

Big Bay Pony Club Procedures and Guidelines

The name of this club, a member of The United States Pony Club, Inc., and of the Lake Shore Region, shall be Big Bay Pony Club. In addition to these procedures and guidelines, this Club is subject to the National, Regional and Club By-Laws, National and Regional policies, and other rules and regulations established by USPC.

The colors of the club are Black and Gold. The club was formed (EIN assigned) on March 16, 2001, and its TIN/EIN is 91-2110073.

I. Procedures

A. Communication

1. The club website, email, text, and social media are our standard means of communication.
2. No Big Bay Pony Club social media outlets/accounts may be used without DC approval. The DC shall be notified if any social media accounts are set up with "Big Bay Pony Club" in title. The DC will approve accounts and keep a list of passwords and account locations.

B. Meetings

1. Besides the Annual Meeting of Club Sponsors of Record, Sponsor meetings shall be held at least two times per year, and as needed to conduct club business.

C. Fees

1. The annual Sponsor fee is set annually, and is currently \$10/sponsor/year.
2. Corporate Membership fees for DC and Joint DC(s) will be paid by the club. The club will also pay for the USPC-required background checks for Club officers.
3. All fees for lessons, rallies, Club-organized shows, housing, coaching, stabling, and other activities must be paid in full prior to the event, service or deadline for an event.
4. Lesson fees for regular mounted meetings shall be set annually for the following year by the Club Sponsors at the Annual Sponsor meeting. Currently, this fee is \$20 per lesson with additional same-family PC members being \$10 per lesson.

5. A member who is scheduled for a regular mounted meeting lesson and who fails to notify the Mounted Meeting Coordinator of a planned absence by Wednesday of the lesson week will be expected to pay for the lesson.

D. Finances

1. 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 \$300, but will be reported to the Club at the Next Sponsor Meeting. Any expenditures that was not previously approved in the budget and is over \$300 must be voted upon by the Club Sponsors.
2. Reimbursement requests must be accompanied by a receipt and submitted to the treasurer within 60 days and are subject to the DC's approval for anything that is not a normal operating expense.
3. If payment of fees to BBPC is done by personal check, and that check is returned NSF (non-sufficient funds) or for any reason that is the fault of the check issuer, that party is responsible for any direct costs incurred by BBPC because of that returned check. Also if this condition occurs more than once, all fees paid by or for that individual will be on a "cash only" basis.
4. The club shall pay for lodging (double or greater occupancy, if applicable) for team members and chaperones at rallies: a maximum of 1 night for a 1-day rally, and 2 nights for a 2-day rally. An adult (age 21 or older) must stay in each lodging room or two adjoining rooms.
5. The club will pay the early registration fee for the (1) DC or (2) another designated representative of the club to attend the USPC Convention and Educational Symposium. A portion of additional trip costs (lodging, travel) will be paid dependent upon club finances with the goal of paying 100% of those costs.
6. The club banking accounts will list the Treasurer and DC as signatories.
7. "Friends of Big Bay Pony Club" are non-voting Club supporters and will be recognized for contributions valued at Platinum (\$500), Gold (\$300), Silver (\$200), Bronze (\$100), and Friend (\$50).
8. The Club will pay lodging (double or greater occupancy, if applicable) for DC or another representative of the club to attend regional council meetings.

E. Member Benefits

1. Each new member is encouraged to acquire BBPC logo wear. The club will subsidize \$25 toward the purchase of an initial item.
2. For national certifications (HB/C-3 and above), the club will reimburse the member for the certification application fee once the member passes that certification, but will not reimburse “lateral” certifications (i.e. alternate certifications at the same level).

F. Financial Aid

1. Annually, the sponsors shall approve a budget that includes money for financial aid. The annual budget amount shall not be less than \$50 per member.
2. The aid covers USPC, LSR, or BBPC activities with proper documentation.
3. Additional financial aid will be included in the budget for USPC activities with completion and approval of application.
4. The club will pay up to 30% of the entry fee for Rallies or Championships for any member who meets the Member in Good Standing (MIGS), at the discretion of the DC, in consultation with the Board, and if funds are available.

II. Guidelines:

A. Membership and Sponsors

1. Members are those persons 5 years and older who have paid the annual fees.
2. All parents and members are expected to participate in volunteer activities including (a) most or all fundraisers, and (b) regional activities where BBPC has responsibilities.
3. We recommend a candidate for membership observe at least one mounted or or one unmounted meeting.

B. Meetings

1. The mounted and unmounted meeting schedule is set by the DC and with general agreement of the Joint DCs and Sponsors. Generally, mounted meetings take place one each month March through November.

C. Standing Expectation

1. Each child is expected to follow reasonable instruction of adults in charge at any BBPC activity. At meetings, the adults in charge are the instructor(s), meeting supervisor, the DC and Jt DC(s).
2. Parents and adult spectators who are not in charge are expected to be observers only. They are welcome at most sessions (with space limitations) but should not join in the activity unless specifically invited by the instructor(s). This includes “coaching” from the ringside.
3. All adults affiliated with BBPC should keep the USPC commitment to safety in mind and educate themselves on USPC rules and safety issues.
4. Before leaving club meetings, the stall you use must be cleaned and all stall gates closed. Any personal belongings and trash must be properly handled.
5. For clinics, one you have committed to ride with a clinician, (i.e. you’ve been assigned a ride time) you must pay the cost of the lesson, regardless of circumstances, unless another rider of the same level can take your place.
6. Club assets will include, but are not limited to one team rally kit, the club library, a club savings account, a club checking account, and show jumping equipment.

I have read and agree to abide by the above procedures and guidelines of Big Bay Pony Club.

Pony Club member’s signature: _____ date: _____

Parent or guardian signature: _____ date: _____
(if member is under 21)