



USDF REGION 9
POLICIES AND PROCEDURES
(REV. 2022)

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

To be eligible for Region 9 awards, grants, funds, etc., GMOs and individuals must be residents of Region 9.

REGIONAL BOARD

The Regional Board is appointed by the Regional Director and serves a two-year term.

REGIONAL ACTIVITIES

Horse Person of the Year (HPOY)

This award is presented on an annual basis, to chosen individual(s) who have gone over and above to promote and help the Region and its members.

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

A blind committee chooses the recipient. The committee has the option not to award it every year.

A plaque is presented to the recipient at the Region 9 Championship Show during the Saturday evening festivities.

HPOY Chair is a three-year term. HPOY Chair accepts nominations; appoints the blind committee; sends nominations to committee; orders and purchases the plaque; submits a reimbursement request to the Regional Treasurer; writes a speech to be read during the presentation; and finds a sponsor for the recipient's dinner. The Chair should be present, if possible, at the awards ceremony for presentation.

Additionally, the HPOY Chair will: write up news releases and biography of the award recipient for the Region 9 newsletter and website; send updates to the Region 9 Webmaster for the HPOY page on the Region 9 website; format and submit information for the HPOY page for the Region 9 Omnibus.

HPOY Chair shall also coordinate and set up Past HPOY Recipients Recognition Event with Region 9 Championship Show committee as requested by the Region 9 Board; send invitations to past HPOY recipients and find sponsors for their dinner tickets, if applicable;

write a speech for the announcer; be present, if possible, to help the photographer at the event with group photos.

HPOY Award guidelines are on the Region 9 Website

OMNIBUS

The USDF Region 9 Omnibus will be published on an annual basis, when possible.

Competitions, advertisers which purchase a full-page ad, Region 9 Judges, TDs, and the Regional Board will each receive one free printed copy.

The Omnibus Committee consists of the Regional Director and two to three volunteers serving a term of at least three years. At the beginning of the year, the Committee is to determine advertising costs, purchase price for the printed copies, and deadlines. Two volunteers are chosen to proof-read the Omnibus prior to sending it to the printer.

When the final artwork is sent to the printer for production, a digital copy of the Omnibus should be submitted to the Region 9 Webmaster for posting on the Region 9 Website.

Non-paying items included in the Omnibus:

- Region 9 Board members, Judges, "L"s, TDs, USDF-Certified and Associate Instructors
- GMO contact information
- Regional Award Winners
- Jr/YR-FEI Youth and National Youth information pages
- USDF and SWDC Championship rules
- Omnibus information and order form
- Arena Diagrams
- The Dressage Foundation information page
- USDF and FEI tests should be added when financially feasible

REGIONAL BUSINESS MEETINGS

Meetings are to be held at least twice per year and conducted by the Regional Director: once in the spring or summer, and again during the USDF National Convention. Meetings should be announced in the Region 9 newsletter, on the Region 9 Website, and via Region 9 social media accounts at least two months prior.

Attendees to the meeting have one vote for each person attending. Majority rules.

Business may be conducted electronically; also one person, one vote. Majority rules with 3/4 of the Region 9 Board and GMO Presidents voting.

Regional minutes and financial report are to be posted on the Region 9 website within 45 days following a Regional meeting. Regional Committees and GMO reports are to be posted annually.

USE OF THE REGION 9 NAME

The use of the USDF Region 9 name is for USDF Region 9-sanctioned and -sponsored programs. The term "USDF 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"*.

WEBSITE

Updates to the USDF Region 9 Website are to be made as needed by the Webmaster. A \$1000 annual payment is to be made to the Webmaster for their services.

To be posted on the Website:

- Regional applications, criteria and guidelines for Regional grants and funds available.
- Region 9 Award Recipients.
- Regional reports, financials, and minutes from the Regional business meetings.
- The current Region 9 Omnibus, list of Regional officials, Regional board, "L" graduates, Region 9 GMO contact information, Region 9 Championship information, Region 9 delegates to the USDF Convention.

- Designated pages from the current/active Region 9 Board Chair or Committees and the current Region 9 Recognized Show Calendar.
- Educational Event Calendar: GMO and private educational clinics, seminars, and camps, listing only the clinician, location, contact name and information.

Electronic means may be used for the Region 9 Newsletter. Limit for this expense to be determined by the Region 9 Board.

FINANCIAL ISSUES

BUDGETS AND REIMBURSEMENTS

REGIONAL BOARD CONVENTION INCENTIVE

Regional Board members (not including RD, sub-committee chairs, or working groups) may request a \$100 Convention Incentive, in addition to their travel expense reimbursement, if they attend all Regional meetings and their respective committee meetings, at the Convention. Request must be submitted to the RD within 30 days following Convention. Final approval is by RD. Region must be financially able to reimburse the funds.

TRAVEL EXPENSES

Reimbursement for the Regional Board (not including sub-committee chairs or working groups) attending the summer and/or fall (Convention) meetings:

1/2 of a shared hotel room equal to 1/4 of the expense of the room will be reimbursed, in addition to 1/2 of the airfare or 1/2 of the mileage to the Convention. No other travel expenses are to be reimbursed.

Request for reimbursement should be sent to the Regional Director and Regional Treasurer, along with copies of travel receipts and mileage charts, within 30 days of the event. Final approval is by the Regional Director and Regional Treasurer.

Any requests for reimbursement received after 60 days from the conclusion of the event will be automatically refused.

If a person does not receive a check within 30 days of the submitted request, that person must contact the Regional Director.

The total annual Regional travel budget may not exceed 65% of the total previous net yearly income.

If the total budget exceeds the 65%, the Region 9 Finance Working Group will adjust the amounts to remain at or under the 65%.

PM DELEGATES

Region 9 Participating Member Delegates may be reimbursed \$200, provided the Region is financially able, if they attend all Region 9 meetings at the USDF Convention and 100% of the Board of Governors (BOG) meeting.

PMs must apply to the Regional Director to receive reimbursement. Delegates need to submit documented receipts in excess of the allotted \$200. Final approval will be made by the RD.

An individual may not apply for both Regional Board travel expenses and PM 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 other accounts.

The **Region 9 Finance Working Group** shall include the Regional Director, Regional Treasurer, and three additional people chosen by the Region at the Region 9 Meeting during the USDF Convention.

Purpose of the working group: to review and vote on extraordinary requests or circumstances not covered by the Region 9 Policies and Procedures. Expenses are approved through a majority vote.

FUNDS

ADULT EDUCATION FUND

The purpose: to help GMOs with educational programs, seminars, events, camps, etc. (not for private clinics).

Only GMOs – not individuals, – may request the funds. Included must be the type of educational opportunity, the location and description of the facility, the target audience, how many will be reached by the event. The cost, number of days and a projected budget with income should also be included. Current guidelines posted on the Region 9 website should be used.

There will be a \$3,000 annual cap for educational program grants. GMOs would apply for the grants to the Region 9 Adult Education Chair and Regional Director. The program must be an educational event not a private clinic.

A post report and profit/loss statement is required. The Regional Director and Region 9 Adult Education Chair must approve the disbursement.

Guidelines and application are posted on the Region 9 website

EMERGENCY FUND

An Emergency Fund created in August 2011 was started with \$8,000. Each year at least 5% of the net profit of the Omnibus should be added to this fund. Funds may only be withdrawn with the approval of the Regional Director, Region 9 Treasurer, and the Region 9 Finance Working Group and only in the case the Region 9 annual gross profit is less than \$4,000 for that year. Funds withdrawn may not exceed \$4,000 per year. The fund will be capped at \$30,000.

GMO TRAVEL GRANT FUND

The purpose: to assist small GMOs in sending one of their Board Members to the USDF Convention or Region 9 Summer Meeting.

There is \$500 available per GMO to send a Board member or Convention Delegate to either the Region 9 Summer Meeting or USDF National Convention,

GMOs must submit a request letter to the Region 9 Director. The GMO must send proof of having less than 75 members or less than \$8,000 in their treasury, during the current year of the request.

Following attendance, receipts equal to the amount requested, and an article must be submitted for final approval to the Regional Director and the Region 9 GMO Committee Chair before funds are distributed to the GMO.

Assistance to GMOs is capped at \$1,000 per year (not per GMO).

Guidelines and application are posted on the Region 9 Website

JUNIOR/YOUNG RIDER- FEI YOUTH FUND

Purpose: to help support activities, programs, etc., of the Region 9 Youth / Jr/Yrs.

The Region 9 Jr/YR Coordinator leads the program and is appointed by the USDF FEI Youth Committee Chair through consultation with the USDF Region 9 Director and with approval of the USDF Executive Board.

The Region 9 Chef d'Equipe is appointed through the Region 9 Director and USDF. He/she is to accompany the USDF North American Youth Championships (NAYC) teams to the competition and direct their activities.

Monies earned at Region 9 Jr/YR – FEI Youth fundraisers, as well as donations made to this account, are used to support the activities of the USDF Region 9 Junior/Young Rider – FEI Youth Programs. All programs are approved by the USDF Region 9 Coordinator and the Region 9 Director.

Every effort should be made to carry forward a balance in the USDF Region 9 Jr/YR – FEI Youth account each year after the program expenses have been paid. The minimum balance in the account should approximate the NAYC entry fees, stabling fees, and the USDF Region 9 Coordinator/Chef expenses for the upcoming year's competition and FEI Youth Clinic Series expenses.

The USDF Region 9 Team Chef and the USDF Region 9 Coordinator are eligible for reimbursements of personal travel expenses associated with accompanying the team to the USDF NAYC and other USDF Region 9 Jr/YR – FEI Youth program activities. Additional Jr/ Yr event expenses may be incurred and reimbursed with approval of the Regional Director.

REGION 9 TEACHING EXCELLENCE AWARD

TEA is presented annually to a chosen individual with outstanding abilities for teaching dressage.

Meg Flemming developed the plan for the Region 9 Teaching Excellence Award, which is funded through The Dressage Foundation.

The award may be used by the recipient in any manner they wish.

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

The award is to be presented at the Region 9 Championship Show during the Saturday evening festivities.

Information is posted both on the Region 9 website and The Dressage Foundation website.

NATIONAL YOUTH EDUCATION FUND

Only GMOs may request money to be used for educational events for our Regional Youth.

There will be a \$2000 annual cap on funds awarded.

The GMOs would apply for the grants to the Region 9 National Youth Chair.

The event(s) must be an educational event, not a private clinic.

The Regional Director and the Region 9 National Youth Chair must approve the grant and distribution.

Guidelines and application are posted on the Region 9 website.

Competition Information

REGIONAL CHAMPIONSHIPS

Guidelines are posted on the [Region 9 Website](#).