

VIRGINIA REGION PONY CLUBS
Rally Organizers Meeting
February 13, 2016
Warrenton Visitor Center

IN ATTENDANCE

Carrie Camp, **Regional Supervisor**
Carolyn Lorenzen – **Regional Treasurer**
Cindy Shelberg – **Communications**
Cathy Frederickson – **RIC**
Anne Williams, **Regional Secretary – Quiz (Classroom/Written Test)**
Rick Knowles – **Tet Rally**
Melissa LeVallee – **Quiz**
Leslie Wallington – **Quiz**
Michelle Arnold – **D3**
Jennifer Carpenter – **Games & Polocrosse**
Erin White – **Polocrosse**
Angela Cooney – **Games & Polocrosse**
Laura Cooley – **Games & Polocrosse**
Gale Winfree – **Dressage**
Olivia Skinner – **Horseless & D1/D2**
Margaret Good – **Show Jumping**
Vicki Fox – **Show Jumping**
Lisa Woods – **Show Jumping**
Krystal Wilson – **Eventing**

- I. Call to Order & Introductions - *Carrie Camp, RS*

- II. Rally Guide
 - a. *See attachment "A"*
 - b. Carrie Camp has created the following Rally Guide so that there is a fair balance between the local clubs running the rallies and Regional Support. Camp would like to see committees within the Region who can be on site to address any snafus that occur (particularly with the secretary and scoring positions). It should also create uniformity for parents and the volunteers at rallies by creating reasonable expectations for them.

- III. Horse Management
 - a. HM Sheets
 - i. Camp would like to see a new policy whereby the HMO is the ultimate distributor of the HM sheets since they often don't end up in the correct hands. She suggests: (1) DC's or another parent take photos of the sheets on site after awards and distribute to members; (2) Region post them on the website (secured); or (3) HMO take all of the sheets

home and email them to the clubs for distribution. **The consensus of the group was option #3.**

- b. HM Protests
 - i. HM has noticed a number of frivolous appeals recently. HM will not be strictly adhering to the protest window.
 - ii. There is a need for consistent briefings at all rallies from HM. Competitors should be hearing the same information at every briefing.

IV. Scoring Committee

- a. Camp has identified three (3) individuals (listed on attachment "A") who will make up the Scoring Committee
- b. At least one member of this committee should be present at each rally.
- c. DISCUSSION:
 - i. There are at least two (2) scoring programs: Startbox and Steve Samanski's program. Camp remarked that neither are specifically designed for Pony Club. Camp would like to see the Scoring Committee come up with a scoring guide.
 - ii. Michelle Arnold echoed the need for a scoring guide, but also suggested the creation of a Pony Club program.
 - iii. Jennifer Carpenter recommends that Jackie Horn be placed on the Scoring Committee.
 - iv. Lisa Woods recommends not using the master score sheets because they are not correct.
 - v. Cathy Frederickson would like to see the Scoring Committee focus on producing timely scores at rallies so there isn't so much downtime before awards.
- d. **The consensus of the group was to approve the creation of a Scoring Committee.**

V. Secretary Committee

- a. The following are reasons for creating such a committee:
 - i. Uniformity in schedules for when competitor data is due;
 - ii. The creation of SOP's such as when information needs to be to HM; and
 - iii. Create best practices and educate new secretaries.
- b. Nominees:
 - i. Michelle Arnold
 - ii. Fred Campbell
- c. Camp also reminded everyone that once organizers draft the invitations, they need to be sent to the Region for approval prior to release to members.

VI. Rally Equipment

- a. An inventory will be made and placed somewhere organizers can access it.
- b. Camp suggests that an inventory be done annually because things are acquired and lost each year.

- VII. Rally Management – *See Attachment "B"*
- a. Each rally will be run by the RS, Vice-RS of Activities and the host club representative. These three positions will make up a committee known as the "Organizer" for each rally. The actual host club organizer will prep and coordinate with landowners.
 - b. Region will be responsible for ribbons, insurance, and EMT's with input from the host.
 - c. The "Organizer" (committee of 3) will hire judges. Host organizers may send recommendations to the committee.
 - d. The HMO will select and hire ALL HM judges and stage all HM areas.
 - e. **Payment of AHM judges:**
 - i. Current PC Members:
 1. \$.35/mile up to \$40,
 2. No daily fee
 - ii. Non-PC Members
 1. \$40 daily fee,
 2. No mileage
 - iii. Food, drinks & snacks provided for everyone; Gifts are always a nice idea.
 - f. The HMO is collecting names of graduates and former members to use as AHMJ's.
 - g. The rally secretary shall create a list of volunteers from the online responses and give to the HMO.
 - h. Nametags shall not be required for competitors.

- VIII. Teams
- a. Secretary shall have final say over organizing scramblers.
 - b. Camp reminded everyone that when teams are submitted they are always subject to change.
 - c. Camp encouraged everyone to always send competitors even if they don't have a team.

- IX. Financial Reminders – *See Attachment "C"*
- a. Even if something is donated (ie, EMT or Judge), the cost needs to be reported so an appropriate budget can be created next time in case we don't get the donation again.

- X. Open Discussion
- a. A suggestion was made to combine rallies such as Show Jumping and Tet and to do the D1/D2 and D3 on the same weekend. Will try D1/D2 and D3 on the same weekend in 2016.
 - b. Ways to improve rally attendance:
 - i. Destination Rallies,
 - ii. Social Activities at rallies,
 - iii. Have Quiz be more hands on.

XI. Adjourn

Respectfully submitted,

Anne M. Williams, Regional Secretary

Attachment A

Rally Guides

Secretary Committee: Kelly Vidunas, _____,

Scoring Committee: Melissa LaVallee, Lisa Perdue, Lara Cooley

List of Regional Equipment Available for Rallies maintained by VRS-Activities.

- I. Rally Organizer: RS, VRS-Activities and Host Rep.
 - a. This group of three to work together to organize and execute rally for the region.
 - b. Host Rep. specific duties:
 - i. Preparing Grounds
 - ii. Coordinate with landowner

- II. Ribbons- VRPC
- III. Insurance- VRPC
- IV. EMTs- VRPC
- V. HM: Chief and all Assistant HM Judges will be selected by the HMO
 - a. HMO will determine T/O procedures and staging
 - i. Check-in station at T/O to confirm timeliness
 - b. Payment/Reimbursement for AHMJ's
 - i. IRS Mileage fees?

- VI. Teams:
 - a. Secretary must have final say in organizing scramblers.
- VII. SOP:
 - a. Scores leave with the VRS-Activities at the end of the rally.
 - b. All HM score sheets distributed to competitors at the end of rally. who will then
 - c. All payments made by close of rally. HMO distribute to DCS.
 - i. W-2s, W-9s must be in hand for individuals before checks are issued.
 - ii. VRPC Expense Vouchers must be in-hand before checks are issued.

Attachment B

Rally Organizer's Key Dates and Milestones

Task	Budget Submitted	Budget Approved	Identify and Hire Judges/Officials	Invite Draft to RSV/VRS Activities	Final Invite Emailed	Closing Date	DC/CA Teams Closing Date	Schedules out for Volunteers & Ride Times	Rally Day	Final Report of Income/Expense due to treasurer & VRS Activities	Rally Report due to VRS Activities
Responsible Office	Rally Organizer	VRS Activities	Rally Organizer with VRS Activities Approval	Rally Organizer	VRS Activities	VRS Activities	VRS Activities	Rally Secretary	All	Rally Secretary/ Organizer	Rally Organizer
Time Frame	14 weeks before the Rally	12 weeks before the Rally	10 weeks before Rally	8 weeks before Rally	6 weeks before Rally	2 weeks before Rally. 3 weeks eventing	5 days after closing date of ind. registration	3 days before Rally		Within one week after Rally	Within 2 weeks after Rally
Horseless 2/20	11/21/15	12/5/15	12/19/15	1/2/16	1/16/16	2/6/16	2/11/16	2/17/16	2/20	2/27/16	3/5/16
Quiz 2/27	11/28/15	12/12/15	12/26/15	1/9/16	1/23/16	2/13/16	2/18/16	2/24/16	2/27	3/5/16	3/12/16
Dressage 5/7-8	1/30/16	2/13/16	2/27/16	3/12/16	3/26/16	4/23/16	4/28/16	5/4/16	5/7-8	5/14/16	5/21/16
Polocrosse 5/22	2/13/16	2/27/16	3/12/16	3/26/16	4/9/16	5/7/16	5/12/16	5/18/16	5/22	5/29/16	6/5/16
Show Jump 6/4-5	2/27/16	3/12/16	3/26/16	4/9/16	4/23/16	5/21/16	5/26/16	6/1/16	6/4-5	6/11/16	6/18/16
Eventing 6/18-19	3/12/16	3/26/16	4/9/16	4/23/16	5/7/16	6/4/16	6/7/16	6/15/16	6/18-19	6/25/16	7/2/16
D1/D2/D3 8/20 ???											
Tet 9/10	6/4/16	6/18/16	7/2/16	7/16/16	7/30/16	8/27/16	9/1/16	9/7/16	9/10	9/17/16	9/24/16
Games 10/29	7/23/16	8/6/16	8/20/16	9/3/16	9/17/16	10/15/16	10/20/16	10/26/16	10/29	11/5/16	11/12/16

NOTES

Snowstorm caused many to cancel, expenses stayed the same, so the loss incurred was large. Used new facility.

Increased participation did not offset increased expenses, so greater than planned loss incurred.

Participation slightly lower than planned; however, expenses were significantly lower than expected.

Participation slightly lower than planned; however, expenses were also higher than planned, resulting in a slightly lower loss than expected.

Participation slightly higher than planned, with expenses much lower than expected, resulting in a larger than expected profit. ODHPC absorbs much of the costs (facility, hospitality, etc.)

Participation slightly lower than planned, with expenses higher than planned, resulting in a larger than expected loss.

Participation lower than planned, as was expense. Did not anticipate profit

Participation slightly lower than planned, with expenses higher than planned, resulting in a larger than expected loss.

Participation slightly lower than planned, with expenses higher than planned, resulting in a larger than expected loss.

First year for VRPC Polocrosse in recent history. Anticipated break even event.

Loss of \$3000 budgeted across all rallies. Attendance lower than anticipated at all rallies. Anticipated Horseless, D-Rallies, Games, Tet, and Polox to be closer to Break Even. Dressage and Eventing loss were higher than anticipated, attributable to high payments to judges and lower participation.

Attachment C

2015 VRPC RALLY SUMMARY

RALLY	DATE	HOST CLUB(S)	SITE	FEE	COMPETITORS	PROFIT/ LOSS
QUIZ	FEB 21	RBPC, GGPC, BRHPC	The Falls Church	\$15	57	\$ (855.70)
HORSELESS	March 21	DRPC, SARC	Serene Acres Riding Center	\$15	34	\$ (132.48)
SHOW JUMPING	MAY 9/10	DRHPC	Deep Run Hunt Club	\$120	68	\$ (265.93)
DRESSAGE	MAY 30/31	LHPC	Morven Park	\$120	45	\$ (3,719.75)
D3	JUNE 20	ODHPC	Copperfield Farm	\$60	22	\$ 1,114.07
EVENTING	JUNE 13/14	MOCPC	Glenwood Park	\$120	46	\$ (1,933.94)
D1/D2	SEPT 26	SARC	Hunt Club Farm	\$60	26	\$ 566.74
TETRAATHLON	SEPT 12/13	MBFPC	Glenwood Park & WARF	\$60	22	\$ (531.79)
GAMES	OCT 31	CW/PC	Great Meadow	\$60	33	\$ (700.60)
POLOCROSSE		CW/PC	Great Meadow	\$60	32	\$ (68.68)
TOTAL						\$ (6,528.06)