

Chapter 14

PAPERWORK AND RECORD KEEPING – don't let it bog you down

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In this chapter:

- ▶ USPC Paperwork
 - Accident Report Form
 - Annual Sponsors Meeting
 - List of Locations and Landowners
 - List of Officers
 - Medical Release Form
 - Membership Form
 - Rally/Championship Release Form
 - Ratings Updates
 - Summary of Cash Receipts and Disbursements
 - ▶ Club Paperwork
 - Sponsors Meetings
 - ▶ Club Records
 - ▶ Suggested DC Timeline
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Did you know that all of the USPC forms can be found on the Web site, www.ponyclub.org? Some of the forms are even interactive – just don't forget to print them and have them signed in the appropriate places. The National Office staff tries its best to keep the forms simple and easy to use, without asking for unnecessary information, so please complete the forms in full before sending.



REMEMBER: USPC forms contain individual member and family information, every attempt should be made to carefully handle and control access to these forms to protect individual and family privacy.

Accident Report Form



REMEMBER: The USPC Safety Committee reviews and tracks riding injuries that occur at Pony Club activities. This form is very important as Pony Club tries to have rules and standards to keep everyone as safe as possible.

- ▶ Completed in full.

ANNUAL SPONSORS' MEETING FORMS

- ▶ Completed in full.
- ▶ Send with complete minutes from the meeting.

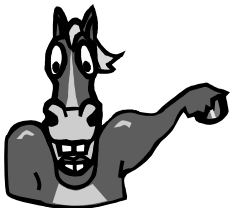
LIST OF LOCATIONS AND LANDOWNERS FOR INSURANCE

- ▶ May be completed in paper form or online.
- ▶ Each location where Pony Club activities are held must be listed with the dates of the activities in advance of the activity.

LIST OF OFFICERS

- ▶ To be completed after the Annual Meeting of Sponsors when the officers for the next year are elected. One copy sent to the RS for approval of the DC and Jt-DC(s), one copy to be sent in with the Club Packet to the National Office.
- ▶ To be completed any time there is a change in officers and sent to the National Office, along with the letter of resignation or the minutes of the meeting removing the officer.

MEDICAL RELEASE FORM



TIP: Interactive form available on the Web site – but don't forget to print it out and have it signed!

- ▶ Must be completed in full.
- ▶ Must be properly signed.
- ▶ Original kept by club and copy to be on hand at **EVERY** club activity.
- ▶ Restrict access to protect individuals' privacy.

Chapter 14 – PAPERWORK AND RECORD KEEPING

MEMBERSHIP FORMS



TIP: Interactive form available on the Web site – but don't forget to print it out and have it signed!

- ▶ Must be completed in full.
- ▶ Must be signed front and back, or both pages if obtained from Web site.
- ▶ Must be signed by child (regardless of age) and parent for the Code of Conduct.
- ▶ Must send form with original signatures to the National Office, keep a copy for the club records, and send a copy to the RS.
- ▶ Must send a club check to the National Office for the membership dues.
- ▶ Join/Continue Participation date – New members or late or prorated renewing members, it is the date they are going to *begin* participating in club activities. Renewing members, 1/1/(following year) is the date they are going to *continue* participating in club activities.

RALLY/CHAMPIONSHIP RELEASE FORM

- ▶ Must be completed in full.
- ▶ Must be properly signed.
- ▶ Must be completed only by those who intend to participate – it is not a condition of membership.
- ▶ Must NOT be completed months ahead of time, but done in relation to the activity in which the member will be participating.

RATINGS UPDATE FORM

- ▶ The club is responsible for the testing of ratings at the D-1 through C-2 levels. After each test, complete this form and send it to the National Office so the rating changes may be recorded in the member's record.

SUMMARY OF CASH RECEIPTS AND DISBURSEMENTS

- ▶ Complete in full or send a similar Balance Sheet/Income Statement.
- ▶ Due February 15 of each year.

Club Paperwork

SPONSORS' MEETINGS

- ▶ Minutes of ALL Sponsors' Meetings.
- ▶ Financial Statements.

Club Records

Keep these records on file for the club. These will get passed down from DC to DC and is a history of your club. This may not be exciting now, but in 50 years...it will be treasured.

- ▶ Club policies
- ▶ Sponsors of Record
- ▶ Copy of every member's membership form
- ▶ Original of every member's medical release form
- ▶ Copy of every club newsletter produced
- ▶ Copy of club Web site's home page as it changes
- ▶ Copy of club calendars of events
- ▶ Copy of all correspondence

Suggested DC Timeline

MONTHLY: Ensure club newsletter is sent out and copied to RS; check web page; update calendar to keep all members informed of club meetings; send Accident Report Form to USPC when necessary; attend scheduled committee meetings.

Throughout spring/summer:

- ▶ Attend all rating days
- ▶ Attend rallies, USPC Festival and Championships
- ▶ Attend club mounted/unmounted meetings, camp, etc.
- ▶ Plan and attend evaluation meetings to review HM Sheets, results, etc.

Chapter 14 – PAPERWORK AND RECORD KEEPING

Fall Months:

- ▶ Hold Annual Meeting of Sponsors
- ▶ Attend Annual Regional Meeting and Council

January

- ▶ Have Treasurer send 1099-MISC to individuals the club paid over \$600 to for services in the prior year and send Summary 1096 to IRS
- ▶ Remind Treasurer to work on year-end club financial report (Summary of Cash Receipts and Disbursements) due to USPC and RS by February 15
- ▶ Attend USPC Annual Meeting
- ▶ Develop a list of meeting sites and record them on the List of Landowners
- ▶ Check that all members have designated number of EMR's on file
- ▶ Distribute goal sheets to all members
- ▶ Arrange meeting with upper level candidates and parents to discuss goals
- ▶ Distribute copies of current Standards and test sheets as necessary
- ▶ Distribute regional calendar
- ▶ C-3 applications for test held January 1 – May 31 due from RS to National Office January 15, or 8 weeks prior to test date, whichever is sooner (check with RS for regional deadline)

February

- ▶ Have Treasurer complete and send to USPC the Summary of Cash Receipts and Disbursements – due February 15



REMEMBER: Summary of Cash Receipts and Disbursements – due February 15!

- ▶ Check all rule books and club library and place order for any needed items with the USPC Bookstore
- ▶ Distribute all rating applications with stated deadline for return

March

- ▶ Check all Coggins – remind members of need to update and provide copy
- ▶ Finalize plans for Spring ratings

Chapter 14 – PAPERWORK AND RECORD KEEPING

April

- ▶ C-3 applications for test held June 1 – October 31 due from RS to National Office April 15 (check with RS for regional deadline)
- ▶ B and up applications due from RS to National Office April 15 (check with RS for regional deadline)
- ▶ Plan rally prep meetings with Instructional Coordinator
- ▶ Plan HM day (perhaps with another club)
- ▶ Meet with rally coordinators

May

- ▶ Request club roster from the National Office to check for accuracy and inform National Office of any changes
- ▶ Verify all club activities planned have proper insurance coverage for those dates and times

June

- ▶ Propose 3-5 Sponsors to be elected as the Nominating Committee responsible for presenting a slate of officers at the Annual Sponsors' Meeting



REMEMBER: The Nominating Committee must be elected at least 3 months before the Annual Sponsors' Meeting.

July

- ▶ C-3 applications for test held August 1 – December 31 due from RS to National Office July 1 (Check with RS for regional deadline)

August

- ▶ Begin planning club Annual Meeting (location, date, time, agenda)
- ▶ Alert Treasurer to balance books and prepare a financial report to present at Annual Sponsors' Meeting
- ▶ Alert Secretary of need to send out notice of Annual Meeting to all Sponsors of Record at least **30 days in advance** of meeting. Notices must be postmarked or delivered by that date!
- ▶ Make certain that the date for closing the acceptance of new club Sponsors is determined and that the Secretary is aware of this date
- ▶ Remind members and parents of membership dues, paperwork and deadlines for coming year
- ▶ Finalize plans for Fall ratings

Chapter 14 – PAPERWORK AND RECORD KEEPING

- ▶ Send membership forms and dues for any prorated member who will begin participation in September
- ▶ C-3 applications for test held November 1 – December 31 due from RS to National Office 8 weeks prior to test date (check with RS for regional deadline)

September

- ▶ Plan end of year awards program with committee
- ▶ Determine special volunteer awards, if any

October

- ▶ Complete Club Report Packet received from the National Office and next year's renewing membership forms due to USPC by November 15, copy to RS
- ▶ Meet with Secretary and Treasurer to go over all membership data and update (attendance, dues, ratings, etc.)
- ▶ Review members' goal sheets and discuss progress with members individually

November

- ▶ Send Club Report Packet and next year's renewing membership forms to National Office, due November 15, copy to RS



REMEMBER: Club Report Packet and renewing memberships are due on or before November 15. A per member late fee will accrue if membership are not sent by deadline!

- ▶ Meet with club committees to develop plan for coming year
- ▶ Determine need for future committee meetings and schedule them – perhaps different ones each month
- ▶ Produce club roster and distribute to all members and Sponsors
- ▶ Produce club calendar and distribute to all members and Sponsors
- ▶ Meet with Instructional Coordinator to develop an outline of Basic Instruction Plan (BIP)
- ▶ C-3 applications for test held January 1 – May 31 due from RS to National Office January 15, or 8 weeks prior to the test date, whichever is sooner (check with RS for regional deadline)

December

- ▶ Plan club holiday social activity
- ▶ Take a deep breath!