

USDF Region 9
Policy & Procedures

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The following Region 9 Policy & Procedures may be changed by vote of the majority of attendees, during the Region 9 Meetings.

Regional Board

Regional board is appointed by the regional director and serves a one year term, unless other noted in the P & P's.

Job Description & Duties

Add as an addendum when submitted by Regional Board members.

Regional Activities:

Horse Person of the Year

Sept 15 is annual deadline for current year nominations to be sent to the HPOY Chair.

Blind committee chooses the recipient, if warranted. The committee has the option to not award it every year.

A plaque will be presented to the current year award recipient, at the Region 9 Championship Show – Saturday evening festivities.

HPOY Chair is a minimum 3 year term.

HPOY Chair job/ duties:

To accept nominations, appoint the blind committee, send nominations to committee, order & purchase plaque- submit reimbursement request, to regional treasurer, from Region 9 General Account.

Find a sponsor, for the award recipient's dinner, at the award ceremony, if applicable.

Be present – (if possible) – along with regional director, at the awards ceremony for presentation.

Write up news releases; and bio of the award recipient – for the Region 9 Eblast, & website.

Send updates to the Region 9 Webmaster for the HPOY page on the Region 9 website. Format and submit, HPOY page for the annual Region 9 Omnibus.

Coordinate, and set up Past HPOY Recipients Recognition Event – at least every 3 years, with Region 9 Championship Show committee. Send invitations to past HPOY recipients; & find sponsors for their dinner tickets – if applicable. Write a speech for the announcer, and be present – if possible - to help the photographer at the event, with a group photo.

Updated HPOY guidelines on Region 9 Website:

<http://www.usdregion9.org/RegionalBusiness/HPOYGuidelines.html>

Omnibus

The Region 9 Omnibus will no longer be free to all Region 9 members, and will no longer be the official prize-list for Region 9 recognized shows- because USDF and USEF no longer accept one omnibus for all shows, and the USEF constant rule changes that affect the legality of the omnibus.

The Region 9 Omnibus, (with tabs- when financially feasible), will be published on a yearly basis when possible.

Competitions, advertisers that buy a full-page ad, Region 9 Judges, TDs, and the Regional Board receive one free hard copy.

The Omnibus committee consists of the Regional Director and 2 volunteers serving a term of at least 3 years. The committee is to set advertising costs, sale book cost, and deadlines, at the beginning of the year.

Copy of the omnibus should be submitted to the Region 9 Webmaster for posting on the Region 9 Website, when it is sent to the publisher for printing.

2 volunteers are chosen to proof-read prior to sending to the printer.

Non-paying items included in the omnibus-
List of Region 9:

Regional Board members

Judges, "L's, TD's

GMO Contact information

Certified & Associated instructors

Arena Diagrams

Regional award winners

USDF & SWDC Championship rules

FEI Jr/ YR, and Youth information page

Omnibus information and order form

Dressage Foundation information page

The USDF & FEI tests should be added in the omnibus, when feasible.

Regional Business Meetings

Meetings held at least twice a year- once in the spring or summer, and again during the USDF National Convention. Meeting date should be announced in the Region 9 Newsletter, Elbast, and on the Region 9 Website, at least 2 months prior.

Attendees to the meeting – 1 person 1 vote. Majority rules.

Business may be conducted by email, if needed. 1 person- 1 vote. Majority rules with $\frac{3}{4}$ of the Region 9 Board & GMO Presidents voting.

Regional minutes, financial report, and Regional Committee/ GMO reports are to be posted on the regional website, within 45 days following a regional meeting.

Regional Recognition –v- Regional Sponsorship

The use of USDF Region 9 name is for Region 9 sanctioned and sponsored programs. The term "Region 9" can be used by an individual or group to indicate geographical area, but the following disclaimer must be added immediately under the title: "Not sanctioned or sponsored by USDF Region 9". -

Approved Guidelines for Regional recognition- posted on Region 9 Website: <http://www.usdfregion9.org/EducationApplication.html>

Region 9 Timeline

The **updated yearly** timeline should be posted on the Region 9 website, emailed to GMOs and sent in the Eblast to members in January. GMOs are **asked to** put the timeline in their newsletters.

Regional Themes:

These were yearly themes for the region to follow, adopted about 4 or 5 years ago... and added to the old policy and procedures... but never implemented.

My suggestion is to delete them from the policy and procedures.

Website

Weekly or at least twice monthly updates of the Region 9 Website, to be made by the webmaster.

\$500 yearly payment for the webmaster's work- is to come out of the general account.

Included on the website-to be posted:

Regional applications, criteria & guidelines of regional grants & funds available.

Region 9 award recipients.

Regional reports, financials & minutes from the regional business meetings.

The current Region 9 Omnibus, list of regional officials, and regional board, "L Grads", Region 9 GMO contact information, Region 9 Championship information, Region 9 delegates to the convention, & Region 9 yearly timeline.
Designated pages from the current / active Region 9 Committees, and the current year Region 9 Recognized Show Calendar, & generic show entry form.

Educational Event Calendar: Private educational clinics, seminars, and camps. List only the clinician, location, contact name and phone number.

Calendar of Recognized Shows:

For new shows- given USEF Recognition after the current issue of the Region 9 Omnibus is printed- cost is \$75 per listing. For shows that have been given USEF Recognition prior to the printing of the current omnibus, cost is \$100. per listing.

Mail Chimp may be used for the Region 9 E-Newsletter, with a limit of \$50. per month to be spent on its cost.

Banner ads may be placed on the Region 9 website, with the cost determined by the current webmaster, and regional director.

Financial Issues

Budgets & Reimbursements

Regional Board

Regional Board members (not including RD) may request a \$100 Convention Incentive, in addition to their travel expense reimbursement, if they attend both regional meetings, and their respective committee meetings, at the convention. Request must be submitted, to the regional director, 30 days following convention. Distribution negates regional financial stability. Final approval by regional director and regional finance committee.

Regional Board Budgets: Regional Board and the Regional Director should submit a detailed annual budget to the Treasurer in Feb of the current budget year. Budgeted expenses should be limited to expenses to attend activities or perform services required by their position.

Current year budgets are to be approved at the Region 9 Feb Meeting or by email in March.

Regional Board and the Regional Director may request reimbursement of budgeted expenses up to the approved budgeted amount.

Expenses not budgeted or in excess of the budget may be reimbursed with the approval of the Finance Committee.

The Finance Committee shall include the Regional Director, Regional Treasurer and three additional people chosen by the Region at the Fall (Convention) Regional Meeting. Expenses are approved though majority vote.

Reimbursement for the Regional Board attending the Summer & Fall (Convention) meetings: ½ of a shared motel room equal to ¼ the expense of the room will be reimbursed in addition to ½ of the air fare or ½ of the mileage. Request for reimbursement, should be sent to the regional director and regional treasurer, along with copies of travel receipts. Final approval by regional director, regional treasurer, and regional finance committee.

Regional Board members must submit requests for reimbursements, along with copies of the travel receipts, to the treasurer within 30 days of the event.

If the person does not receive a check within 30 days, **of the submitted request**, the person must contact the regional treasurer.

NAJYRC

Up to \$1200 per Chef d' Equipe, and \$1000 for each Young Rider, and \$1000 for each Junior attending the NAJYRC be given on a yearly basis, if the FEI Jr/ YR Fund is financially stable. Request for payment of the above, must be submitted, to the FEI Jr/ YR Coordinator, by each individual, along with copies of travel receipts equal or in excess to the amount requested. Final approval of payment is made by FEI Jr/ YR Coordinator, Regional Director, and USDF.

PM Delegates

Region 9 Participating member delegates may be reimbursed \$200, provided the region is financially able, if they attend both Region 9 meetings at the USDF National Convention and 100% of the BOG. PMs must apply to regional director to receive it. **Final approval made by regional director, and regional finance committee.** No double dipping- **can't apply for both regional board travel expenses & PM reimbursement.**

Youth Regional Rep

The **Youth Regional Rep** from Region 9 be afforded the same reimbursement **as the Region 9 PM Delegates**, with the exception of attending 100% of BOG, but must attend all Youth Program Committee Meetings & both Region 9 meetings during the USDF Convention. The YRR must apply to the regional director to receive it. **Final approval made by regional director, and regional finance committee.** No double dipping- **can't apply for both regional board travel expenses & Youth RR reimbursement.**

Transfer of Omnibus Profit

The regional director may implement a transfer of omnibus profits, **as needed to cover expenses**, from the Omnibus account to the General account.

Funds

Adult Education Fund

Individuals may not request the money, only GMOs. Included must be the type of educational opportunity, the location and description of the facility, the target audience, how many people will be reached by the event. Also the cost and number of days plus a projected detailed budget with projected income need be included. Use the guidelines.

\$3000 yearly cap for educational program grants in the region. GMOs would apply for the grants, **to the Adult Educational Regional chair.** The program has to be an educational event not an individual clinic. The grant money is only approved up to the amount of the loss of a program. **Approval needed by regional director and adult educational regional chair, before money is distributed.**

*(Updated guidelines posted on the Region 9 website:
<http://www.usdfregion9.org/GMOs/GMOEducationGrant.html>)*

Dr. Bob Fund Jr/ YR Fund

Melanie Pei created the "Region 9 Dr Bob JR/YR Fund" with an initial donation of \$5000. This fund is for declared FEI JR/YR's to help riders get ready for the NAJYRC championship. This fund will not be using any regional money it will be under the umbrella of Region 9 and USDF to enable it to be tax exempt. Applications sent to FEI Jr/ YR Regional Chair, by April 1st, for current year award. The selection committee consists of Melanie Pai, Region 9 Director, FEI Jr/

YR Regional Chair, and the executive director of USDF. Distribution to riders has to be approved by the USDF office. Riders don't have to be on the NAJYRC team.

(Criteria & application on Region 9 Website: <http://www.usdfregion9.org/JRYR/DrBobFund.html>)

GMO Travel Grant Fund –

For help in sending a GMO board member to Convention / Summer Meeting

Regional financial assistance is available to small GMOS. There is \$500.00 available per GMO to send a board member or convention delegate to either the Region 9 Summer Meeting, or USDF National Convention.

GMO's must submit a request letter to the regional director. The GMO must send proof of having less than 75 members or less than \$5000.00 in their treasury, during the current year of request.

Following attendance, receipts equal to the amount requested, and an article must be submitted, for final approval by the regional director and the GMO Regional Rep., before funds are distributed, to the GMO.

Assistance to GMOs is capped at \$1000 per year (Not per GMO).

(Guidelines posted on Region 9 Website: <http://www.usdfregion9.org/GMOs/GMOGrantFund.html>)

Region 9 Teaching Excellence Award

Meg Flemming developed a concept about an excellence in teaching award. She outlined the plan for the Region 9 Teaching Excellence Award. It will be funded through the Dressage Foundation. There are no strings attached to the award. (It does not have to go to continuing education of the recipient.)

Nomination period January 1st to July 1st. Current year nominations- sent to The Dressage Foundation- will not be accepted after July 1st. This allows nominees the time needed to work on applications...which are due to The Dressage Foundation September 1st.

(Approved Criteria & application posted on the Region 9 Website: <http://www.usdfregion9.org/RegionalBusiness/Reg9TeachingExcellenceAward.html>)

Competition Information

Regional Championship - Guidelines & Volunteers

(Guidelines are in a separate document- will be posted separately on the website for review.)

The method established to compensate volunteers for expenses at a regional championship needs to be made a part of the application to host a championship.

Add the volunteer treatment guidelines to the policies and procedures of the region. Its enforcement was discussed. Failure to follow the guidelines should be considered by selection committee in the future.