



# ***INTERMOUNTAIN REGION PONY CLUB EVENTS***

## **BENEFITS OF HOSTING A REGIONAL EVENT:**

1. Prepare your members for recognized events!
2. Teach members HM skills under Chief Horse Management Judge supervision to instill great independent horse care tactics at any events!
3. Enhance member knowledge and growth by interacting with USPC Chief Horse Management Judges and National Examiners!
4. Provide the opportunity to work and compete with other clubs in the region!
5. Give members the chance to qualify for USPC Championships!
6. Ensure financial security for your club - region will help cover approved losses!

## **TIMELINE:**

<p>Minimum of <b>3 Months</b> Prior to Event Date</p>	<ul style="list-style-type: none"> <li>● Submit Budget to RS via email. (See Sample Event Budget Template for help)</li> </ul>
<p><b>Within 2 weeks</b> of Budget Submission</p>	<ul style="list-style-type: none"> <li>● Current Regional Officers will work with organizer to revise any line items if necessary.</li> <li>● Event Budget will be approved or denied.</li> <li>● Create prizelist - with help if needed! <ul style="list-style-type: none"> <li>■ Copies of previous prizelists available</li> <li>■ Copies of previous online entry forms available</li> </ul> </li> </ul>
<p><b>6 Weeks</b> Prior to Event</p>	<ul style="list-style-type: none"> <li>● Prizelist will be sent out to DC's by organizer.</li> <li>● Prize list and online entry form will be put on Intermountain Region website.</li> </ul>
<p><b>2-4 Weeks</b> Prior to Event</p>	<ul style="list-style-type: none"> <li>● Notify RS via email if approved budget becomes inaccurate.</li> </ul>
<p><b>1 Month</b> After Event</p>	<ul style="list-style-type: none"> <li>● Club will submit financial recap with receipts to Region.</li> <li>● Club will submit a check to the region if a profit shown.</li> <li>● Region will issue a check to the club within 2 weeks for approved loss.</li> </ul>

## **GUIDELINES**

- Budget should show intent to break even
- Line Items should reflect reasonable fees and amounts, not to exceed current market rates.
- ACHMJ will be reimbursed by region at \$100/Full Day.
- Recommend 2 ACHMJ's for every 2 teams.
- Many people will donate their time, please make sure to thank!
- Region will pay for ribbons, but not prizes.
- Work with local businesses and pony club supporters for prize donations.
- For clinics/prep, open to more certification levels or adult riders to generate income.