



GUIDELINES FOR DUNE RIDERS PONY CLUB

ARTICLE 1

PURPOSE AND APPROVAL

Section A PURPOSE

These serve as guidelines for the administration of the Dune Riders Pony Club (DRPC), a Registered Club 068470 of the United States Pony Club, Inc. (USPC) in the Lake Shore Region (LSR). They are the means by which DRPC will carry out the Mission Statement and the Guiding Beliefs of the USPC (see attachment A & B). **In addition to these guidelines, this Club is subject to the Corporate, Regional and Club Bylaws, National and Regional Policies, and other rules and regulations established by USPC.**

Section B APPROVAL

These guidelines have been adopted by the sponsors of the DRPC and approved by the LSR Regional Supervisor.

Section C REVIEW AND AMENDMENTS

Any Club Sponsor may review these guidelines. Any proposed changes may be presented at the Annual Sponsors Meeting or a special meeting of the Sponsors.

ARTICLE 2

CLUB ORGANIZATION

Section A PARTICIPATING MEMBERS

Participating members are children under the age of twenty-five (25) years who have met the eligibility requirements set forth in the USPC Rules, Regulations and Policies, paid all USPC Regional and Club dues, have been accepted into a Registered Club and is a Member in Good Standing (reference Article 7 Section A of these guidelines).

Section B SPONSORS

(Reference USPC Bylaws Section 4)

Sponsors of the Registered Club must pay the annual Sponsor's fee (set at the Fall Annual Sponsors' Meeting) in order to participate as a Sponsor in the coming year. Sponsors may include those individuals who executed the Articles of Organization; a parent of a child in the Registered Club; and any other interested individuals who have been approved by the District Commissioner. The term of a sponsor shall be no more than one year at a time. This term shall be renewable. The term shall begin when the annual sponsors' fee is paid and ends at the conclusion of the annual fall Sponsor's meeting. A club may not accept new Sponsors after a Notice of a Meeting has been given until the meeting is adjourned.

Sponsors are expected to attend all Sponsors' meetings in person, be an active member of a club committee or some other role in assisting the DC in managing the club and implementing the club programs. Sponsors

provide suggestions to the DC for the operation and administration of the club at Sponsors' Meetings. They vote to recommend the DC and JT-DC(s) for their club to the RS.

Sponsors no longer able to participate may resign at any time by submitting a written resignation to the DC which will be filed by the Club Secretary and recorded on the List of Sponsors.

Those parents who cannot commit to Sponsors' requirements will be considered as Supporters and may support the club by making a time or monetary donation or other service in kind. This also entails active participation on committees or providing other intangible services to the club.

The Sponsor's Fee will be added to the General Club funds, but may be earmarked for specific club-related activities as discussed and agreed upon by the Sponsors, Record, Finance or Budget Committee.

Section C ADMINISTRATIVE OFFICERS (reference USPC Bylaws Section 2.1)

Each Registered Club is directed and managed by a District Commissioner (DC) who may be assisted by one or more Joint District Commissioners (JT-DC). The District Commissioner and the Joint District Commissioner(s) are recommended by the Club Sponsors and are then appointed by and accountable to the Regional Supervisor and are Administrative Officers of the USPC, Inc. The District Commissioner and the Joint District Commissioner must be Sponsors of Record of the Club. All Administrative Officers of USPC must be Corporate Members as required by the USPC Bylaws. Dues for Corporate Membership will be paid by DRPC. The term for DC and Jt DC is one year, and is renewable without limit.

Section D CLUB OFFICERS (Reference USPC Bylaws Section 2.2)

Club officers are elected by the Sponsors and include the Secretary, Treasurer and any other additional officers as required to efficiently manage the operations and activities of the DRPC. Neither the Secretary nor the Treasurer shall be the DC, a JT-DC or a member of the family of these officers. Recommended term for officers shall be for two years.

Section E JUNIOR BOARD MEMBERS

Club level Junior Board members must be either 13 years old or at a D3 certification or above. Activities shall be guided by an adult volunteer Junior Board Advisor. Club Junior Board members will be appointed by the DC annually.

Regional Junior Board members must be 13 years or at a D3 certification or above. The DC shall make the final determination on Regional representatives to Junior Board after receiving input from the DRPC participating members and sponsors. Regional representatives must be Members in Good Standing. Up to three voting Regional Junior Board members will represent DRPC members at Regional Junior Board meetings and report back to the membership at the next DRPC meeting. Regional Junior Board meetings are usually held in the spring and fall in different areas of the state and regular attendance is very important. Regional Junior Board members, serving as a Regional JB Officer, shall serve for a two-year term, and are in addition to the three DRPC voting appointees. All other Regional Junior Board appointees will serve a one-year term, renewable up to two years, or as unfilled vacancies exist.

Section E FRIENDS OF DRPC

This is a non-sponsor, non-voting category for individuals, organizations or businesses that wish to support the club, but do not intend to actively participate in decision-making or club activities.

ARTICLE 3

RESPONSIBILITIES OF OFFICERS

Section A DISTRICT COMMISSIONER (DC) AND JOINT DISTRICT COMMISSIONER (JT-DC)

Responsibilities for the DC with assistance from the JT-DC include:

- Conduct monthly member meetings
- Conduct annual fall Sponsors' Meeting
- Develop and present a proposed operating budget for the approval of Sponsors, including Upper Level Testing Grant replenishment review.
- Conduct bi-monthly Business Meetings for organizational purposes
- Conduct Board Meetings as required
- Attend Regional DC meetings
- Receive DC materials and mailings and pass along to membership as required
- Receive and recommend scholarship applicants
- Recommend Pony Clubbers for rallies and testings
- Plan local testings for D level through the C2 level
- Delegate responsibilities to committees as needed

Section B SECRETARY

Responsibilities of Secretary include:

- Maintain a current list of the Sponsors of record
- Maintain a current list of Participating Members
- Maintain attendance records
- Record and file minutes for all meetings
- Prepare annual roster
- Give notice of the Annual Sponsors' Meeting including a copy of the agenda
- Determine the presence of a quorum at the Annual Sponsors' Meeting (33%)
- Prepare minutes of Annual Sponsors' Meeting (reference USPC Bylaw Section 4.2.2.3)
- Complete forms for Annual Sponsors Meeting
- Maintain club guidelines
- Maintain record of annual awards recipients

Section C TREASURER

Responsibilities for Treasurer include:

- Collection of dues and fees that constitute the club's income
- Approve and issue disbursements to pay club expenses
- Maintain checkbook and all financial records
- Collect any other payments from members
- Report monthly on club finances
- Present a written financial statement at the Annual Sponsors' Meeting or at anytime the DC or Sponsor's request

ARTICLE 4

ELECTION OF OFFICERS

Section A NOMINATING COMMITTEE

The District Commissioner shall nominate the committee for election by the Sponsors at least three (3) months before the Annual Sponsors' Meeting. The Nominating Committee shall then select one of its members to serve as Chair of the Committee. The Committee shall consist of no less than three and no more than five Sponsors of Record. The Nominating Committee shall propose a slate of Club Officers (Secretary, Treasurer and any other additional officers) and make recommendations for District Commissioner and Joint District Commissioner(s) (Administrative Officers) for presentation at the Annual Sponsors' Meeting.

Section B ELECTION OF OFFICERS

Election of Club Officers shall be held annually at the Annual Sponsors' Meeting. The Sponsors will also vote on recommendations for the District Commissioner and Joint District Commissioner(s) to be made to the Regional Administrator. It is recommended that officers serve at least two years.

Section C COMMITTEES

The DC will appoint Sponsors to head club committees as deemed necessary, such as Fundraising, Horse Management Organizer, Rally and Testing Coordinator, Food and Party Planner, Library Steward, C & up Prep Coach, Adult in Charge/Safety Coordinator, Website Editor, etc.

ARTICLE 5

CLUB COMMUNICATIONS

Section A ANNUAL SPONSORS' MEETING

The Annual Sponsors' Meeting will take place in the fall of each year. The Notice of the Annual Sponsors' meeting shall be postmarked or emailed no less than 30 days prior to the date of the meeting. A copy of the agenda must be included with the notice of the meeting (reference: USPC Bylaws Section 4.2.2.2). The Secretary shall take minutes of the Annual Sponsors' Meeting (reference USPC Bylaws Section 4.2.2.3). Protocol for the Annual Sponsors' Meeting shall be as outlined in USPC Bylaws Section 4.2.1. Sponsors unable to attend Sponsors' Meeting shall notify the DC or JT-DC in advance of meeting. A club may not accept new Sponsors after the Notice of a Meeting has been given until the meeting is adjourned.

Section B BUSINESS SPONSORS' MEETINGS

Business Sponsors' Meetings for the purpose of planning and organizing activities, discussing or resolving issues or for any other purpose pertaining to the efficient operation of the DRPC shall be held at a time and place agreed to in advance by the Sponsors, generally bimonthly. The minutes from the Business Sponsors' Meetings shall be e-mailed with return receipt (if possible) to all sponsors within two (2) weeks of the Business Meeting.

Other interested parties may attend the Business Sponsors' Meetings, but will not have voting privileges.

The District Commissioner may call additional Sponsors' Meetings with a written advance notice of such meeting no less than 15 days prior to the date of the meeting. A club may not accept new Sponsors after the Notice of a Meeting has been given until the meeting is adjourned.

Section C SPECIAL MEETINGS

See USPC Bylaw 4.2.4

Section D WEBSITE

The DC shall appoint a website editor. The website will be run in accordance with the most current Guidelines

for Club Websites. These guidelines are available at the USPC website.

ARTICLE 6

FISCAL ADMINISTRATION

Section A ANNUAL FINANCIAL REPORT

The Treasurer shall present a financial report at the Annual Sponsors' Meeting.

Section B CLUB DUES

The annual club membership fee for the DRPC shall be set at the annual Sponsors' Meeting. Renewing members shall submit club, regional, and national dues to the Treasurer at the annual Sponsors' Meeting. Club dues for new members are taken at anytime. Membership insurance coverage does not take effect until the National PC office receives dues. Dues may not be prorated for lapsed membership.

Section C SPONSOR'S FEES

Sponsor fees will be set at the Annual Sponsors' Meeting.

Section D BANK ACCOUNT

The club Treasurer, DC and optionally one Jt-DC (designated by the DC, approved by the Sponsors) should each be designated as signatories on the club's bank accounts.

Section E FISCAL YEAR

The fiscal year for DRPC shall be from January 1st to December 31st.

Section F REIMBURSABLE EXPENSE

The club may pay one half the entry fee in Championships for any Member who meets the Member In Good Standing Policy, at the discretion of the DC, in consultation with the Board, if funds are available. The club may also pay up to \$100 per year per member, who meets the Member In Good Standing Policy, for regional rallies, testings, approved camps and clinics, as club budget allows and as agreed upon at Annual Sponsors' Meeting.

Section G FUNDS

Funds are dispersed by the Treasurer for expenses previously approved in the Club budget. Additional expenses may be disbursed after consultation with the DC up to \$100, but will be reported to the Club at the next Sponsor Meeting. Any expenditure over \$100 that was not previously approved in the budget, must be voted upon by the Club Sponsors.

Income shall be obtained through Club dues, fundraising and entry fees for summer camp as decided upon at Annual Sponsors meeting.

Club expenses shall be entry fees for rallies and certifications, polo shirts for team members, payment for camp clinicians, other camp expenses, annual awards banquet as decided upon at Annual Sponsors meeting.

Club assets will include three team rally kits, the club library and a club checking account.

Section H REFUNDS

No refunds of dues or fees paid are given unless extenuating circumstances exist or the DC has been asked

for prior approval and sufficient funds exist.

Reimbursement requests must be accompanied by a receipt and submitted to the Treasurer and are subject to the DC's approval for anything which is not a normal operating expense.

ARTICLE 7

ADDITIONAL GUIDELINES OF DRPC

Section A MEMBER IN GOOD STANDING

A DRPC Participating Member in Good Standing shall have a record of regular attendance at DRPC meetings and activities. DRPC members should evidence a sincere interest in the activities of the club, assist other members in the learning process, and participate with regularity in the events of the club at the club, regional and national level, when and where appropriate, according to age, experience, and suitability and safety of mount, having paid all necessary dues and fees owed the club, region or national organization.

Giving back is one of the cornerstones of Pony Club's philosophies of Stewardship and Leadership. Therefore, to maintain their Member in Good Standing status, members are required to volunteer at club fundraising activities. If extenuating circumstances prohibit the member from volunteering at fundraisers, the member must contact the DC to get this requirement waived and to find an alternative volunteering opportunity.

DRPC members are expected to notify the DC or JT-DC in advance if they are unable to attend DRPC meetings and activities.

Members must abide by USPC Code of Conduct, and all USPC and DRPC rules and guidelines.

In addition, Members in Good Standing shall have signed a statement that they have received a current copy of DRPC guidelines and will abide by these guidelines. This signed statement shall be submitted to the Secretary.

Section B TESTINGS

Testing Procedure

The Dune Riders Pony Club (DRPC) will offer testing at least twice a year, generally in the spring and fall. Examiners with training through a recent Standards Certifications or Testing Clinics and having apprentice experience at the levels being certified, will be selected. Examiners may not be a certification candidate's regular instructor. Certifications reflect the Pony Clubber's achievements in Horse Management and riding skills – completing each rung in the certification standard's ladder encourages confidence, independence, and good equine safety habits. An integral part of the Pony Club experience is goal setting, and then reviewing and evaluating their progress on an ongoing basis. The Pony Club member should work with the DC, Testings Coordinator and their personal instructors to set riding and horse management goals, but responsibility for achieving the goals is the Pony Club member's.

Eligibility/Readiness to Test Up

Unrated through C2: Candidates must meet the regional and national eligibility requirements to test up, as specified by USPC (see Exhibit A). In addition, members of DRPC must have demonstrated proficiency as specified by intended certification level according to the following with a plan or a road map type written agreement made between the candidate and the DC, Testings Coordinator or Regional Instructional Coordinator (RIC).

- **Declare Intent to Test Up:** After the Testings Coordinator sets the date for testings, Pony Clubbers need to declare their "Intent" to test up (form provided) and present it to the DC at least eight (8) weeks prior to the testing date.
- **Be a Member in Good Standing:** The Pony Clubber must be a "Member in Good Standing" with DRPC Guidelines: See Article 7, Section A
- **Demonstrate Readiness:** Candidates should have demonstrated competency in all requirements

of the certification level prior to the testing.

Each member will be provided with Checklists, and all USPC Standards of Proficiency must be demonstrated at proficiency level as stated for the certification level and signed off. The completed Checklists must be presented to the Testings Coordinator on or before the deadline dates.

Please Note: Although opportunities will be made available at each mounted meeting, it is the member that should initiate/take responsibility to organize these sign-offs for themselves.

An explanation for the demonstration of competency for the standards of proficiency is as follows:

- **Riding Standards** – Each riding standard must be observed as being demonstrated at the level of testing expectation, then signed and dated by a qualified individual. The qualified individual for Riding Standards may include the DC, JT-DC, Testings Coordinator, PC qualified instructor(s), or a professional in the field knowledgeable of the particular standard(s). Another option for Checklist sign-off may include a Pony Clubber at least two certification levels and three years of age above the candidate who in addition shows a high level of maturity, and active participation at Certifications and Standards or Certification clinics, and has shadowed and scribed at local testings.
- **Horse Management Standards** – Each horse management standard must be observed as being demonstrated at the level of expectation, then signed and dated by a qualified individual. The qualified individual for Horse Management Standards may include a Pony Clubber at least two certification levels and three years of age above the candidate, a DRPC Officer, PC Instructor, RIC, HMO, or a professional in the field knowledgeable of the particular standard(s).
- **Teaching Requirements:** C-1 Candidates must have assisted with at least three (3) safety checks, and prepared and presented one (1) unmounted lesson. Signatures for safety checks and lessons must be presented to Testings Coordinator with the Standards' requirements. Unmounted lesson plans should be presented to the DC one week before presentation. C-2 Candidates must have assisted with at least two (2) D-1/D-2 turnouts (i.e., at mounted clinics, Testing Preps, Rallies), and prepare and present two (2) unmounted lessons. Signatures for turnouts and lessons must be presented to Testings Coordinator with the Standards' requirements. Unmounted lesson plans should be presented to the DC one week before presentation.

NOTE: At no level is it appropriate for a candidate or parent to make arrangements for testing outside the club or region. In accordance with USPC rules, regulations, and guidelines, all arrangements for testings must be completed by the DC, and through the DC for testings outside the club.

C-3 to A: Candidates must meet the regional and national eligibility requirements to test up, as specified by USPC (see Exhibit A). In addition, members of DRPC must have demonstrated proficiency as specified by intended certification level according to the following with a plan or a road map type written agreement made between the candidate and the RIC or Testings Coordinator.

C-3 Candidates:

- **Riding Standards** - One (1) signature for each standard by a qualified individual as stated for C-2 and lower standards.
- **Horse Management Standards** – One (1) signatures for each standard by a qualified individual as stated for C-2 and lower standards, i.e. a Pony Clubber at least two levels up, a DRPC Officer, PC Instructor knowledgeable in the field, RIC, HMO, or a professional in the field knowledgeable of the particular standard(s).
- **Teaching Requirements** – Prepare and present three (3) unmounted lessons and teach three (3) simple mounted lessons under adult supervision. Signatures for lessons must be presented to RIC with the standards requirements. Unmounted and mounted lesson plans should be presented to the DC one (1) week before presentation.

B Candidates:

- **Riding Standards** – One (1) signature for each standard by a qualified individual as stated for C-2 and lower standards.
- **Horse Management Standards** – One (1) signature for each standard by a qualified individual, i.e. a Pony Clubber at least one level up, a DRPC Officer or Instructor knowledgeable in the field, RIC, HMO, or a professional in the field knowledgeable of the particular standard(s).

- **Teaching Requirements** – Assist in five (5) mounted and unmounted meetings for the D and C level lesson program. Both the candidate and DC will keep a record of the lessons.

H, HA, and A Candidates:

- One (1) signature for each standard by a DC approved qualified individual defined by the B standard as stated above. All H/HA certified members must also demonstrate proficiency of all B level standards at the same level required for B candidates to test to higher certification levels.
- **Teaching Requirements** – Develop and instruct five (5) mounted and unmounted lessons for the D/C lesson program. As an upper level Pony Clubber (C-3 and above), it is the responsibility of the Pony Clubber to “give back” to members of the club at lower certification levels through their mentorship, as they have once benefited from the tutelage of previous upper level members. This requirement can be fulfilled by assisting members in preparation for testing, teaching unmounted and mounted lessons, assisting to develop a lesson program for D and C levels, being examiner or assisting for club testings, and assisting the adult leadership of the club (i.e. club business, social/promotional activities, etc). For upper level members that are working or away at college a written agreement between the Pony Clubber and the DC can be arranged to fulfill this requirement.

Summary of Testing Procedure

1. Discuss plan to achieve Standards with the DC/Testing Coordinator/RIC as defined above.
2. **Complete and turn in the “Intent to Test Form” to the DC at least eight (8) weeks prior to the set testing date.**
3. Have Standards for Rating Checklist items signed off by a qualified individuals *four (4) weeks* prior to the testing date.
4. Complete and turn Checklist,
5. After consultation with the Testings Coordinator, the DC issues an invitation to test at least three weeks prior to the testing date.
6. Remember that responsibility is a cornerstone of the Pony Club curriculum. Submit things in on time. Mark calendar to avoid schedule conflicts. Not taking responsibility for own work is a clear sign of not being ready to test.

Timing of Intent and Checklists is subject to change based on circumstances, and at the discretion of the DC.

Day of the Testing

Parents or guardians of Pony Clubber(s) testing up must attend the testing. Members needing special considerations may make accommodations with DC for a chaperone at least one week before testing. Non-testing members are encouraged to attend, however, nervousness and feelings of anxiety do have an impact on most Pony Clubbers at all certification levels, so individuals other than a candidate’s parent/guardian, family members or those involved in the testing must make arrangements with the DC to attend/assist at least one week before testing and abide by the following requirements:

- All candidates, parents and other spectators must understand that there will be **no unauthorized** assistance once the candidate and his/her mount arrives on the testing grounds and the mount is unloaded safely.
- All spectators **must** be seated in a designated area established by DC and Examiner(s).
- No spectators are allowed in the area designated for the unmounted testing.
- Candidates must groom and prepare themselves and their mount for formal inspection and all requirements of the testing on their own accord, with the exception of D1s, who may receive assistance from a parent or other qualified pony club member with preparing for their formal inspection.
- The DC may authorize members to assist in the testing as a scribe, jump crew, etc. Requests to assist with a testing must be made to the DC at least one week prior to the testing.
- **Most importantly, candidates are expected to show courtesy to one another, to examiners, and to their mounts. There will be no misuse of equipment, carelessness**

while working with horses or ponies, or un-sportsmanlike behavior allowed.

Re-Testing

If a candidate does not meet Standards (DNMS) in any part of one (or more) section(s) of the test (the number of unmounted and mounted sections allowed for re-testing is specifically designated on each test sheet at each certification level), re-testing on these sections may be appropriate. The allowed number of sections to be re-tested is stated in each Standard of Proficiency, and on each test sheet, and re-testing is strictly limited to that number. Retesting is only appropriate if the candidate has been recommended for retesting by the examiner. A re-test may be scheduled on sections not passed under the following conditions:

- ONLY THE ORIGINAL EXAMINER MAY RECOMMEND RE-TESTING SECTIONS NOT MET, AND MUST RECOMMEND RE-TESTING TO THE CANDIDATE'S DC AT THE TIME OF THE ORIGINAL TESTING. THE EXAMINER MUST INDICATE THEIR RECOMMENDATION ON THE ORIGINAL TEST SHEET.
- The DC must approve and schedule the re-test. The re-test, if at all possible, should be with the original Examiners, and MUST be completed within 30 days of the date of the original testing.

Fees For Testings

Candidates for national testings normally pay their own fees, but financial assistance may be offered at the discretion of the DC, in consultation with the Board, if funds are available. See Section K UPPER LEVEL TESTING GRANT in Guidelines for Dune Riders Pony Club.

Fees for local testings (C2 and below) may be paid by the Club, at the discretion of the DC, in consultation with the Board, if funds are available.

Exhibit A

Lake Shore Region's Testing Guidelines and Responsibilities

Pony Clubber's Responsibility

- Maintain good communication with the DC regarding their preparation and readiness to apply for the next testing.
- Be aware of all the requirements for their certification.
- Help with club and regional activities, such as teaching and assisting at rallies.

Active Participation

Participation for C3, B, H, HA and A candidates

This policy establishes only a minimal acceptable level of participation. The expectation is that most Pony Clubbers at this level will be far more active and will have "given back" to pony club part of what they have received. The Lake Shore Region will adhere to USPC policy with the following additions.

- In the 12 months prior to the deadline date for applying for a C3, B, H, HA or A testing, the Pony Clubber must have participated in at least four pony-club sponsored activities as either a participant, instructor, or official. These activities would include, but not limited to, the following:

Unmounted instructional meetings

Mounted instructional meetings

Regional Quiz Rally

Regional rallies (team member or Assistant Horse Management Judge)

USPC championships

Clinics

Testings (conducted by the Pony Clubber)

Club-sponsored competitions

- The candidate must have competed as a rider and stable manager at a rally prior to taking the C3 test.
- The candidate is responsible for documenting their accomplishments in a letter to the DC at the time of application
- All Candidates are required to attend a prep-clinic. This provision may be waived at the discretion of the RS.
- The Candidate must be a Member in Good Standing without any outstanding regional debts.

The USPC Standards of proficiency can be found on the USPC website: www.ponyclub.org under the Publications/Forms tab

Section C DRPC ANNUAL OPEN HOUSE

DRPC shall strive to hold an Open House in either the months of January or February somewhere in Sheboygan County. The purpose of this Open House is to provide the opportunity for potential new Pony Club members to find out more about our Club. The Open House will also increase public awareness of our Club in Sheboygan County.

Section D SAFE ATTIRE

All riders involved in DRPC mounted activities shall meet the current standard of USPC attire in clothing, footwear and safety helmet (ASTM-SEI) to participate in mounted activities.

Jumping vests are strongly encouraged at all jumping activities. All vests should be properly fitted to the rider and be in good physical condition.

Section E ACCESS TO HORSES FOR PARTICIPATION IN THE DRPC

Ownership of a horse is not required as a condition of membership as a participating member of DRPC. An unrated DRPC member may start out having had a few riding lessons, a love of horses and a desire to learn more about them. They may join to learn more about horses and Pony Club. The participating member and their sponsor are responsible for making arrangements to lease or borrow a mount for mounted DRPC meetings if the participating member does not own a horse. As Pony Clubbers move up in Pony Club, access to a regular mount will definitely increase.

While DRPC does strive to educate members about riding, horses and safety, members need to be also riding outside of Pony Club activities and taking regular riding lessons if they hope to move up through the certifications. All horses used as mounts for DRPC must be healthy, safe and suitable in accordance with USPC Policy Statement 0135, www.ponyclub.org. All mounts must be at least five (5) years in age and not stallions.

Section F MOUNTED MEETINGS

Each rider must have a parent or suitable responsible groom present to assist with the management of the horse, care for the rider and to assist the organizer of the mounted activity. No groom or parent shall assist more than three riders.

Section G TRAILERING OF PONY CLUB HORSES

Participation in DRPC mounted meetings may require the transportation of Pony Clubber's horse. While it is not required to have a trailer to be a member of DRPC, it is the responsibility of each Pony Clubber's family to make their own arrangements for transportation of each member's horse. Owners of horse trailers, at their discretion, may offer to haul other Pony Clubbers' horses. In such situations the following should be considered:

- The person accepting the trailering of a horse agrees to hold harmless and indemnify the trailerer for any injury, loss or damage in consideration thereof. It is the responsibility of the person trailering a horse to exercise such care as an ordinary person in a like position would exercise under similar circumstances.
- The owner of the horse being hauled shall be responsible for any damage done by his or her horse. This includes damage done to the hauler's trailer, to another horse or to a person during the loading, hauling or unloading.
- A parent or guardian's presence is mandatory to assist with loading and unloading of horse and equipment for D and C level Pony Clubbers.
- When being hauled by a fellow Pony Club family, be available to load and unload your own horse. Clean up your horse's mess. Be ready on time.
- Those having their horses hauled should cover their share of the cost of gas.
- The owner of the horse being hauled should supply their own hay and feed.
- Knowledge of safe loading, unloading and trailering is of the utmost importance.

Section H PARENT EXPECTATIONS

The success of Pony Club depends on adult volunteers. It is expected that each Participating Member of DRPC have an adult who contributes at least eight (8) hours of volunteer time per year to DRPC. Attending Sponsors' Meeting shall not count toward this time commitment. If a Sponsor or Supporter is unable to meet this commitment, other adults such as other family members or friends of the Participating Member may help to meet this commitment. The officers of DRPC including District Commissioner, Joint District Commissioner, Secretary and Treasurer shall be considered to have met this time commitment upon the successful completion of their assigned responsibilities.

The types of volunteer activities that shall count toward the time commitment would be working at mounted clinics, Pony Club Rallies, and Testings. Parents and Sponsors are expected to volunteer at the club's fundraiser which subsidizes our testings, clinics and camp. The District Commissioner shall make the final decision on approval of activities that meet the time commitment requirement.

Prospective members and their families should be aware of this participation expectation and agree to it before their membership is accepted.

Section I COGGINS

Each DRPC mount must have a current Coggins in their possession when traveling. All horses and ponies are also strongly encouraged to maintain locally recommended vaccinations.

Section J CONTROLLED SUBSTANCES

The USPC emphatically forbids the use or possession of alcohol, marijuana, tobacco and non-medically prescribed, controlled substances by participating members at all USPC sponsored or approved local club, regional or national activities. Any Participating member needing to bring a prescribed substance to an activity or competition must notify the chaperone, organizer and DC. All adults must refrain from using alcohol or other substances that may adversely affect their judgement at any time that they are acting, or may be called upon to act in a responsible position in a Pony Club activity (reference USPC Policy Statement 0500).

Section K UPPER LEVEL TESTING GRANT (aka Marty's Family Foundation Grant, est. 2009)

Total of \$1500 will be used for member National Testing fees, until the fund is depleted. D1 through C2 testings are conducted at the club level. HB and up testings are conducted at the National level and sponsored by a Region. Examiners are certified USPC National Examiners. Members who aspire to achieve to this level are expected to travel to a National testing site to have the test administered. Increased costs associated with National testing sometimes prevent this higher achievement. This grant has been given and accepted with the understanding that it will be used to help members achieve their higher goals in the USPC.

The grant will be used to cover 75% of the registration fee, if the fund allows, associated with National Pony Club testing. Reimbursement will be paid to member after they have completed the test.

A member may apply for this grant only one time per calendar year. More than one member may apply and be granted each year, until the fund is depleted. Members are considered on a first-come, first-served basis. A statement for consideration must be submitted in writing. Although there is no deadline for submission, the grant must be requested prior to the national testing event. Grants will not be given after the test has been administered.

The local club may also grant a portion of travel expenses for a member and his mount.

Annual replenishment of this fund will be reviewed in the budgetary process.

Section L SUBSIDIZED CLUB CLINICS AND CLUB CAMPS

To receive subsidized clinic fees and subsidized club camp lessons, a member must be a Member in Good Standing. If the member is not considered a Member in Good Standing, the member may still participate in the club clinics and club camps; however, the member will not receive the subsidy and therefore must pay the full price of the activity.

Approved by the Sponsors of Dune Riders Pony Club

Date

Approval of Regional Supervisor

LSR Regional Supervisor

Date

Attachment to DRPC Guidelines

Mission Statement

United States Pony Clubs, Inc.

The United States Pony Clubs, Inc. develops character, leadership, confidence and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports.

CORE VALUES – “HORSE”

Horsemanship with respect to healthcare, nutrition, stable management, handling and riding a mount safely, correctly and with confidence.

Organized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment.

Respect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

Service by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism.

Education at an individual pace to achieve personal goals and expand knowledge through teaching others.

VISION STATEMENT

The USPC program is available to and accessible by a wide and diverse range of youth through multiple means of delivery.

- Multiple forms of membership
- Fully enabled by technology
- Marketed to multiple target audiences
- Recognized and recognizable nationwide
- Trained and capable volunteers