

## TABLE OF CONTENTS

---

<b>Chapter 1</b> .....	1
<b>USPC NATIONAL ORGANIZATION – the big picture!</b>	
Board of Governors .....	1
Committees .....	2
National Office Staff .....	4
Calling the National Office .....	5
Program Administration Council .....	6
<b>Chapter 2</b> .....	7
<b>USPC REGIONAL STRUCTURE – in your area</b>	
Regional Governance .....	7
Regional Council .....	8
Regional Supervisor .....	8
Duties of the Regional Supervisor .....	9
Regional Instructional Coordinator .....	9
Horse Management Organizer .....	10
<b>Chapter 3</b> .....	11
<b>THE DISTRICT COMMISSIONER – where it all starts and YOU come in!</b>	
Role of the DC .....	12
Qualities of the DC .....	12
Responsibilities to the Club .....	14
Administration .....	14
Instruction .....	15
Ratings .....	15
Competition/Rallies .....	16
Communication .....	16
Record Keeping .....	17
Responsibilities to the Region .....	17
Attend Meetings .....	17
Communication .....	17
Support the Region .....	18
Responsibilities to the National Organization .....	18
Become a Member .....	18
Communication .....	18
Where to Turn for Help and Support .....	19
DCDigest .....	20

## TABLE OF CONTENTS

---

<b>Chapter 4</b> .....	22
<b>OTHER CLUB OFFICERS – partnering for success</b>	
Joint District Commissioner .....	22
Treasurer .....	23
Secretary .....	24
Additional Positions and Committees .....	25
Job Descriptions .....	26
<b>Chapter 5</b> .....	28
<b>CLUB SPONSORS – who, what and why</b>	
Club Sponsors .....	28
Sponsors’ Term .....	29
Sponsors’ Fee .....	30
Rights and Responsibilities .....	30
Removal of a Sponsor .....	31
<b>Chapter 6</b> .....	32
<b>MEETINGS AND ELECTIONS – keeping it all in order</b>	
Meetings of Sponsors .....	32
How Often .....	32
Giving Notice .....	33
Presiding and Voting .....	33
Working Boards .....	33
Nominating Committee .....	34
Forming the Committee .....	34
Job Description .....	34
Resignation or Removal of a DC or Jt-DC .....	34
Resignation or Removal of an Officer .....	34
Annual Meeting of Sponsors .....	35
Notice .....	35
Agenda .....	35
Required Business .....	36
Other Business .....	36

## TABLE OF CONTENTS

---

<b>Chapter 7</b> .....	37
<b>FINANCIAL MANAGEMENT – don't spend more than you have!!</b>	
Budgets .....	37
Working with the Treasurer .....	38
Annual Report .....	38
Sponsors' Meetings .....	38
Cooperation .....	39
Accountability .....	39
Checking Accounts .....	40
Refunds and Reimbursements .....	40
Maintaining Non-Profit Status .....	41
Donations to Clubs .....	42
<b>Chapter 8</b> .....	43
<b>INSURANCE – a quick overview</b>	
Liability Insurance .....	43
Accident/Medical Insurance .....	44
Pony Club Covered Activity .....	44
Transportation .....	45
<b>Chapter 9</b> .....	46
<b>BYLAWS AND POLICIES – writing and using them</b>	
Bylaws .....	47
Policies .....	47
National Policies .....	48
Regional Policies .....	48
Club Policies .....	48
Writing Your Club Policies .....	49
<b>Chapter 10</b> .....	52
<b>CHANGES IN CLUB STATUS – what it all means</b>	
Name Change .....	52
Change of Region .....	53
Regional Provisional Status .....	53
Inactive Status .....	54
Discontinuation .....	54

## TABLE OF CONTENTS

---

<b>Chapter 11</b> .....	56
<b>FUND RAISING – bringing in the money</b>	
Setting Goals .....	56
Choosing an Event .....	57
Finding Help .....	58
“Ham” It Up .....	58
Acknowledging Donations .....	59
Tax Information .....	59
IRS Letter of Determination .....	59
State Tax Exemption .....	60
Affiliate/Affinity Programs .....	60
Using USPC Materials .....	60
<b>Chapter 12</b> .....	62
<b>“FRIEND RAISING” – bringing in the volunteers</b>	
Consider the Need .....	62
Match Volunteers to Tasks .....	63
Get Them Started, Keeping Them Going .....	63
Recognition .....	64
Horsemasters Program .....	65
<b>Chapter 13</b> .....	66
<b>PROMOTING YOUR CLUB – tooting your own horn</b>	
Promote Your Club .....	66
Events .....	67
Informational Packets .....	67
Bringing in New Members .....	68
Prospective Member Visits .....	68
When Several Members Join at Once .....	69
Keeping New Members .....	70
Follow Up, Follow Up, Follow Up .....	70
Junior Pony Club .....	71
Achievement Badges .....	71
Secrets to a Successful Club .....	72

## TABLE OF CONTENTS

<b>Chapter 14</b> .....	73
<b>PAPERWORK AND RECORD KEEPING – don't let it bog you down</b>	
USPC Paperwork .....	73
Accident Report Form .....	74
Annual Sponsors Meeting .....	74
List of Locations .....	74
List of Officers .....	74
Medical Release Form .....	74
Membership Form .....	75
Rally/Championship Release Form .....	75
Ratings Updates .....	75
Summary of Cash Receipts and Disbursements .....	75
Club Paperwork .....	76
Sponsors Meetings .....	76
Club Records .....	76
Suggested DC Timeline .....	76
<b>Chapter 15</b> .....	80
<b>MEMBERSHIP: ADULT &amp; YOUTH – the core of your club</b>	
Corporate Membership .....	80
Alumni Corporate Membership .....	81
Life Membership .....	81
Participating Youth Membership .....	81
Membership Report Form .....	81
Dues .....	82
Transferring Members .....	83
Dual Membership .....	83
Denying Membership .....	83
Terminating Membership .....	84
<b>Chapter 16</b> .....	85
<b>STANDARDS AND INSTRUCTION – getting the right stuff!</b>	
Standards of Proficiency .....	85
Resources .....	86
USPC Bookstore .....	86
Regional Instruction Coordinator .....	87
Standards and Ratings Clinics .....	88
Test Preparation Clinics/Camps .....	88
Web site .....	88

## TABLE OF CONTENTS

---

<b>Chapter 17</b> .....	89
<b>RATINGS – moving on up!</b>	
Purpose of Ratings .....	89
Responsibilities of the DC .....	90
Member Readiness .....	91
Organizing a Rating .....	92
Responsibilities of Examiners .....	92
Testing Conditions .....	93
Horse Management .....	94
Sharing a Mount .....	94
Time Frame .....	94
Test Requirements .....	95
Testing New Members .....	98
Retesting .....	99
Subsequent Testing .....	99
National Ratings .....	99
How to Prepare for Upper Levels .....	100
Where to Go for Help .....	101
<b>Chapter 18</b> .....	102
<b>MOUNTED PROGRAM – getting a leg up!</b>	
Setting Up a Program for Ds and Cs .....	102
Setting Goals for Members .....	103
Mounted Program Structure .....	104
Ability Level and Size of Group .....	104
Scheduling .....	104
Site Requirements .....	105
Riding in the Open .....	105
Member Attire .....	105
Safety and Horse Management .....	106
Safety Practices at Mounted Meetings .....	106
Safety Guideline .....	107
Competitive Rallies .....	108

## TABLE OF CONTENTS

---

<b>Chapter 19</b> .....	109
<b>UNMOUNTED PROGRAM – teaching the “how to” and “why” of Horse Management</b>	
Getting Started .....	109
Setting Goals .....	110
Choosing an Instructor .....	110
Club Activities .....	111
Scheduling .....	112
Safety Guidelines .....	113
Notes to the DC .....	113
<b>Chapter 20</b> .....	114
<b>OLDER PONY CLUB MEMBERS – keeping the experienced member in the club</b>	
Mentoring Programs .....	114
Recognize Talents and Achievements .....	115
Goal Setting .....	115
Teaching .....	116
Junior Boards .....	117
Upper Level Camps .....	117
International Exchanges .....	118
Programming for C-3 and Up Members .....	118
Scholarship Opportunities .....	119
Employment Opportunities .....	119
National Youth Congress .....	120
Members in College and Boarding Schools .....	120
Keeping Them Active in Pony Club .....	120
College Scholarships .....	121
Writing Recommendations .....	121
<b>Chapter 21</b> .....	123
<b>SAFETY – the mainstay of Pony Club</b>	
Safety Notes for the DC .....	123
Preparing for Emergencies .....	124
In Case of Emergency .....	125
Incident Management Plan .....	125
Member Abuse/Molestation .....	126
State Warnings .....	126

## TABLE OF CONTENTS

---

<b>Chapter 22</b> .....	127
<b>RALLIES – teamwork in action</b>	
Competitive Rallies .....	127
Team Selection .....	128
Inter-Club or Mixed Teams .....	129
Horse Managers .....	130
Rally Preps .....	130
Unmounted Preparation .....	131
Mounted Preparation .....	132
Rulebooks .....	133
<b>Chapter 23</b> .....	134
<b>DISCIPLINES AND ACTIVITIES – a little bit of everything</b>	
Dressage .....	135
Eventing .....	136
Foxhunting .....	136
Games .....	137
Horse Management .....	137
Polocrosse .....	138
Quiz .....	138
Show Jumping .....	139
Tetrathlon .....	139
Vaulting .....	140
<b>Appendices</b>	
<b>APPENDIX A – ALPHABET SOUP</b> .....	141
<b>APPENDIX B – HANDLING CONFLICT</b> .....	145
<b>APPENDIX C – RECORD KEEPING</b> .....	148
<b>APPENDIX D – DCDIGEST TIPS</b> .....	152
<b>APPENDIX E – CLUB FINANCIAL MANAGEMENT RECOMMENDATIONS</b> .....	154
<b>APPENDIX F – CLUB ACCOUNTING FORMS</b> .....	157
<b>APPENDIX G – DONATION OF A HORSE TO A PONY CLUB</b> .....	161
<b>APPENDIX H – SAMPLE PONY CLUB POLICIES</b> .....	168
<b>APPENDIX I – SAMPLE PRESS RELEASES</b> .....	181
<b>APPENDIX J – SAMPLE DONATION THANK YOU LETTER</b> .....	187
<b>APPENDIX K – ARTICLES ON VOLUNTEERS</b> .....	188
<b>APPENDIX L – SAMPLE PARENT INTEREST SIGN UP SHEET</b> .....	194
<b>APPENDIX M – STANDARDS OF PROFICIENCY</b> .....	195
<b>APPENDIX N – SWEET SUCCESS: SECRETS OF THE BEST CLUBS</b> .....	196
<b>APPENDIX O – TEACHING</b> .....	217
<b>APPENDIX P – JUNIOR BOARDS</b> .....	219
<b>APPENDIX Q – LETTERS OF RECOMMENDATION</b> .....	221