in conjunction with a GLR-sponsored activity:

Clubs handling a GLR sponsored activity have two options to remain compliant with USPC and GLR policy:

- Default: The sponsoring club handles the activity on behalf of the region. The sponsoring club prepares and submits a budget that must be approved by the GLR executive board. The GLR is responsible for any losses but also keeps any gains. All transactions must have a third party receipt or bill in order to be a valid reimbursable expenditure. The GLR Treasurer receives a copy of all documentation.
- Option: The sponsoring club petitions the GLR to break out some function of the activity as a fundraiser from the main activity. If approved, the sponsoring club prepares and submits a budget that must be approved by the GLR Executive Board. The sponsoring club is responsible for any losses and keeps any gains for the broken-out portion of the activity. The GLR is responsible for any losses and keeps any gains from the main activity. All transactions must have a third party receipt or a bill in order to be valid. The sponsoring club is responsible for maintaining separate documentation for the broken-out portion of the activity. The GLR Treasurer receives a copy of all documentation associated with the main activity.
- *Example*: A club wishing to do concessions as a fundraiser may petition the GLR to do this in conjunction with their regionally sponsored activity. To

accomplish this, the sponsoring club would submit with the activities budget an overview of what will be provided, to whom, and a method for accounting for the costs for reimbursement:

- Method 1: The sponsoring club must provide the GLR with third party receipts associated with the people fed.
 - Method 2: The sponsoring club could keep track of the total number of customers, tally all food expenses, and calculate the cost-per-person. At the close of the event, the sponsoring club must provide the GLR a copy of the third party receipts.
 - Method 3: The sponsoring club acts as a vendor to the GLR and indicates the cost per individual as agreed upon in the budget. The sponsoring club submits an invoice as part of the activity's final documentation. The sponsoring club is responsible for all related documentation for this method.
- *Example:* The sponsoring club wishes to hold an open show as a fundraiser in conjunction with the regional activity. If approved, the GLR will not be responsible for any extra costs associated with running the open show. These costs include but are not limited to: insurance, additional judges, hourly workers beyond the normal activity, etc. The budget will clearly delineate any additional costs associated with the open show.

Provision for Assistant HM Judges at Rallies

Each club should provide qualified HM assistants by name to the HMO in the required numbers as stated in the chart below prior to the Spring RC meeting. The definition of qualified shall be determined by the HMO in conjunction with the EB. Each assistant should assist at a minimum of one qualifying rally annually. These HM assistants would be expected to be available for training. Good qualities of a HM Assistant are: positive, teachable, practical, energetic, and most of all a desire to spend time teaching and being taught by the members (horse experience not required but very beneficial). The HMO could also use HM assistants as methods of communicating and instructing at the club level.

<u># members</u>	<u># assistants</u>
1-12	2
13-25	4
26-35	6
36-45	8

The safety and well-being of the members and their mounts is of high importance of the adults and leaders in USPC. The Horse Management Assistants play a direct role in monitoring the safety of the members and their mounts at rally. Sending willing, trained, encouraging assistants to rally directly effects the safety and positive experiences that members have at rally. Each club should send 1 qualified assistant per 6 mounted members to rally. It is ideal that the assistant be available for the entire rally.

Section V

Certifications and Testings

D1 through C2 Certifications

The Great Lakes Region takes great pride in offering great testing opportunities for our members. To help your club testings run smoothly it is essential to review and refer to the following documents.

1. [GLR Testing Guidelines](#) – on the GLR website (updated annually)
2. [USPC Guidelines for Club/Center-Level Testings D1 through C2](#) – on USPC website
3. [USPC Examiners Handbook](#) – on USPC website

The GLR Testing Guidelines take into account all national policies and guidelines and will help answer the following questions:

1. Who can be examiners?
2. What is the cost of a testing?
3. How much should examiners be paid?
4. What should I do as the organizer of a testing?
5. What paperwork is needed?
6. What schedule should be planned for the testing?
7. How do I know if a member is ready to test?

Flowcharts for Block Checking

Great Lakes Region strongly suggests that DCs require flow charts, or block checking sheets, to be completed before allowing members to test. Completion of blocking checking sheets before testing helps to ensure the readiness of a candidate. This does not guarantee that a candidate will pass, but candidates that participate in block checking have shown a higher passing rate than those that do not.

Instructors and upper level pony clubbers may serve as block checkers within the club. Block checking should only be done by members that are at least two certification levels higher than the level they are block checking. Try to eliminate situations where members are block checking friends or members of a very similar age.

Club Testings

Candidates for the D1 through C2 certifications can be tested at local club testings or regional testings. The region strongly recommends obtaining examiners from outside the club and using different examiners from one testing to the next. The region suggests sending candidates to regional testings for C1s and C2s. A list of currently approved examiners and apprentices can be found in the [GLR Testing Guidelines](#) document, which is updated annually.

GLR strongly suggests that a non-biased examiner that does not regularly teach the candidate be asked to be the examiner. “Although DCs have the authority to conduct a club level testing personally, or designate a club instructor to conduct the testing, the

USPC Instruction Council strongly recommends against this practice above the D1, and occasionally, D2 level. Certainly it is often most comfortable for the elementary school age D1 candidate to be tested by an adult or older Pony Club member with whom they have a relationship and feel comfortable. However, beyond the D1 and, at times, the D2 level, it is important for the overall assessment of the club's instruction program to seek 'outside of the club,' Pony Club-experienced, evaluation of candidates at their testings." *Quoted from USPC Guidelines for Club Testings*

National Testings

Candidates for the HB, C3, B, H-HM/H/HA and A certifications are examined by National USPC Examiners at testings that are organized by USPC and the host region. Host regions must have a minimum number of candidates to host a National Testing. National Testing information can be found on the USPC website.

Candidate Responsibilities

As members advance through the certification levels, it is expected that they will assume a greater responsibility for their own education and skill development. Because people learn in different ways, some suggestions for testing preparation might include, but are not limited to:

- Series of regional UL prep clinics, mounted and unmounted.
- Regional and national prep camps for C2 and up candidates.
- A structured experience planned by the candidate. For example: being a working student, visiting instructor, etc.
- Mentoring with horse-care professionals, such a vet, farrier, or equine dentist.

Candidates should also take advantage of all possible opportunities to improve their skills. They should be active in their club and the region, such as teaching and assisting at rallies, taking on more responsibility as they progress through the certification levels.

In addition, GLR members applying for a National Testing must have attended a minimum of ONE Great Lakes Regional Upper Level Clinic within 12 months prior to the test in order to be considered a Member in Good Standing. Thus, for an unmounted test (HB / H / HA) the prep clinic must have been un-mounted and for a mounted test (C3 / B / A) the prep clinic must have been mounted.

It is the Candidate's responsibility to be aware of all requirements for their testing. They should be familiar with all of the information in the standards and be thoroughly prepared for the testing. The upper level candidate should maintain good communication with their DC regarding preparation and readiness for the next certification level. Candidates must also keep their parents informed.

Candidates must adhere to the USPC Code of Conduct.

DC/Club and CA/Riding Center Responsibilities

The DC/CA is responsible for organizing (or appointing a coordinator to organize) an instructional program for D1 through C2 levels according to the USPC standards. All Pony Club members should be encouraged to progress through the certification levels at appropriate intervals.

The DC/CA is also responsible for providing opportunities for testings through the C2. It is the DC/CA's responsibility to make testings readily available when candidates are prepared, being aware that C1/C2 testings are also offered regionally and as multi-club testings. It is highly recommended that either the C1 or C2 testing be taken outside the club, in order to prepare candidates for the HB and C3 testing experience. DCs may work with other clubs to combine testings, but must offer testings at least twice a year.

The DC/CA should be thoroughly versed on all requirements of the standards. The DC must be confident that the examiner they select is qualified to conduct a testing at that level and is knowledgeable of the Standards. A list of currently approved examiners and apprentices can be found in the GLR Testing Guidelines, which are updated annually.

The DC/CA is responsible for completing all testing paperwork in a timely manner. Please refer to the GLR Testing Guidelines for all necessary paperwork.

It is the DC/CA's responsibility to follow through on any retesting if the examiner allows any candidates to complete or retest a portion of the test.

The DC/CA is responsible for keeping upper level candidates informed of regional UL prep clinics and any other educational opportunities available to UL candidates.

The DC/CA is responsible for recommending national testing candidates to the RS and RIC.

The DC/CA should make opportunities available for teaching within the club and oversee the candidate's preparation, planning and teaching.

The DC/CA is responsible for educating the candidates, parents, and observers about testing procedures and proper conduct at the testing.

Region Responsibilities

The RS may request to host national testings through the national office if there are sufficient numbers of pony clubbers at these levels.

The RS has the responsibility for recommending candidates for these testings and for endorsing only those who have shown active participation within the region.

The region will offer both mounted and unmounted UL prep clinics in order to help prepare candidates for testings above the C2 level.

Parent Responsibilities

The parent should be committed to getting the child to all Pony Club meetings, mounted or unmounted, local, regional or national, on time and with proper supplies and equipment. The parent should encourage the child to assume more and more responsibility for preparation for their testing as they progress through the levels.

To make the candidate's testing a positive, successful experience, the parent (or guardian) needs to understand that these are not competitive events, but the examination of the candidate's knowledge and skills to determine whether the candidate is "safe" and meets the standards. Pushing a child beyond a safe skill level can be mentally destructive as well as physically dangerous.

Parents must adhere to the USPC Adult Code of Conduct.

Section VI National Championships

Participants

It is an honor and a privilege to participate at the USPC Championship competition. Championship team members are ambassadors for the GLR and their own club. The goal of the region is to send at least one team in each discipline offered at the USPC Championships and ideally, one team in each division of each discipline, funds permitting. They should exemplify good horsemanship, sportsmanship and teamwork. All pony clubbers in good standing in the region who meet the age and certification requirements for the discipline in which they intend to compete and who meet the National Qualifications for that discipline are eligible to be selected to compete at the USPC Championships. All members are invited to qualify for these regional teams. Members must register by the required date to be considered as eligible participants. However, the RS has the final decision regarding the placement of any individual on a championship team.

Registration

Registration requires a commitment on the part of the member and the family. The parents must guarantee that the member will attend the championships, if chosen, and that they will support the effort to prepare the team and get them to the championships. The commitment also involves a share of the cost (refer to GLR Regional Policies Sec. VI). Registration procedure is as follows:

1. Registration applications will be provided by the Championship Coordinator early in the year containing estimates of the cost of attending the championships. To be considered for championships, these applications must be complete and on file with the Championships Coordinator by the designated date.
2. These applications must indicate the disciplines in which the member will attempt to qualify for selection as a team member. A member may choose as many as three disciplines, indicating their order of priority.

3. A commitment fee is required with the application to register. This fee will be applied to the member's cost when the final team selections are made. It is refundable only if the member (a) does not get selected on a team (b) has a vet certificate for the horse, or (c) has a medical certificate for the rider.

Eligibility for Participation (Qualifying)

Registered members must compete at the designated regional rally for the discipline(s) selected and complete all phases of the competition without elimination (except Games). They must meet the requirements of the discipline for National Championships. Should our region not offer a qualifying rally in a discipline then a member may seek to qualify at a qualifying rally in another region with the permission of the RSs of both the GLR and the host region. All candidates must comply with the rules of safety and exhibit good horse management skills and good sportsmanship. A competitor who is penalized with any disciplinary infraction will not be considered. In riding disciplines, it is the horse and rider combination that compete for eligibility.

Team Selection

Team selection will be completed following the final qualifying rally. Where possible teams will be filled with riders who have made that discipline their first choice. Additional eligible members may be placed on a second team (regional or scramble) if possible. The RS has the final decision regarding the placement of any individual on a championship team.

Champ Camp

Individuals who are chosen to represent the GLR at USPC Championships are expected to participate in the regional champ camp when offered. The purpose of Champ Camp is for the discipline coaches to get to know the team members and their horses and to provide an opportunity for team building. Participants will prepare for the rigors of Championships as well as to be excellent ambassadors for our region. The region will provide coaches and training facilities for the teams. As many training sessions as are practical and reasonable will be scheduled. It will be the responsibility of the team member to get to the training session.

Section VII Other National Activities

Support for Regional Officer Attendance at USPC Annual Meeting

Each year at the fall Regional Meeting, the Executive Board will recommend an amount of money available to support travel of the officers to the USPC Annual Meeting. This amount will need to be approved by a majority vote of the leaders present at the meeting, at which point it will be up to the Executive Board to determine how that money is to be spent among the board members.

Support for Member Participation in International Exchanges

Contributions to International Exchanges shall occur at the discretion of the board, upon written request of member.

Section VIII Awards and Recognitions

Annual Awards for GLR Graduating Pony Clubbers From 21-25 Years of Age

This tradition began in 1999 to recognize the exceptional efforts of GLR Pony Clubbers achieving certification at the level of C3 or above upon graduation. It is recommended that GLR awards be given according to the Pony Club Chart of Learning certification for all mounted disciplines – Traditional, Dressage and Show Jumping – and for Horse Management, as depicted below. Pony Clubbers will be recognized at the Spring Meeting of the Regional Council.

Mounted – Upper Level			
A, H-A	Lifetime USPC Membership (\$375)	Certificate	Alumni Pin
B	Pony Club Brick at USPC HQ (\$100)	Certificate	Alumni Pin
C3, C+	USPC Blanket (\$50)	Certificate	Alumni Pin
Horse Management – Upper Level			
H-HM	Pony Club Brick at USPC Headquarters (\$100)	Certificate	Alumni Pin
H-B	Small Gift (\$25)	Certificate	Alumni Pin
All Other Certifications		Certificate	Alumni Pin