



American Polocrosse Association
Manual

2/5/2007

This document outlines some of the programs, policies, elected positions and committees of the APA. It is for quick reference purposes only and is a work in progress. Additional information, updates and corrections will be made as received. In the event any information contained herein conflicts with official APA board minutes, the information contained in the minutes shall prevail.



Table of Contents

- I. Club Registration
- II. Organization:
 - A. Elected Officials and Appointees
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Zone Representatives
 - vi. At-Large Directors
 - vii. Chief Umpire
 - viii. 4-H/Youth Liaison
 - ix. USPC Liaison
 - B. Board Orientation Program
 - C. Roles and Responsibility for the Planning Process
 - D. Strategic Planning Schematic Chart
- III. Committees:
 - A. Grievance Panel
 - B. Communications and Sub-Committees
 - APA Manual
 - American Polocrosse Magazine
 - Collateral Materials
 - Membership Directory
 - OTR
 - Web Site
 - C. Business Development
 - D. Executive
 - E. Finance
 - F. International Liaison
 - G. Membership
 - H. Nationals Tournament
 - J. Nominating
 - K. Ratings (documentation under revision)
 - L. World Cup 2007
 - M. Player Development Program (documentation being developed)
- IV. Programs:
 - A. Player Development Program (documentation being developed)
 - i. Coaching Accreditation Program
 - ii. Development Team Program
 - iii. Domestic Clinic Coordinator
 - B. Umpire Program



I. CLUB REGISTRATION PROCEDURES

Groups that are interested in forming a club must inform the APA Secretary of the following information:

Club Name

Club Colors

Club Location/Area

Club's main contact name, address, email address and phone number

Club Officer Positions: President, Vice President, Secretary, Treasurer, etc...

Club Roster- Names of players

Once the APA Secretary receives this information, the information will be confirmed as complete and correct.



II. ORGANIZATION

ELECTED OFFICIALS AND APPOINTEES

The President:

- Shall be the Chief Executive Officer of the corporation
- Shall have general and active management of the business of the corporation
- Shall see that all orders and resolutions of the Board of Directors are carried into effect
- In the absence of the Chairman of the Board or if there is no Chairman, the President shall preside at all meetings of the Board of Directors
- Shall have authority to employ and dismiss such employees and agents as the business of the corporation may require and to fix reasonable compensation for their services and establish their duties and responsibilities
- Shall have the responsibility for presiding over all Executive Committee, Board of Directors and General Membership meetings
- Shall represent, or shall appoint a member to represent, the Association in matters of official interaction with the public
- Shall be the designated Association spokesperson to the Polocrosse Associations of other nations
- Shall serve as the IPC Representative.

The Vice President:

- Shall, in the absence or disability of the President, perform the duties and exercise the powers of the President
- Shall perform such other duties and have such other powers as the President or the Board of Directors may prescribe from time to time
- If there shall be more than one Vice-President, then the Vice-Presidents shall act in the order in which they are elected
- The Association Vice-President shall make best efforts to attend all Executive Committee, Board of Directors and General Membership meetings, and shall preside over same if the President is absent
- In the event the current President leaves office prior to the expiration of his or her term, the first Vice-President (if there is more than one) shall assume all responsibilities of the office of President for the remainder of the term.

The Secretary to the Board:

- Shall record and keep the minutes of all Board of Directors' meetings, Executive Committee meetings and General Membership meetings in one or more permanent books prescribed for that purpose
- Shall make such minutes available to any Director, Officer or Member in good standing upon request and payment of reasonable copying charges therefore
- Shall perform all duties incidental to the office of Secretary and such other duties as may be assigned by the President or the Board of Directors from time to time

ORGANIZATION



- Shall keep the seal of the corporation in safe custody and, when authorized by the Board of Directors, shall affix the same to any instrument requiring it and, when so affixed, it shall be attested by his or her signature
- Shall be responsible for maintaining and preserving in permanent records all appropriate documents, including but not limited to all Association correspondence to and from other Polocrosse Associations and to the general Association membership as individuals or clubs, all general and financial reports, all Association membership rosters, and all Association correspondence with the general public
- Shall further assemble and prepare reports for distribution at Board of Directors' and General Membership meetings in accordance with the procedures set forth in the By-laws
- Shall maintain accurate records regarding members' sanctions and suspensions.

The Administrative Secretary:

- Maintain accurate membership database
- Maintain accurate player ratings
- Maintain APA liability insurance policy
- Maintain APA memberships with the IPC and the USEF
- Maintain official APA post office box
- Update certain web postings
- Provide administrative support for sanctioned tournaments:
 - Process sanctioning application
 - Advise Chief Umpire of tournament date request
 - Coordinate insurance coverage
 - Provide tournament packet – which includes:
 - Instructions to tournament committee
 - Alcohol Policy and Code of Conduct
 - Current membership roster with dues paid dates
 - Membership forms
 - Liability forms
 - Incident Report forms
 - Umpire Report form for Tournament Umpire
 - Score-sheets
 - Post tournament duties:
 - Collect and verify cap fees
 - Process sanctioning fee reimbursement if reporting date deadlines are met by tournament committee;
- Publish Membership Directory annually
- Oversee orders and sales of APA Gear
- Report financial transactions to Treasurer
- Chair APA Nationals Tournament Committee
- Serve on the Communications Committee
 - Publish OTR
- Shall perform such other duties and have such other powers as the President or the

ORGANIZATION



Board of Directors may prescribe from time to time.

The Treasurer:

- Shall have the responsibility for the funds of the corporation
- Shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation
- Shall deposit all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors from time to time
- Shall perform such other duties and have such other powers as the President or the Board of directors may prescribe from time to time
- Shall further collect all monies due to the Association, bank all Association monies in the name of the Association
- Pay all bills for items authorized in the approved budget, subject to a requirement that the additional signature of the President or his designee shall be required on checks exceeding \$500.00
- Shall keep a current accounting of all Association assets;
- Will chair the Finance Committee
- Shall have custody of any securities owned by the Association
- Will maintain proper and accurate Association financial records and make them available for audit as requested by the Board of Directors and/or the Audit Committee
- Shall prepare a current statement of receipts and expenditures for each Board of Directors' meeting and a year-end financial report for the Annual General Membership meeting
- Will maintain current and accurate records of all membership payments for annual membership dues, and is responsible for collection of same from the association membership.

Zone Representatives:

- Serve on the Grievance Panel
- Serve on Membership Committee
- Serve on the Nationals Tournament Committee when Nationals is held in the zone
- Write articles for the OTR about news in the zone
- Maintain communications with clubs in the zone
- Prior to board meetings, send out an e-mail to the zone membership asking them to send you their questions and concerns for the Board
- Maintain a current roster of clubs and their members and their e-mails
- Initiate events, keep a calendar of tournaments, clinics, expos, etc. in your zone to avoid conflicts between the clubs
- Advise clubs to check the APA calendar with Laura Humphreys when scheduling events
- Follow-up on inquiries from the APA web site from your zone.

ORGANIZATION



- Serve as the Central Zone Regional Tournament Chairperson. Initiate an e-mail to the club contacts each year as to their interest in hosting a Regional Championship tournament
- Work with the International Liaison when/if foreign exchanges come to your zone and let the IL know if you want to host an exchange in your zone;
- After Board meetings, report in a recap to your zone members.

At-Large Directors:

- Work on Committees and special projects to promote the APA, funding and/or help with the running of the organization.



CHIEF UMPIRE		
Established: By-laws – Article IV, P 13		
<u>APPOINTMENT/ELECTION:</u> The Chief Umpire shall be selected by a majority of the Board of Directors, shall attend all Board meetings, shall not be a voting member unless he or she also holds an elective office, an shall not hold the office of President, Vice-President, Secretary or Treasurer.		
Chairperson Duties	The Chief Umpire shall have the sole authority and responsibility over the interpretation and revision of the official rules governing match play and over the selection, development and retention of certified umpires.	
Umpire Panel Duties	<ul style="list-style-type: none"> • - • - • - 	
	CHAIRPERSON	UMPIRE PANEL
2003	Britt Lovelace	John Jameson Robby Shuttles
2004	Britt Lovelace	John Jameson Jim Hendricks, Sr.
2005	Britt Lovelace	Ryan Murphy John Jameson
2006	Ryan Murphy	John Jameson Britt Lovelace Richard Pugh Dean Alcott



<u>US PONY CLUB LIAISON</u>		
Established: Jan 2001		Status: Board Recognized
<u>OBJECTIVE:</u> Maintain open lines of communication between the APA and USPC.		
<u>HISTORY:</u> Pony Club’s goal is to prepare its members to enter their chosen discipline as well-rounded and well educated participants. To that end, USPC has always maintained close ties with the governing bodies of the disciplines represented in USPC. As new disciplines are added to USPC, Pony Club has identified liaisons to keep USPC apprised of both the regulations and cultures of those disciplines. The Pony Club liaisons assure that USPC provides the best possible preparation for its members as they make the transition from the relatively protected atmosphere of USPC to the parent discipline – in this case polocrosse. To the extent possible, USPC seeks to keep its governing rules for each discipline in line with the parent organization.		
<u>RECOGNITION:</u> The APA annually recognizes the selection of the USPC Liaison and invites him/her to all board meetings.		
Duties	<ul style="list-style-type: none"> • Audit APA Board meetings and advise USPC of any policy changes that would affect USPC policies or rules governing polocrosse • Maintain contact with the USPC Polocrosse committee • Review USPC PLX rules annually and deconflict with APA • Educate APA members about USPC • Facilitate APA clinics and other education programs for USPC • Deconflict major events like APA Nationals or Regional Tournaments and USPC Championships or regional Rallies • Submit annual report to the Board at the first Board meeting of the year 	
	LIAISON	
2001	Manny Diemer	
2002	Manny Diemer	
2003	Manny Diemer	
2004	Manny Diemer	
2005	Manny Diemer	
2006	Jessica Reed	

ORGANIZATION



BOARD ORIENTATION PROGRAM

Added to APA Manual 12/5/06

MISSION STATEMENT: Develop and encourage a mindset of initiating services to the membership; strive to strengthen local clubs by providing clear and effective policies and procedures, uniform umpiring standards, and player development opportunities for all members and to strive for consistency in interpretation of policies and procedures.

The goal in this orientation is to establish a clear understanding amongst all the participants as to roles and responsibilities, the chain of command as well as communicate the procedures the Board meetings will follow.

ROLES: (Refer to Organizational Chart of the APA Board)

The role of the entire Board is to oversee the programs and activities of the organization on behalf of the membership. You are their eyes and ears at these meetings, and as such, you have the responsibility to look out for the best interest of the membership. The Officers and Committee members are accountable to the Board.

The APA Board can be divided into three groups: 4 Officers, 4 Zone Representatives and 4 At-Large Members.

The Officers' basic duties are specified in the By-laws and their role can be generalized as running the day-to-day business of the Association.

Zone Representatives' only requirement stated in the By-laws is that they reside in the zone that they represent. Their role is to promote interaction between and represent the interests of the clubs and members within their time zone.

The At-Large Board Members role is to bring an objective balance into the mix, looking out for the entire membership without any bias to geographic or operational preferences.

CHAIN OF COMMAND:

The Board is the ultimate authority.

The Officers carry out their duties as outlined in the By-laws and any directives given by the board. They are accountable to the Board, take direction from and report to the Board.

Ad hoc committees are formed by the Board or the President in order to accomplish specific tasks (i.e. 501c3 application) and standing committees are formed for perpetual projects (i.e. fund raising, communications, etc.) and therefore will continually operate and update their program as needs arise.

Given specific directives and goals when a committee is established, they proceed in whatever manner necessary to accomplish the goals set before them. In most cases, they begin by investigating methods and avenues, then weigh the pros and cons, come up with what they believe to be the best plan to accomplish their goals and submit that plan to the board for their approval, questions or suggested revisions. Whatever the board agrees upon; approval, modification, or total reconstruction; the committee proceeds with that new directive with regular reports to the board until

ORGANIZATION



the goal is reached. Committees report to the Board, with the APA President or Vice President taking an active role in holding them accountable to their directives and deadlines.

PROCEDURES OF THE BOARD MEETINGS:

The Board follows Robert's Rules of Order and the following format:

Call to order
Roll call of members present
Reading/approval of minutes of last meeting
Officers' reports
Committee reports
Unfinished business
New business
Adjournment

Motions will be received in the form provided by the Chairman. This allows the author to present the motion in the exact desired wording without having to draft a motion on the spot. It also provides for proper recording by the Secretary.

There are more, but we will normally use two basic types of motions:

1. Main Motions – used to introduce items for consideration. They yield to privileged motions.
2. Privileged Motions – to bring up items that are urgent about special or important matters unrelated to pending business.

Motions are presented in the following manner:

1. Obtain the floor
2. Make your motion: 'I move that'
3. Wait for a second, or the Chair will ask for a second if none is voiced. If there is no second, the motion is lost.
4. The Chairman will state that it has been moved and seconded that we and the Board will then debate or move to vote on the motion in the wording as presented.
5. The author speaks first if he wishes to speak in favor of his motion. A time limit of 4 minutes per speaker has been decided by the Chairman.
6. All others wishing to comment are then allowed the floor in turn.
7. Four general options exist for a motion. It can be amended, tabled, referred, or voted upon.

Amending a motion - the author agrees after debate to amend the wording of the motion and another second is required followed by discussion.

Tabling a motion – a motion is made to table the motion under discussion and requires a majority vote.

Referring a motion to a committee – when it is felt more investigation is needed, the motion can be sent back to the committee or a committee established to investigate and report on the details of the matter.

ORGANIZATION



Voting – when everyone has had an opportunity to speak, the chairman asks if we are ready to vote. We vote by voice whenever possible. All in favor say “aye”, those opposed say “no.” Any member may move for roll call whereby each member will answer yes or no as his name is called by the Secretary.



ROLES AND RESPONSIBILITIES FOR THE PLANNING PROCESS

Added to the APA Manual 12/5/2006

<p>BOARD OF DIRECTORS:</p> <ul style="list-style-type: none"> • Identify, prioritize and approve strategic initiatives and set goals for the association which are achievable and measurable • Form committees as needed to implement initiatives and appoint interim chairs • Develop and document clear directives for committee chairs • Approve target budgets for initial planning • Resolve issues as necessary • Review and approve final draft of Strategic Plan. 	<p>OFFICERS:</p> <p>PRESIDENT and VICE PRESIDENT</p> <ul style="list-style-type: none"> • Manage changes associated with the new planning and implementation methods. Need everyone’s buy-in for maximum success • Draft Strategic Plan outline and introduce it to the Board in orientation. • Set deadlines for reporting progress • Collate committee action plans • Watch for priorities and/or conflicting needs amongst programs and committees and suggest resolutions Refer to the Board for mediation if necessary • Approve Committee action plans • Develop system for membership feedback <p>SECRETARY</p> <ul style="list-style-type: none"> • Document and communicate directives to Committees • Provide administrative support for strategic planning process • Communicate the initiatives, goals and priorities to the Association membership • Produce final draft of Strategic Plan and send to the Board members. <p>TREASURER/FINANCE COMMITTEE</p> <ul style="list-style-type: none"> • Draft a target budget based on previous year’s numbers, taking into consideration assumed initiatives for previous year. 	<p>COMMITTEE CHAIRS:</p> <ul style="list-style-type: none"> • Select Committee members • Lead Committee to attain goals • Use a democratic process for decision making; majority rules (The Chair does not dictate; he trains & guides committee members. If your committee votes against you, consider this: have you instructed them clearly? Or, could it be that you might be wrong?) <p>COMMITTEES:</p> <ul style="list-style-type: none"> • Develop action plans in response and within guidelines of the strategic initiatives and priorities • Document processes: chain of command, assignments of responsibility and accountability • Set a schedule for implementation • Estimate resources needed (funds, time, man power, etc.) and submit a request for resources to the Treasurer if needed. • Develop a system to track the success of the goal • Report progress to Officers • Implement action plans once approved.
--	---	---

ORGANIZATION



STRATEGIC PLANNING SCHEMATIC

Added to the APA Manual 12/5/2006

INITIATE PLANNING – Feb 5 & 6, 2005			DEVELOP – Feb & March			APPROVE – next board meeting	IMPLEMENT – following approval
THE BOARD		Identify, prioritize and approve strategic initiatives and set goals. Form Committees and appoint interim chairs. Develop and document clear directives for Committee chairs. Approve budget.				Review and approve Strategic Plan	
OFFICERS:	Draft Strategic Plan outline and introduce it to the Board at the beginning of the planning retreat.		Initiate Strategic Plan: Document and communicate directives to Committees. Set deadlines for reporting.		Collate Committee action plans. Suggest resolutions for conflicting needs. Manage changes. Approve committee action plans. Produce final draft of Strategic Plan.		Communicate plan to the membership. Provide system for feedback.
COMMITTEES				Develop action plans. Schedule implementation. Estimate resources. Track the success. Document processes. Report progress to Officers.			Implement action plans.



III. Committees

The APA operates certain aspects of business through standing committees and ad-hoc committees. Standing committees are perpetual in nature whereas ad-hoc committees are generally formed to accomplish specific one-time objectives and the committee terminates upon completion of its objectives.

Unless otherwise stated, the standard selection process for Committee Chairs will be as follows:

- Expressions of interest to serve should be addressed to the APA President.
- The President will consider all nominees and make a recommendation to the Board to approve. The Board votes on the recommendation.

The standard selection process for Sub-Committee Chairs will be as follows:

- Expressions of interest to serve should be addressed to the appropriate Committee Chair who will select Sub-Committee Chairs.

Other details:

- Terms of service: Two years for Chair, one year for members
- Sub-Committee Chairs report to their respective Committee Chair.
- Anyone over the age of 18 is eligible to serve as Committee Chair or member.
- The Chairman shall select and decide the number of members on his/her committee.



<u>GRIEVANCE PANEL</u>	
Established: Jan 2001 Status: Standing	
<u>OBJECTIVE:</u> To enforce the APA alcohol policy and Code of Conduct.	
<u>Members:</u> consists of the Chief Umpire and all four Zone Representatives. Members will elect a Chairman amongst themselves.	
<u>Term:</u> Concurrent with their elected positions.	
Chair's Duties	<ul style="list-style-type: none"> • Report to the Board of Directors on the activities of the committee. • Initiate and oversee all activities of the Committee and any Sub-Committees
Committee Tasks	<ul style="list-style-type: none"> • Verify the report as reliable by phoning the Tournament Committee Chair who submitted the complaint letter to verbally verify that he/she was the one who sent the letter and that he/she received the accompanying complaint letters from those individuals who wrote them and believed they were all true representations of what occurred. • Issue the penalty, in writing, to the parents or guardians of the offending member's membership beginning from the date of the incident. • The suspension letter previously used can be used as an example for future use with the suggestion that the letter should include instructions regarding the timely payment of dues while under suspension. If the dues are not paid in a timely manner, when the suspension expires, their membership will not be reinstated until the dues are paid including the late fee. • On the date the suspension expires, the Panel should verify the status of the member's dues and send either a letter of reinstatement or a letter advising the member of the need to pay his dues plus late fee in order to be reinstated. • All correspondence should cc: the APA Secretary and all original complaint letters and associated documentation should be maintained in a file by the APA Secretary. •



APA ALCOHOL POLICY (Revised November 2004)

The APA has adopted a policy in accordance with the local state laws of any APA sponsored event of zero tolerance for consumption of alcohol or controlled substances by minors. This policy includes all minors, APA members or spectators, while under the influence of alcohol or controlled substances during any APA sponsored event. Any adult who knowingly contributes to the violation of the policy by providing alcohol or controlled substances to minors will be subject to the same punishment set out below.

1. Any infraction of the policy shall be reported by two credible sources to the events Tournament Committee with an appeal to the APA Grievance Panel. The Grievance Panel is appointed by the President as a standing committee. The Tournament Committee, if it finds the report reliable, will suspend the minor from play at that instant and then report the incident to the APA Grievance Panel in writing.
2. Upon receipt and verification by the APA Grievance Panel, the Panel shall issue a one year suspension of the offending member's membership beginning from the date of the incident. Upon the second violation, the punishment will be suspension of a Junior's APA membership until age 21 and suspension of an adult's membership for life.
3. Appeal may be taken upon receipt in writing of suspension of membership. Any appeal must be made in writing to the APA Secretary within 30 days of notification by the Grievance Panel. The APA Board of Directors must act upon any appeal and notify the member of its action in writing within 30 days after receiving the written appeal. Suspension will remain in effect throughout the appeal process.

APA CODE OF CONDUCT (May 4, 2006)

Participants in events sanctioned by the American Polocrosse Association ("APA") are exercising a privilege afforded them by tournament committees and the APA. In consideration of this privilege, participants agree to abide by this Code of Conduct.

1. GENERAL GUIDELINES:

Participants will place horses' welfare above all other considerations. Animal abuse as identified by a doctor of veterinary medicine will not be tolerated.

Participants are expected to conduct themselves at all times in a manner which is in keeping with representing the APA, and will not bring discredit upon the APA. Persistent irresponsibility, unsportsmanlike conduct or disrespectful behavior will not be tolerated.

Participants will respect the person and property of others, adhere to rules and guidelines of the APA rule book, the rules established by the Event Organizer, and obey all local, state and federal laws. Destruction of property, theft, or violation of local, state or federal laws will not be tolerated.

2. ENFORCEMENT:

Tournament committees, acting in good faith, may take such action as is necessary to prevent the inappropriate behavior from harming people or animals, or disrupting the activity to the detriment of other participants including, but not limited to suspending the participant from play or participation in event-related activities immediately.

The Tournament Committee is then responsible to:

1. Report the incident to the APA Grievance Panel in writing.
2. Upon receipt and verification by the APA Grievance Panel, the panel may decide no further action is necessary, may issue a one year suspension of the offending member's membership beginning from the date of the incident, suspend the membership for life, or any such degree of discipline in

COMMITTEES



between, at its will.

3. Appeal may be taken upon receipt in writing of suspension of membership. Any appeal must be made in writing to the APA Secretary within 30 days of notification by the grievance panel. The APA Board of Directors must act upon any appeal and notify the member of its action in writing within 30 days after receiving the written appeal. Suspension will remain in effect throughout the appeal process.

	CHAIRPERSON	MEMBERS
2004	Audrey Schmidt, Central Zone Rep	Britt Lovelace, Chief Umpire; Harvey Webb, East Zone Rep; Betty Thorson, Mountain Zone Rep; Nancy Alcott, West Zone Rep
2005	Al True	Britt Lovelace, Renee Samuelson, David Brooks, Nancy Alcott,
2006	Thea Cross	Ryan Murphy, Wayne Cooper, Renee Samuelson, David Brooks

COMMITTEES



<u>COMMUNICATIONS COMMITTEE</u>		
Established: Jan 2001		Status: Standing
<u>OBJECTIVE:</u> To facilitate communication between the Officers, Board of Directors, Committees and membership.		
Chair's Duties	<ul style="list-style-type: none"> • Report to the Board of Directors on the activities of the Committee • Initiate and oversee all activities of the Committee and Sub-Committees • Supervise Sub-Committee for publication of <i>Off the Racquet</i> • Supervise Sub-Committee for publication of <i>American Polocrosse</i> magazine • Supervise Sub-Committee for content and operation of the APA website • Supervise Sub-Committee for publication of annual membership Directory. • Supervise Sub-Committee for publication of collateral material, such as brochures, required by the Board or other Committees • Supervise publication (or website posting) and updates for APA Manual 	
	CHAIRPERSON	MEMBERS
2005	Laura Humphreys	Audrey Schmidt; Laura Webb
2006	Edmund Schenecker	Laura Humphreys, Darren Ahr

COMMITTEES



<u>APA MANUAL COMMITTEE</u>		
Established: Feb 2005 Status: Sub-Committee of Communications		
<u>OBJECTIVE:</u> Provide information regarding the infrastructure of the Programs, policies and procedures of the APA.		
Tasks:	To research and advise the Web Site Committee of revisions to the content of the Manual in accordance with Board approved policies.	
	CHAIRPERSON	MEMBERS
2005	Dana Diemer	
2006	Jessica Reed	



<p><u>'AMERICAN POLOCROSSE' COMMITTEE</u> Status: Sub-committee of Communications</p>		
<p><u>OBJECTIVE:</u> To publish the <u>American Polocrosse Magazine</u>.</p>		
<p>Committee Tasks</p>	<ul style="list-style-type: none"> • Recommend frequency, publish and meet publishing deadline • Calculate & submit budget: printing, postage • Review and verify content • Information and article gathering • Layout design • Printing • Mailing • Archive on web site 	
<p>Publisher/Editorial Board:</p>		
	<p>CHAIRPERSON</p>	<p>MEMBERS</p>

COMMITTEES



<u>COLLATERAL MATERIALS COMMITTEE</u>		
Established: Feb 2005 Status: Sub-Committee of Communications		
<u>OBJECTIVE:</u> To publish collateral material to be used by Committees, Programs and members. Collateral materials to include, but not limited to: letterhead, business cards, brochures, membership cards, posters, videos.		
Committee Tasks	<ul style="list-style-type: none"> • Receive and evaluate material requests • Collaborate with Development Committee on use of APA logo. • Calculate & submit budget: printing, postage, etc. • Information gathering for and verification of content • Layout design • Printing • Mailing 	
	CHAIRPERSON	MEMBERS
06		



<p><u>MEMBERSHIP DIRECTORY</u> Status: Sub-Committee of Communications</p>	
<p><u>OBJECTIVE:</u> To publish the membership Directory with contact information for the APA, the Board of Directors, APA Program Chairs, Appointees, Clubs, and members to the membership.</p>	
<p><u>STANDING APPOINTMENT:</u> APA Secretary</p>	
<p>Committee Tasks</p>	<ul style="list-style-type: none"> • Frequency – once a year • Calculate & submit budget: printing, postage • Content • Info gathering and verification • Layout design • Printing • Mailing



OFF THE RACQUET COMMITTEE

Status: Sub-Committee of Communications

OBJECTIVE: To publish the *Off the Racquet* newsletter.

Committee Tasks

- Recommend frequency, publish and meet publishing deadline
- Calculate & submit budget: printing, postage
- Review and verify content
- Information and article gathering
- Layout design
- Printing
- Mailing
- Archive on web site

Publisher/Editorial Board:

	CHAIRPERSON	MEMBERS
2005	Laura Humphreys	Laura Webb
2006	Laura Humphreys	Betsy Lovelace

COMMITTEES



WEBSITE COMMITTEE

Status: Sub-Committee of Communications

OBJECTIVE: To operate/maintain the American Polocrosse Association web site.

Committee Tasks

- Web hosting
- Design consideration
- Functionality: links, PayPal, tournament info, APA Gear store, Directory, updates, banner ads
- Content
- Submission: who, how, when
- Information gathering and verification
- Archive publications

Editorial Board:

	CHAIRPERSON	MEMBERS
2005	Kellee Campbell	Kiki Pantaze
2006	Darren Ahr	



<u>BUSINESS DEVELOPMENT COMMITTEE</u>	
Established: February 2005 Status: Standing	
<u>OBJECTIVE:</u> To research and recommend various sources of revenue for the APA, to pursue corporate and other sponsorship opportunities, to foster relationships with equine and other organizations to the benefit of the APA, and to promote and market the APA to the general public.	
Chairperson Duties	<ul style="list-style-type: none"> • Report to the Board of Directors on the activities of the Committee
Committee Duties	<ul style="list-style-type: none"> • Prepare a press kit for the APA and member clubs to use when promoting the sport of polocrosse, including sample press releases • Manage the use of the APA logo, under the direction of the Board • Purchase and market gear bearing the APA logo • Manage all advertising of the APA and polocrosse on a national and regional level, as well as soliciting advertising from others to the benefit of the APA • Investigate and write grants to support APA programs • Investigate and make recommendations to the Board about other forms of sponsorship and membership in the APA including corporate memberships
Suggestions from breakout group	<ul style="list-style-type: none"> • Sell APA gear on the new website: setup and use an Ebay store for this purpose; setup a PayPal account which can accept credit cards for ease of use; price and purchase samples of the following items: shirt, hat, gear bag, saddle pad, hat, pin, buckle, bumper sticker • Sell banner ads on the website or use banner ads to promote upcoming events, such as tournaments, clinics, demonstrations or informational booths • Consider promotional booths at USPC events, booths at state and regional level equestrian expos, at demos and support and

COMMITTEES



		<p>encourage clubs to present booths at local horse fairs and exhibits; sell APA gear at booths</p> <ul style="list-style-type: none"> • Quantity or bulk discounts on APA gear to member clubs: clubs can use as group order, or as tournament awards, etc. • Club Charter Fee: when we get the issue of club charters in place, consider both an initial and annual fee • Produce and sell a yearbook at the end of the year
	CHAIRPERSON	MEMBERS
2005	Richard Pugh	
2006	Richard Pugh	Judy Hendricks, Amy Keith, Leslie Brooks

COMMITTEES



<u>EXECUTIVE COMMITTEE</u>		
Established: Article IV, P 10 of the By-laws		
<p><u>OBJECTIVE:</u> Shall have and may exercise all of the authority of the Board of Directors in the management of the corporation on those exigent matters requiring action prior to the next meeting of the Board of Directors, provided that all minutes of such actions taken shall be forwarded within ten (10) days to all other officers and directors and provided that such actions are ratified at the next Board meeting.</p>		
<p><u>MEMBERS:</u> Designated by a resolution adopted by a majority of the directors. Comprised of the President and any 2 or more officers or directors.</p>		
Committee Duties	<ul style="list-style-type: none"> • Act on behalf of the Board between meetings • Appoint three (3) Association members to serve as the Association Nominating Committee no later than ninety (90) days preceding the annual election. (see Article VII – Election for complete details) 	
	CHAIRPERSON	MEMBERS
2004	Kellee Campbell	Harvey Webb Betsy Lovelace
2005	Audrey Schmidt	Jeepers Ragsdale Laura Humphreys
2006	Audrey Schmidt	Edmund Schenecker Laura Humphreys

COMMITTEES



<u>FINANCE COMMITTEE</u>	
Established: Article VI, P 5	
<u>OBJECTIVE:</u> Assist the Treasurer with certain activities associated with maintaining the financial records of the APA.	
<u>MEMBERS:</u> The Treasurer of the APA will be the Chairman per by-laws, Article VI, paragraph 5. Ideally, persons with financial and accounting backgrounds will be sought to serve as members. Expressions of interest to serve may be made to the Treasurer who will select members based upon experience and ability and selected members will serve for a term of one year.	
Chairperson Duties	<ul style="list-style-type: none"> • Report committee activities to the Board of Directors
Committee Duties	<ul style="list-style-type: none"> • Prepare and present for approval the proposed budget for each calendar year • Maintain the financial records of the APA on a web based accounting software package • Present quarterly financial statements (balance sheet, YTD income statement and budget variances) to the APA board • Assist in maintaining the financial records of the 501c(3) corporation once organized • Ensure tax returns are filed in a timely manner
CHAIRPERSON	MEMBERS
2005 Kara Fielder	
2006 Kara Fielder	Arleen Strider, Leslie Brooks

COMMITTEES



<u>INTERNATIONAL LIAISON COMMITTEE</u>			
Status: Standing			
<u>OBJECTIVE:</u> Receive, investigate and negotiate terms and conditions of international exchanges, both inbound and outbound.			
Duties	<ul style="list-style-type: none"> • Receive and respond to all foreign exchanges/invitations proposed to the APA • Coordinate acceptance or declinations of all exchanges proposed to the APA with the Chief Umpire, and Chief Coach • Upon acceptance of exchange/invitation, detail the possibilities, options, compromises and overall cost of the trip and then after consensus approval, proceed to negotiate the same with the inquiring country • Coordinate travel and accommodation of players traveling to foreign countries • Coordinate travel and accommodations for players arriving from foreign countries beginning from the point of arrival within the continental US • In the case of inbound exchanges, identify, notify and oversee the coordination of the exchange details between all participating personnel of requirements of the exchange. These individuals may include the Chief Umpire, Division Head Coach, Team Manager, Horse Manager, participating Club Contacts, etc. Exchange details would include overseeing that all practical (non-technical) considerations are on schedule, produce an itinerary, anticipate the costs of each visit, check that the team manager has organized fund raising and that costs can be met, etc. • As requested by Chief Coach, investigate and negotiate the terms and conditions of inbound and outbound exchange opportunities for future years • Report all activities to the APA Board 		
2-2-02	Paul Johnson		
1-25-03	Prissy Rumel		
2004	Prissy Rumel		
New Structure	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Chairman</td> <td>Committee Members</td> </tr> </table>	Chairman	Committee Members
Chairman	Committee Members		

COMMITTEES



2005	Liz Gleeson	
2006	Liz Gleeson	

Life of an International Invitation and Associated Duties

1. International invitation/inquiry is received by the International Liaison "IL." IL notifies the APA President and APA Secretary and proceeds to coordinate acceptance or declination of invitation/inquiry with the Chief Umpire, and Chief Coach.
2. Upon acceptance of invitation/inquiry, IL will detail the possibilities, options, compromises and overall cost of the trip and then after consensus approval, proceed to negotiate same with the inquiring country.
3. IL will work with the team manager to coordinate travel and accommodation of players traveling to foreign countries.
4. IL will coordinate travel and accommodations for players arriving from foreign countries beginning from the point of arrival within the continental US.
5. In the case of inbound exchanges; identify, notify and oversee the coordination of the exchange details between all participating personnel of requirements of the exchange. These individuals may include the Chief Umpire, Division Head Coach, Team Manager, Horse Manager, participating club contacts, etc. Exchange details would include overseeing that all practical (non-technical) considerations are on schedule, produce an itinerary, coordinate hosting details with participating club contact as well as transportation during their stay, anticipate the costs of each visit, check that the team manager has organized fund raising and that costs can be met, etc.
6. Duties of the Chief Umpire – set umpires for games; determine tournament rules for the exchange visits and advise the individual Tournament Committees. He will negotiate whatever rules are necessary for the Test Match with any traveling umpire. The Chief Umpire will include his considerations of each game in his annual log/journal.
7. Duties of the Chief Coach – will nominate the team and set the program for the players during the match period. These programs will then be carried out by the relevant division Head Coach. The Head Coach will write a brief assessment of each player and the team performance to the Chief Coach on completion. The Chief Coach will submit a report and an analysis of the value of the trip to the Board. These comments should in turn feed back into the coaching curriculum.
8. Duties of the Horse Manager – will be responsible for overseeing all horse related details and either carrying out and attending to the necessary tasks, or nominating a person (well ahead) to do so in their stead.

COMMITTEES



9. Duties of the Hosting Club – will be responsible for all arrangements associated with running the tournament and be the local contact for all prior arrangements required.
10. The Team Manager – will be responsible for setting up all practice schedules set by the coach; organizing or overseeing fund raising; making sure all team gear and equipment get to the tournament; ensuring accommodation and transportation; have all documentation the team may require (from passports through to ensuring arrangements for horse transport have been completed); writing a report at completion for submission to the IL and the Board.

COMMITTEES



<u>MEMBERSHIP COMMITTEE</u>		
Established: February 2005		Status: Standing
<p><u>OBJECTIVE:</u> To develop a program to improve recruitment, motivation and retention of members. Determine various methods to be used and create tools for clubs to use in membership drives. Foster relationships with equine and other organizations to the benefit of the APA, and to promote and market the APA to the general public.</p>		
Chairperson Duties	<ul style="list-style-type: none"> • Report to the Board of Directors on the activities of the Committee. • Oversee 4-H/Youth Liaison Sub-Committee 	
Suggestions from breakout group	<ul style="list-style-type: none"> • Create membership drive plans for target audiences, families, juniors, adults, pony club, 4-H, collegiate teams, etc. • Request recruiting mailers from Collateral Materials Committee • Host Open Houses at least once a year • Host regular 'fun days' • Organize an event match geared towards the spectator • Pursue various exhibition possibilities; support and encourage APA member clubs in broadening exposure to the sport of polocrosse; use development teams when possible; ideas could range from lunch break entertainment, opening for a rodeo, during scoring at Pony Club rallies • Work with the President on upcoming TV show presentations of APA and the sport of polocrosse (taken from Business Development Committee) • Work with Pony Club and 4-H/Youth Liaison to find newcomers • Clubs should be responsible for teaching the basics: i.e. rules and racquet techniques 	
	CHAIRPERSON	MEMBERS
2005	David Brooks	
2006	David Brooks	Renee Samuelson, Thea Cross, Wayne Cooper

COMMITTEES



<u>4-H/YOUTH LIASION</u>		
Established: February 2005 Status: Sub-Committee of Membership		
<u>OBJECTIVE:</u> Investigate, initiate, develop and maintain relationships with 4-H and other youth organizations, utilizing the Domestic Clinic Coordinator as needed.		
Chairman Duties	<ul style="list-style-type: none"> • Reports to the Membership Chair • Deconflict major events like APA Nationals or Regional Tournaments and Pony Club, 4-H and other youth organization National or Regional events 	
Committee Duties	<ul style="list-style-type: none"> • Establish and maintain contact with the USPC, 4-H and other youth organizations • Educate Pony Clubs, 4-H and other youth organization members about polocrosse • Facilitate APA clinics and other education programs through the Domestic Clinic Coordinator for pony clubs, 4-H and other youth organizations 	
	Liaison	
2005		



<u>NATIONALS TOURNAMENT COMMITTEE</u>	
<u>OBJECTIVE:</u> Act as the Tournament Committee for the APA National Championship Tournament.	
<u>MEMBERS:</u> APA President, APA Secretary, Hosting Zone Rep., Host Club Contact	
Chairperson Duties	<ul style="list-style-type: none"> • Determine if site holds up to event requirements: cost, enough fields, condition of fields, warm up area, water proximity to field, stabling conditions, camping conditions, entertainment facility etc. (detailed form available); ask advice from experienced players and locals about site • Initiate paperwork/contract with facility • Brainstorm with Committee Members for new ideas to make the event special • Oversee all site and event arrangements (detailed list available); create a workable set up diagram of the site with local Committee Member; flexibility may be necessary • Determine with others the format and possible divisions, even though both may change later; zones may differ in needs • Set duty roster and follow up • Set checklist and timelines • Determine entertainment and fundraising • Create entry form and deadlines; set up databases with pertinent information, including umpire horses, scorekeepers, timekeepers (ask for names!) • Publish information on event; be as all-inclusive as possible, including special facility rules • Contact potential national sponsors, other potential prize sponsors • Coordinate tournament shirt, APA Gear for event sales • Set up insurance for event

COMMITTEES



	<ul style="list-style-type: none"> • Check area alcohol rules • Coordinate signage, program, printing and media contacts • Get schedule set (chukkas, times, special events and Annual General Meeting) • Ask Chief Umpire to set umpire schedule • Write up umpire horse/owner info • On site, act as overseer; go over checklist • Set up and prepare Registration • Prepare each field with tent, P.A. system, table, chairs, score-sheets, paper, marked balls, rulebook, scorekeeper/timekeeper job description, cooler with drinks if possible • Check in with each field during event, in person or by radio or both • Collect score-sheets, ask Chief Umpire to help in tabulating results • Set up and coordinate awards ceremony with President • Make sure clean up is arranged
Member Duties	<ul style="list-style-type: none"> • Determine, with Chair, if site holds up to event requirements • Handle 'leg work' in local area; coordinate service information to Chair (information on tents, portable toilets, caterers, EMT's, prize ideas that reflect local area etc.) • Receive event promotional packets from Chair and secure ads and vendors from local businesses • Coordinate possible trade of services for ads for event (lime or paint, goal posts, drinks, etc.) • Coordinate 'Welcome Persons' or signs for arrivals • Local crew deals with field set up if facility does not • Local crew sets up field maintenance during event (re-marking fields as necessary) • Arrange as many zone and locals for announcing, scorekeeping, timekeeping, umpire horse coordination; give job descriptions out

COMMITTEES



		<ul style="list-style-type: none"> • Deal with leg work during tournament • Make sure clean up is dealt with
	CHAIRPERSON	MEMBERS
2005	Laura Humphreys	Nancy Alcott Rebecca Cooper, Lori Lennox Audrey Schmidt
2006	Laura Humphreys	Audrey Schmidt Renee Samuelson
2007	Laura Humphreys	Nick Cheesman Dave Brooks Dana Diemer

COMMITTEES



<u>NOMINATING COMMITTEE</u>		
Established: Article VII of the By-laws		
<u>Purpose:</u> Manage the annual election. Members will not be eligible to run for or assume elective office.		
<u>APPOINTMENT/ELECTION:</u> The Association Executive Committee shall, no less than ninety (90) days (Sept 17) preceding the annual election, appoint three (3) Association members to serve as the Association Nominating Committee.		
Duties and election outline	<ul style="list-style-type: none"> • The Nominating Committee will notify by mail or other publication no less than seventy-five (75) days (Oct 1) preceding the annual election of the names of the members of this Committee and the procedure and deadline for nominating Members for election to specified offices • The names of Association members to be considered for elected office must be submitted in writing to a member of the Nominating Committee no less than forty-five (45) days (Oct 31) prior to the date of the annual election • Members may nominate themselves or any other member in good standing • The Committee will make available to the membership the names of the nominees and ballots for their election no later than thirty (30) days (Nov 15) prior to the date of the annual election • Ballots shall be returned unsigned, sealed in a ballot envelope, and shall be counted by an independent firm selected by the Board • The annual election shall occur no later than December 15 and officers and directors duly elected shall take office January 1 	
	CHAIRPERSON	MEMBERS
2005	Prissy Rumel	Erin Smoyer and Kristi Beall
2006	Rebecca Cooper	Uli Salas and Diane Strong

COMMITTEES



RATINGS COMMITTEE

Documentation in revision.



WORLD CUP 2007 COMMITTEE

Documentation in development



PLAYER DEVELOPMENT COMMITTEE

Documentation in development



IV. Programs

PLAYER DEVELOPMENT PROGRAM

John Jameson

May 1, 2006

Outline

Section 1. General Introduction

Section 2. Player Development Committee

Section 3. Coaching Accreditation Program

Section 4. Clinic Coordination Program

Section 5. Development Team Program

Section 6. Player Development Program Code of Conduct



PLAYER DEVELOPMENT PROGRAM

1. General Introduction

The American Polocrosse Association (APA) Player Development Program, governed by the Player Development Committee, is designed to provide programs to improve all levels of play for all members of the APA. The Player Development Program will remain in effect until modified by the Player Development Committee with the approval of the APA Board of Directors. The program will be reviewed annually by the Player Development Committee for accountability and relevance. Recommended changes to the program should be brought to the attention of the Player Development Committee. The Player Development Committee will then present the proposed changes to the APA Board for approval. The Player Development Program consists of three separate but connected programs:

1. Coaching Accreditation Program

Provide a program that educates, trains, and certifies APA members through a multi-level accreditation program from beginner to advanced, in order to provide safe, effective and standardized coaching.

2. Clinic Coordination Program

Provide administrative support to coordinate clinics of all levels for APA members and clubs as well as introductory clinics for non-members interested in learning more about the game.

3. Development Team Program

Provide a program that allows APA members the opportunity to apply to be identified, assessed, and; if selected, trained to play on APA teams representing the United States at international competitions.

2. Player Development Committee

The Player Development Committee will:

1. Be administered by a Chairperson who is nominated by and approved by a majority of the APA Board. The Chairperson position shall be for a period of two (2) years and may be reappointed.
2. Committee members will be selected by the Chairperson and will represent a diverse make-up of the APA membership. Each of the APA zones (Eastern, Central, Mountain and Western) will have a representative on the Committee.
3. Nominate to the APA Board individuals for the positions of Clinic Coordinator and Chief Coach. The Clinic Coordinator and Chief Coach shall be selected by a majority of the APA Board. The Clinic Coordinator and Chief Coach positions shall be for a period of two (2) years and may be reappointed. The Chief Coach must be at least 25 years of age when selected by the APA Board.
4. Clinic Coordinator and Chief Coach will also serve as members of the Committee.

PROGRAMS



5. Manage and oversee the three programs under this Committee.
6. Review, revise and update program rules and guidance documents as necessary and submit them to the APA for publication after approval by the APA Board.
7. Develop the required evaluation forms related the selection of applicants to the Development Team Program and submit them to the APA for publication.
8. Nominate and appoint the Head Coaches for the Development Team Program.
9. Provide to the International Liaison a written listing of proposed inbound and outbound tours in support of the Development Team Program.
10. Address any written complaints about the three programs under this Committee.

3. Coaching Accreditation Program

Purpose of the Coaching Accreditation Program:

The purpose of the Coaching Accreditation Program is to provide a program that creates experienced coaches capable of providing safe, effective, and standardized coaching for interested APA members.

Objectives of the Coaching Accreditation Program:

The Coaching Accreditation Program will:

1. Develop and manage a coaching accreditation program for the APA.
2. Provide a system for training and certifying coaches for APA.
3. Develop coaching documents that support the accreditation program.
4. Provide a system for accountability of accredited coaches.
5. Provide a written list of accredited coaches.
6. Be managed by the Chief Coach.

Chief Coach will:

1. Certify coaches based on candidates' successful completion of the required accreditation program.
2. Notify the Player Development Committee of all accredited coaches.
3. Maintain a database of all accredited coaches.
4. Maintain all coaching performance reports on file.
5. Take non-disciplinary action based on observed and/or a written report on the performance of a coach. Non-disciplinary action may include counseling (verbal and/or in writing), remedial training, and/or supervised coaching.
6. Recommend disciplinary action to the Player Development Committee as required based on observed or a written report on the performance of a coach.
7. Work with the Clinic Coordinator and assign coaches to requested clinics.
8. Review and update forms used in the program such as an application form, training record forms, performance report form, etc. These forms will be reviewed and approved by the PDC and posted on the APA website.



Structure for Coaching Accreditation Program:

NOTE: This portion of the rules will be developed by the Chief Coach

4. Clinic Coordination Program

Purpose of the Clinic Coordination Program:

The purpose of the Clinic Coordination Program is to provide a program to make sure clinics are coordinated and conducted for all APA members and interested parties.

Objectives of the Clinic Coordination Program:

1. To coordinate clinic opportunities for all levels of APA members; from beginner through advanced.
2. To coordinate clinic opportunities for interested parties who are not currently members of the APA.
3. To keep track of clinics given on an annual basis.

Structure of the Clinic Coordination Program

1. Clubs and Zones may request types of clinics wanted/needed in their area to the Clinic Coordinator. Only written requests will be accepted and must include proposed dates of the clinic, names of individuals managing the clinic, clinic location, anticipated number of participants, and clinic budget.
2. All clinics should be self-funded and should cover the reasonable travel costs of the clinician.
3. The Clinic Coordinator will work with the Chief Coach to help ensure that the appropriate clinician is assigned to the clinic. Requests for specific clinicians should be honored when possible.
4. The assigned clinician will make a written report to the Clinic Coordinator concerning the clinic.
5. The Clinic Coordinator will maintain a database of the clinics and will provide an annual report to the Player Development Committee which in turn will provide the information to the APA Board.
6. The Clinic Coordinator will provide a written narrative concerning each clinic for publication in the APA newsletter.



5. Development Team Program

Purpose of the Development Team Program:

The purpose of the Development Team Program is to provide a program that allows APA members the opportunity to be assessed, selected and coached to play on APA teams representing the United States at international competitions.

Objective of the Development Team Program:

1. Field teams which are competitive at international competitions and/or test matches in the United States or overseas. Members from the development teams will represent the United States under the sanction of the APA at all inbound and outbound international competitions and/or test matches.

Structure of the Development Team Program

1. The APA will have development teams for the following divisions: Adult Men, Adult Women, Under 21 (16-20), and Under 16. Age is determined as of January 1st of the year in consideration.
2. The number of players named to a development team will be at the discretion of the Head Coach for that particular team. The general guideline is that 12-18 players will be selected.
3. Applicants that are 18, 19 or 20 years old as of January 1st of the year in consideration may submit an application to both the Under 21 and the appropriate Adult team.
4. Applicants to the development teams will be required to play in a minimum of 2 APA sanctioned tournaments during the year so that the Head Coach and Assistant Coaches will have an opportunity to rate and score the applicants. Coaches will not be required to assess applicants at non-APA sanctioned tournaments, however they can if they so choose. Applicants are encouraged to submit to the Head Coach video of their play.
5. Applicants will be scored and rated using the evaluation form developed by the Player Development Committee.
6. Applicants not selected for the development team may be asked to join the team if a member(s) of the team cannot fulfill their obligations.
7. Applicants selected for a development team have the following minimum obligations: agree to abide by the decisions of the Coaches; provide two horses for inbound social and test matches; attend team training practices as requested by the coaches; help conduct clinics for APA members and non-members as requested; help raise funds for development team events and trips.
8. From these development teams the Head Coach of the team will select players to represent the United States in any APA sponsored outbound or inbound international competition or test match.

PROGRAMS



9. APA members in good standing interested in participating in a development team must submit an application form to the APA Secretary by October 1 for the upcoming calendar year (i.e. the deadline calendar year 2006 is October 1, 2005).
10. Teams will be selected by the Head Coach and Assistant Coaches and submitted to the Player Development Committee by November 1. The Player Development Committee will review the proposed selections and work with the Head Coach to finalize the selections.
11. Development teams will be named by December 1 and will be posted on the APA web site.
12. The period of selection runs from January 1st to December 31st of the following year.
13. There is no limit to the number of years an applicant may apply for and/or be selected for a development team.
14. Head Coaches will be selected by the Player Development Committee and announced by March 1 each year for the following year.
15. Head Coaches for each team will submit evaluation score sheets on each applicant that they have observed playing at an APA tournament to the Player Development Committee. The Head Coach will coordinate with their Assistant Coaches to ensure that all applicants are rated and scored.
16. Head Coaches will select and appoint a Team Manager. The Team Manager will be responsible for administrative matters associated with the team.

6. Player Development Program Code of Conduct

PLAYERS, MANAGERS AND COACHES IN THE PLAYER DEVELOPMENT PROGRAM UNDER THE AUTHORITY OF THE APA ARE EXERCISING A PRIVILEGE AFFORDED THEM BY THE APA IN PURSUIT OF REGIONAL, NATIONAL AND INTERNATIONAL RECOGNITION AS PARTICIPANTS. THUS, THE FOLLOWING GUIDELINES AND RULES SHALL APPLY IN ALL OFFICIAL ACTIVITIES ASSOCIATED WITH THE APA'S PLAYER DEVELOPMENT PROGRAM.

1. GENERAL GUIDELINES:

PARTICIPANTS WILL PLACE ALL HORSE'S WELFARE ABOVE ALL OTHER CONSIDERATIONS.

PARTICIPANTS ARE EXPECTED TO CONDUCT THEMSELVES AT ALL TIMES IN A MANNER, WHICH IS IN KEEPING WITH REPRESENTING THE APA, AND WILL NOT BRING DISCREDIT UPON THE APA.

WHEN TRAVELING UNDER THE AUTHORITY OF THE PLAYER DEVELOPMENT PROGRAM, EACH PARTICIPANT IS EXPECTED TO DRESS APPROPRIATELY AS DIRECTED BY THE TEAM MANAGER AND COACH.

RESPECT FOR PROPERTY OF OTHERS, ADHERENCE TO RULES AND GUIDELINES AS SPECIFIED HERE OR BY THE MANAGER AND COACH, AND OBSERVANCE OF STATE AND FEDERAL LAWS ARE REQUIRED FOR PARTICIPATION IN THIS PROGRAM.



2. DISCIPLINE RULES:

SUBSTANCE USE AND/OR POSSESSION THEREOF – DRUGS, ALCOHOL, AND/OR TOBACCO (BY MINORS) MAY BE CAUSE FOR IMMEDIATE DISMISSAL FROM THE PROGRAM.

PERSISTANT IRRESPONSIBILITY AND DISRESPECTFUL BEHAVIOR MAY BE CAUSE FOR DISMISSAL FROM THIS PROGRAM.

DESTRUCTION OF PROPERTY, THEFT, OR VIOLATION OF STATE AND FEDERAL LAWS MAY BE CAUSE FOR DISMISSAL FROM THE PROGRAM.

FAILURE TO COMPLY WITH ANY AND ALL TEAM, OR SPECIFIC ACTIVITY RULES (CURFEW, DRESS CODE, ATTENDANCE, SCHEDULES, ETC), MAY BE CAUSE FOR DISCIPLINARY ACTION. PERSISTANT FAILURE MAY BE CAUSE FOR DISMISSAL FROM THE PROGRAM FOR THE REMAINDER OF THE CURRENT SEASON AND COULD AFFECT A PLAYERS, MANAGERS, OR COACHES FUTURE PARTICIPATION.

IF DISMISSAL FROM THE PROGRAM OR AN EVENT OCCURS WHILE TRAVELING THE PLAYER WILL BE SENT HOME IMMEDIATELY AT THE PLAYERS COST OR PARENTS COST (IN THE CASE OF A MINOR) AT WHATEVER MEANS IS MOST CONVENIENT FOR THE MANAGER. NO REIMBURSEMENT OF PROGRAM FEES WILL BE MADE TO THE DISMISSED PLAYER OR THE PLAYERS FAMILY.



NATIONAL DRESS CODE FOR PDP TEAM UNIFORMS

This dress code should be enforced for all informal and formal events involving international guests in the US as well as participation in informal or formal events internationally. Recreation days during international exchanges are not intended to be governed by this dress code.

- Any uniform piece(s) can be ordered in any complimentary combination of red, white, blue and khaki.
- Pants must be worn with a complimentary color belt and nice shoes; no tennis shoes.
- Garments selected for application of the APA logo must receive approval from the Business Development Chair.

Pants: slacks or skirts for ladies

Shirts: polo or button down, long or short sleeved

Accessories for formal attire:

Scarves for ladies neck apparel

Ties for men

Blazer, single breasted

Outerwear:

Lightweight windbreaker/raincoat

Bomber style jacket

Athletic suit



UMPIRE PROGRAM

The Umpire Body:

The Umpire Body consists of all Certified Umpires.

Chief Umpire:

While our country and our Association are governed by a Democratic system, the umpiring and rules officiating the game must be more of a dictatorship or military type of system.

The interpretation and enforcement of the rules of the Association will always be open for discussion and differences of opinion, but in order for the Association and the game to have consistency, evolve with time, and be fair to all; the Chief Umpire position must be kept out of the political game. After the opinions have been heard, the discussion done and the rules have been set forth, there must be someone who is willing to be accountable to interpret and enforce those rules. It must be one person so there is one interpretation. This is the job of the Chief Umpire.

The Umpire Panel:

The Chief Umpire will select two Certified Umpires who shall be approved by the APA board to serve as his/her panel.

The Umpire Panel consists of advisors to the Chief Umpire and along with him/her will be the committee who will enforce the following:

- Settles rules disputes
- Takes action on complaints and grievances
- Is accountable for the training and certification of umpires.

The Chief Umpire shall have the responsibility of the final say in all of these matters.

Nominations for Chief Umpire:

Nominations are taken from the Umpire Body, voted on by the Umpire Body and the Umpire Body shall submit up to 3 nominees for Chief Umpire to the APA board who will select a Chief Umpire from said nominees.



UMPIRE CERTIFICATION PROGRAM

There are now three levels of Umpires certified in the APA:

Associate Umpires:

- Qualified to assist Certified Umpires
- Become qualified to be Senior Umpires in lower level matches

Level 1 Certified Umpires:

- Qualified to be Senior Umpire in mid-level games
- Qualified to give rules clinics
- Qualified to be Tournament Chief Umpire at lower to mid-level tournaments

Level 2 Certified Umpires:

- Qualified to umpire all levels of matches
- Qualified to conduct rules clinics and umpire clinics
- Qualified to be Tournament Chief Umpire at all tournaments.

In 2005, all current Certified Umpires became Level 2 Certified Umpires.

Those interested in becoming an APA Umpire should contact any Certified Umpire or the Chief Umpire of the Association.