

**UNITED STATES PONY CLUBS  
POLICY STATEMENT**

**SUBJECT: Background Checks for Volunteers**

**EFFECTIVE DATE: 05/21/11**

**POLICY NO: 0721**

**REVISED: 05/19/18**

**I. PHILOSOPHY:**

In order to provide the membership of the USPC, Inc. with trained Leaders and Volunteers, USPC is committed to creating a secure environment for our USPC leaders and Volunteers as well as our Members. To that end, background checks are an integral part of our due diligence process and risk management procedures.

**II. POLICY STATEMENT:**

The policy of the Board of Governors is to create a secure environment for our Volunteers, Leaders and Members. USPC also requires compliance with any and all applicable local, state, and/or Federal laws concerning background checks, screenings and/or clearance, and will enforce such local, state and/or Federal laws to the extent required by such laws.

**III. AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

- A. USPC Leaders and Volunteers required to submit to a periodic background check include, but are not limited to:
1. Board of Governors
  2. Advisory members
  3. International Exchange Coaches & Team Managers
  4. National Examiners (NEs) and apprentices
  5. Chief Horse Management Judges and Provisional (CHMJs)
  6. Regional Supervisors (RSs) and Vice RSs
  7. District Commissioners(DCs) and Joint DCs
  8. Center Administrators (CAs) and assistant CAs
  9. Activities, Instruction and Regional Administration Committee Chairs
  10. National Youth Congress Committee Members (NYC)
  11. Visiting Instruction Committee Members
  12. Club and Regional Treasurers

- 13. Horse Management Organizers (HMOs)
- 14. Regional Instruction Coordinators (RICs)

- B. Cost of the background check will be the responsibility of the individual. However, Clubs/Centers or Regions may offer to reimburse for this expense.
- C. USPC Leaders or Volunteers not in compliance shall not be permitted to represent USPC.

**IV. DELEGATION OF AUTHORITY:**

- I. The Vice President of Regional Administration, Vice President of Instruction, Vice President of Activities and the President shall have oversight of this policy.

**V. ENACTMENT:**



Established: \_\_\_\_\_

Date: 05/19/12

Board President

**VI. ATTACHMENTS:**

- A. Background Check Appeal Process