



American Polocrosse Association  
Manual

2018

This updated document outlines some of the programs, policies, elected positions and committees of the APA. It is for reference purposes and is always 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 Board minutes shall prevail.



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## I. CLUB REGISTRATION PROCEDURES

Groups that are interested in forming a club must inform the APA Executive Administrator with 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 Executive Administrator receives this information, the information will be confirmed as complete and correct. Please update each year.



## ORGANIZATION

### 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 send approved minutes to the Executive Administrator within 7 days of approval
- Shall make such minutes available to any Director, Officer or Member in good standing upon request and payment of reasonable copying charges therefore



## ORGANIZATION

- 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
- 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.

### The Executive Administrator:

- Maintain accurate membership database
- Maintain APA liability insurance policy
- Maintain APA memberships with the IPC and the USEF
- Maintain official APA post office box
- Update web postings and deal with tech support
- 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 meeting agendas 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.
- 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
    - Horse Welfare Policy
    - Ratings Policy
    - Alcohol Policy and Code of Conduct
    - Current membership roster
    - Membership forms
    - Day Member list
    - Liability forms
    - Incident Report forms
    - Scoresheets
  - Post tournament duties:
    - Collect and verify cap fees
    - Process sanctioning fee reimbursement if reporting date deadlines are met by the Tournament Committee;
- Oversees logo licensing and usage
- Oversee orders and sales of APA Gear
- Report financial transactions to Treasurer
- Chairs APA Nationals Tournament Committee



## ORGANIZATION

- Serves on the Communications Committee
  - Publish E-News, other publications and PR materials to members and the public
- Shall perform such other duties and have such other powers as the President or the 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 their zone
- Write articles for the E-News 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 questions and concerns for the Board



## ORGANIZATION

- Maintain a current roster of clubs, their members and their e-mails
- Initiate events, keep a calendar of tournaments, clinics, expos, etc. in the zone to avoid conflicts between the clubs
- Advise clubs to check the APA calendar with Executive Administrator when scheduling events
- Follow-up on inquiries from the APA web site from your zone
- Serve as the Zone Regional Tournament Chair. Initiate an email to 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 after the official summary is published or the minutes of the meeting have been approved by the Board.

### At-Large Directors:

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



## ORGANIZATION

### CHIEF UMPIRE Established: By-Laws – Article IV

**APPOINTMENT/ELECTION:** The Umpire Body sends the Board up to 3 names of nominees for Chief Umpire. The Chief Umpire shall then 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, and shall not hold the office of President, Vice-President, Secretary or Treasurer. This is a one year term.

Chairperson Duties	<ul style="list-style-type: none"> <li>• Responsible for Umpire Program</li> <li>• Responsible in Certification of Umpires</li> <li>• Presents, discusses new or changed rules with APA Board for approval. Rule changes are in effect 30 days after the rule change is approved.</li> <li>• Nominates Zone Umpires for Umpire Panel. The Umpire Panel will enforce the settling of rules disputes, taking action on complaints and grievances, and training and certification of umpires. The Chief Umpire shall have the responsibility of the final say in all these matters.</li> <li>• Keeps records of incidents at tournaments</li> </ul>
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Umpire Panel Duties	<ul style="list-style-type: none"> <li>• Made up of the Chief Umpire and 3 Zone Umpires</li> <li>• Discusses Disciplinary Actions</li> <li>• Discuss changes in rules or the Umpire Program</li> </ul>
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## ORGANIZATION

### US PONY CLUB LIAISON

Established: Jan 2001

Status: Board Recognized-USPC

**OBJECTIVE:** Maintain open lines of communication between the APA and USPC.

**HISTORY:** 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.

**RECOGNITION:** The APA annually recognizes the selection of the USPC Liaison and invites him/her to all Board meetings.

#### Duties

- 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 de-conflict with APA
- Educate APA members about USPC
- Facilitate APA clinics and other education programs for USPC
- De-conflict 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



## ORGANIZATION

### **BOARD ORIENTATION PROGRAM**

Updated 2017

**MISSION STATEMENT OF THE APA:** The mission of the American Polocrosse Association is to offer educational programs to promote the sport of polocrosse for youth and adult players by providing the framework for domestic and international programs that furthers education in horsemanship, supports the ideal of sportsmanship, and ensures the safety of horse and rider.

**MISSION STATEMENT OF THE BOARD:** 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, 3 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 and Directors 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.



## ORGANIZATION

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 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. 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 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.
6. All others wishing to comment are then allowed the floor in turn.



## ORGANIZATION

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.

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 vote whereby each member will answer yes or no as his name is called by the Secretary.



## ORGANIZATION

### **ROLES AND RESPONSIBILITIES FOR THE PLANNING PROCESS**

Added to the APA Manual 12/5/2006

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

Added to the APA Manual 12/5/2006

INITIATE PLANNING – Face to Face Meeting January or February Each Year			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 Chair shall select and decide the number of members on his/her committee.
- Members of committees must be full APA members.

## COMMITTEES



### GRIEVANCE PANEL

Established: Jan 2001

Status: Standing

**OBJECTIVE:** To enforce the APA Alcohol Policy and Code of Conduct.  
To deal with other grievances as requested by the President.

**Members:** consists of the Chief Umpire and all three Zone Representatives. Members will elect a Chair amongst themselves.

**Term:** Concurrent with their elected positions.

#### Chair's Duties

- Report to the Board on the activities of the Committee.
- Initiate and oversee all activities of the Committee and any Sub-Committees

#### Committee Tasks

- 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 Executive Administrator and all original complaint letters and associated documentation should be maintained in a file by the Exec. Administrator.



## COMMITTEES



### **AMERICAN POLOCROSSE ASSOCIATION CODE OF CONDUCT POLICY**

Revised November 2017

Members of the American Polocrosse Association understand that they represent polocrosse and the APA and agree to adhere to its rules, guidelines, and Code of Conduct at polocrosse events.

#### **1. GENERAL GUIDELINES:**

Members will:

- Place horses welfare above all other considerations. Animal abuse as identified by a doctor of veterinary medicine will not be tolerated;
- Respect the local and federal laws at the venue and respect the person and property of others. This includes refraining from threatening, destructive, or abusive behavior;
- Conduct themselves in a sportsmanlike manner;
- Adhere to rules and guidelines of the APA rule book and the rules established by the Event Organizer;
- Abide by the APA Alcohol Policy.

Members are expected to conduct themselves at all polocrosse events in a manner which is in keeping with the guidelines and the Code of Conduct of the APA and will not bring discredit upon the APA or the sport of polocrosse.

#### **2. ENFORCEMENT:**

Event Organizers, acting in good faith, may take such action as is necessary to prevent 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. It is then the Event Organizer's responsibility to report the incident to the APA Grievance Panel.

Members who are not Event Organizers may also report incidents to the Grievance Panel.

The procedure for further enforcement is as follows:

1. The incident must be submitted 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 or may issue a suspension of the offending person's membership beginning from the date of the incident to such a time as the panel sees fit, including a lifetime suspension. All decisions made by the panel will be submitted to the involved parties within 30 days of receiving the complaint.
3. Appeal of disciplinary action may be submitted upon receipt of the Panel's written decision. Any appeal must be made in writing to the APA Administrator 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.

Persistent violations of the APA rules, guidelines or Code of Conduct may result in further suspension.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed

Name \_\_\_\_\_

Parent or Guardian of \_\_\_\_\_



**ALCOHOL POLICY**

August 2001

Revised 2004, 2012, 2017

The APA policy is that members abide by local, state, and federal laws regarding alcohol consumption by minors at organized polocrosse events in the United States. Members will abide by U.S. federal laws while representing the APA in foreign countries. The APA has zero tolerance for consumption of alcohol or controlled substances by minors or for adults supplying minors with controlled substances. This policy includes all minors, APA members or spectators. Any adult who is knowingly contributing to the violation of the policy by providing alcohol or controlled substances to minors will be subject to the same disciplinary action set out below:

1. Any infraction of the above policy shall be reported by a credible source to the event's organizer. If the event organizer finds the report reliable, the offending individual(s) will be immediately suspended from play and the incident shall be reported to the APA Grievance Panel in writing.
2. Upon receipt and verification by the APA Grievance Panel, the Panel shall suspend the offending individual's membership until such a time as the Panel sees fit as per the APA Code of Conduct.
3. Appeal may be made upon receipt in writing of suspension of membership. Any appeal must be made in writing to the APA Executive Administrator 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.

## COMMITTEES



### COMMUNICATIONS COMMITTEE

Established: Jan 2001

Status: Standing

**OBJECTIVE:** To facilitate communication between the Officers, Board of Directors, Committees and APA membership.

#### Chair's Duties

- Report to the Board on the activities of the Committee
- Initiate and oversee all activities of the Committee and Sub-Committees
- Supervise Sub-Committee for publication of any newsletters to the membership
- Supervise Sub-Committee for publication of *American Polocrosse* magazine
- Supervise Sub-Committee for content and operation of the APA website
- Supervise Sub-Committee for publication of annual membership Directory if directed
- Supervise Sub-Committee for publication of collateral material, such as brochures, required by the Board or other Committees.

## COMMITTEES



### 'AMERICAN POLOCROSSE' COMMITTEE

**Status: Sub-committee of Communications**

**OBJECTIVE:** To publish the American Polocrosse Magazine.

#### 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 website

## COMMITTEES



### COLLATERAL MATERIALS COMMITTEE

**Established: Feb 2005      Status: Sub-Committee of Communications**

***OBJECTIVE:*** To publish collateral material to be used by Committees, Programs and members. Collateral materials to include, but not limited to: brochures, posters, videos. The Executive Administrator generally takes care of these things.

#### Committee Tasks

- Receive and evaluate material requests
- Collaborate with Development Committee or APA Executive Administrator on use of APA logo.
- Calculate & submit budget: printing, postage, etc.
- Information gathering for and verification of content
- Layout design
- Printing
- Mailing

## COMMITTEES



### E-NEWS COMMITTEE

**Status: Sub-Committee of Communications**

**OBJECTIVE:** To publish the APA E-News newsletter by mass email. The Executive Administrator is in charge of publishing.

#### Committee Tasks

- Recommend frequency, publish and meet publishing deadline
- Review and verify content
- Information gathering
- Layout design
- Archive on website

## COMMITTEES



### WEBSITE COMMITTEE

**Status: Sub-Committee of Communications**

**OBJECTIVE:** To operate/maintain the American Polocrosse Association web site. The Communications Chair assists in coordinating information with the Executive Administrator to post. The Executive Administrator makes necessary changes to content and functionality for member use.

#### Committee Tasks

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

## COMMITTEES



### BUSINESS DEVELOPMENT COMMITTEE

Established: February 2005

Status: Standing

**OBJECTIVE:** 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

- Report to the Board on the activities of the Committee

#### Committee Duties

- Prepare a press kit for the APA and member clubs to use when promoting the sport of polocrosse, including sample press releases
- 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
- Oversees the use of the APA logo in committee context, under the direction of the Board
- Can purchase and market gear bearing the APA logo with Executive Administrator

#### Examples

- Help sell APA gear on the website: setup a store for this purpose; setup a PayPal or Stripe 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,



## COMMITTEES



	<p>such as tournaments, clinics, demonstrations or informational booths</p> <ul style="list-style-type: none"><li>• Consider promotional booths at USPC events, booths at state and regional level equestrian expos, at demos and support and encourage clubs to present booths at local horse fairs and exhibits; sell APA gear at booths</li><li>• Quantity or bulk discounts on APA gear to member clubs: clubs can use as group order, or as tournament awards, etc.</li><li>• Club Charter Fee: when we get the issue of club charters in place, consider both an initial and annual fee</li><li>• Produce and sell a yearbook at the end of the year</li></ul>
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## COMMITTEES



### EXECUTIVE COMMITTEE

Established: Article IV, Page 10 of the By-Laws

**OBJECTIVE:** 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.

**MEMBERS:** Designated by a resolution adopted by a majority of the Directors. Comprised of the President and any 2 or more Officers or Directors.

#### Committee Duties

- 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)

## COMMITTEES



### FINANCE COMMITTEE

Established: Article VI

**OBJECTIVE:** Assist the Treasurer if needed with certain activities associated with maintaining the financial records of the APA.

**MEMBERS:** 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

- Report committee activities to the Board of Directors

Committee Duties

- 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

## COMMITTEES



### INTERNATIONAL LIAISON COMMITTEE

2002

Status: Standing

**OBJECTIVE:** Receive, investigate and negotiate terms and conditions of international exchanges, both inbound and outbound.

**Duties**

- 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.
- Is part of the World Cup Committee
- 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

## COMMITTEES



### **International Invitation and Associated Duties**

1. International invitation/inquiry is received by the International Liaison "IL." IL notifies the APA President and APA Executive Administrator 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.
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.

## COMMITTEES



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



### MEMBERSHIP COMMITTEE

Established: February 2005                      Status: Not Currently Used

**OBJECTIVE:** To develop a program to improve recruitment, motivation and retention of members. Determine various methods to be used and possibly 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.

Chairperson Duties	<ul style="list-style-type: none"> <li>• Report to the Board of Directors on the activities of the Committee.</li> <li>• Oversee 4-H/Youth Liaison Sub-Committee</li> </ul>
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Suggestions	<ul style="list-style-type: none"> <li>• Create membership drive plans for target audiences, families, juniors, adults, pony club, 4-H, collegiate teams, etc.</li> <li>• Request recruiting mailers from Collateral Materials Committee</li> <li>• Host Open Houses at least once a year</li> <li>• Host regular 'fun days'</li> <li>• Organize an event match geared towards the spectator</li> <li>• 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</li> <li>• Work with the President on upcoming TV show presentations of APA and the sport of polocrosse (taken from Business Development Committee)</li> <li>• Work with Pony Club and 4-H/Youth Liaison to find newcomers</li> <li>• Clubs should be responsible for teaching the basics: i.e. rules and racquet techniques</li> </ul>
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## COMMITTEES



### NATIONALS TOURNAMENT COMMITTEE

**OBJECTIVE:** Act as the Tournament Committee for the APA National Championship Tournament.

**STANDING CHAIR APPOINTMENT:** usually the Executive Administrator  
**MEMBERS:** APA President, APA Executive Administrator, Hosting Zone Representative, Local Club Contact

#### Chairperson Duties

- 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 (Ratings Chair suggested) 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 or event rules



## COMMITTEES



	<ul style="list-style-type: none"> <li>• Contact potential national sponsors, other potential prize sponsors</li> <li>• Coordinate tournament shirt, APA Gear for event sales</li> <li>• Set up insurance for event</li> <li>• Check area alcohol rules</li> <li>• Coordinate signage, program, printing and media contacts</li> <li>• Get schedule set (chukkas, times, special events and Annual General Meeting)</li> <li>• Ask Chief Umpire to set umpire schedule</li> <li>• Write up umpire horse/owner info</li> <li>• On site, act as overseer; go over checklist</li> <li>• Set up and prepare registration</li> <li>• 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</li> <li>• Check in with each field during event, in person or by radio or both</li> <li>• Collect scoresheets, ask Chief Umpire to tabulate results</li> <li>• Set up and coordinate awards ceremony with President</li> <li>• Make sure clean-up is arranged</li> </ul>
<p>Member Duties</p>	<ul style="list-style-type: none"> <li>• Determine, with Chair, if site holds up to event requirements</li> <li>• 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.)</li> <li>• Receive event promotional packets from Chair and secure ads and vendors from local businesses</li> <li>• Coordinate possible trade of services for ads for event (lime or paint, goal posts, drinks, etc.)</li> <li>• Coordinate 'Welcome Persons' or signs for arrivals</li> <li>• Local crew deals with field set up if facility does not</li> </ul>

## COMMITTEES



	<ul style="list-style-type: none"><li>• Local crew sets up field maintenance during event (remarking fields as necessary)</li><li>• Arrange as many zone and locals for announcing, scorekeeping, timekeeping, umpire horse coordination; give job descriptions out</li><li>• Deal with leg work during tournament</li><li>• Make sure clean-up is dealt with</li></ul>
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## COMMITTEES



### NOMINATING COMMITTEE

Established: Article VII of the By-Laws

**Purpose:** Manage the annual election. Members will not be eligible to run for or assume elective office.

**APPOINTMENT/ELECTION:** 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 Process

- The Executive Administrator will notify by email or other publication no less than seventy-five (75) days (Oct 1 optimal) preceding the annual election, the names of the members of this Committee and the procedure and deadline for nominating Senior 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 optimal) prior to the date of the annual election
- Senior members may nominate themselves or any other Senior member in good standing
- The Committee will make available to the Executive Administrator for publication the names of the nominees and ballots to the membership for their election no later than thirty (30) days (Nov 15 optimal) prior to the date of the annual election
- The Executive Administrator sets up the online voting system, fixes problems, gives President the codes to the system. After the election closes, President requests the Zone

## COMMITTEES



	<p>Representatives to verify results. After all candidates have been notified by the President, the Executive Administrator publishes the results of the election</p> <ul style="list-style-type: none"><li>• The annual election shall occur no later than a date between December 15 December 30 and Officers and Directors duly elected shall take office January 1.</li></ul>
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## COMMITTEES



### **RATINGS COMMITTEE** (Chair is a two year term)

#### RATINGS POLICY and GUIDELINES 2015

##### **Ratings Policy:**

Objective: To establish fair and timely ratings throughout the zones to improve seating of teams and competition.

1. Players should be rated at a minimum of every year that they play in a sanctioned tournament.
2. Raters should be APA members for at least 3 years. They should be fair, unbiased and follow the criteria to the best of their ability. Raters should be able to justify changes to a player's ratings.
3. There should be a rater for every 24 players in a tournament.
4. Ratings Chair and Zone Rater in conjunction with Tournament Organizer will assign Raters.
5. Ratings Chair will update ratings and address any inconsistencies noted with tournament raters. Ratings Chair will have final say on updates to ratings.
6. Score sheets from tournaments should be scanned and forwarded to Ratings Chair within 3 days of tournament completion.
7. Ratings Chair will develop opinions on ratings from multiple sources that may include score sheets, Tournament Raters, experienced player's opinions and performance appraisals.
8. Players can submit a request for a rating by email to the Ratings Chair who will inform the Tournament Raters.
9. Players who have been consistently playing polocrosse for 3 or more years should not have their rating changed by more than 1 point per tournament.  
NOTE: anyone can have a spectacularly good or bad day. Consistency should be the objective.
10. Players who have been consistently playing for 3 or more years will be rated at every tournament they attend, but their rating will not be posted after each tournament. After three consecutive tournaments, they will have an average rating posted.
11. No player should go to the National championship unrated. If unrated: the coach, club president and Zone Rater should recommend a

## COMMITTEES



rating which will be in effect for seeding teams for the tournament and reviewed for accuracy after the tournament results.

12. No ratings should be officially changed within 6 weeks of Nationals except for Unrated and 0 ratings. Tournaments within 6 weeks of Nationals will be included in a player's 3 tournament rating average.
13. At all times, raters should take into account how that player is performing against their peers. Performance ratings shall take precedence over skills evaluation and numbers of penalties.

### **Ratings Guidelines:**

1. A player is rated on ability only, not the length of time they have played or age or gender. Every player gets rated on ability and ability alone.
2. The lowest rating is 0 out of 20.
3. The highest rating is 20 out of 20. It should be noted that 20 out of 20 does not mean the player is perfect; it only means that the player belongs to the group of best players currently playing the sport at the highest level.
4. Minimum rating rules are used to prevent under-rating. This is achieved by setting a minimum mandatory rating once a player can perform a predetermined skill. An example of this is: "Consistently pick a ball up at a gallop: If a player can do this they are to be rated no less than a 8".
5. To accommodate varying degrees of proficiency, skills are to be assessed against three levels of proficiency. Raters should circle the top 3 to 5 proficiency levels on the ratings chart applicable to the player and assign the rating closest to the average (unless that rating is lower than an applicable minimum rating rule; in which case the player is given the rating assigned to that rule).

#### For example:

The Skill: Can consistently pick the ball up at a gallop.

The Proficiency: Sometimes or Mostly or Almost Always.

6. The point of implementing these guidelines is to more easily be able to appropriately rate lower level players, which will better affect ratings up through the highest rankings.

## COMMITTEES



Ratings chart coming soon.

## COMMITTEES



### **WORLD CUP COMMITTEE**

**OBJECTIVE:** To ensure that we send a well prepared, competitive team to represent the USA at the World Cup.

#### **COMMITTEE MEMBERS (Voting Members):**

- Chair (selected by APA Board; *only votes in event of a tie* )
- Player Representative (respected senior player who will most likely be on the team, selected by WC Chair)
- 3 At Large positions (selected by WC Chair): neutral parties with an understanding of international polocrosse
- Team Coach (after selected)
- Team Manager (after selected)

#### **Not on Committee but in close communication with WC Chair:**

- Sponsorship Coordinator: keep in contact with current/past/future sponsors to keep the fundraising efforts going year round not just in World Cup years.
- Social Media Coordinator: maintain an active social media presence
- PDP Chair: (to provide guidance on possible World Cup potential players and ideas that may help the youth be better prepared for WC play)
- International Liaison (to help facilitate International invitations for test matches)

#### **CHAIR DUTIES (Two Year Term):**

- Report committee actions to the APA Board
- APA contact for the International Polocrosse Council with any issues regarding WC
- Initiate and oversee all activities of the committee
- Lead committee to set and attain goals
- Select committee members
- After the Team Coach and Manager are selected, assist and advise them when needed.
- Remove any member from committee if good cause is shown

#### **COMMITTEE DUTIES:**

- Determine the commitment level of the Association and players towards participating in WC
- Create 4 year plan to train players and get them prepared for the next WC
- Create a procedure for player selection to ensure independent and fair team selections



## COMMITTEES



- Set transparent guidelines and code of conduct for WC Long List and Training Squad Members
- Maintain a Long List of potential WC players and update regularly
- Oversee players to make sure all guidelines and Code of Conduct are followed
- Select qualified team coaches and managers for International Test Matches and WC
- Work with Sponsorship Coordinator to develop a plan for fundraising consistently to ensure least amount of money out of pocket to players as possible.



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## PROGRAMS

### **IV. Programs**

#### **PLAYER DEVELOPMENT PROGRAM MANUAL**

Revised December 2015  
Player Development Committee  
Wade Liner, Chair

#### **Outline**

Section I General Introduction

Section II Player Development Committee

Section III Coaching/Instructor Accreditation Program

Section IV Domestic Development and Clinic Coordination Program

Section V International Tours Program

Section VI Player Development Program Rules & Expectations



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## PROGRAMS

### **PLAYER DEVELOPMENT PROGRAM**

#### **I. General Introduction**

The American Polocrosse Association (APA) Player Development Program, governed by the Player Development Committee (PDC) 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 PDC with the approval of the APA Board of Directors. The program will be reviewed annually by the PDC for accountability and relevance. Recommended changes to the program should be brought to the attention of a PDC member. The PDC will then present the proposed changes to the APA Board for approval.

The Player Development Program consists of three separate but connected programs:

#### **A. 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.

#### **B. Domestic Development and Clinic Coordination Program**

Provide administrative support for the domestic growth of polocrosse and 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.

#### **C. International Tour Program**

Provide a program that allows APA members the opportunity to apply, be identified, assessed, and; if selected, trained to play on APA teams representing the United States at international competitions. The World Cup team is part of this section of the PDP, but has a separate committee for management.



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## PROGRAMS

### **II. Player Development Committee**

The Player Development Committee (PDC) 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. The outgoing Chair has the right to make a recommendation to the Board.
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-Western) will have a representative on the PDC.
3. The PDC Chairperson shall appoint the Domestic Clinic Coordinator and Chief Coach positions, which shall be for a period of two (2) years and may be reappointed. The Chief Coach must be an adult member of the APA.
4. The Domestic Clinic Coordinator and Chief Coach will also serve as members of the PDC.
5. The International Liaison will communicate with the PDC chair but will not hold a voting position.
6. The PDC will manage and oversee the three programs administered by the PDC and provide administrative and accounting support.
7. The PDC will 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.
8. The PDC will develop the required applications and evaluation forms related to the business of the three programs administered by the PDC.
9. The PDC will address any written complaints regarding the three programs administered by the PDC.



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## PROGRAMS

### **III. Coaching/Instructor Accreditation Program**

#### **A. Purpose of the Coaching/Instructor Accreditation Program:**

Provide a program that creates experienced coaches/instructors capable of providing safe, effective, and standardized coaching for interested APA members.

#### **B. Objectives of the Coaching/Instructor 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/instructors
5. Provide a written list of accredited coaches/instructors
6. Be managed by the Chief Coach.

#### **C. Structure for Coaching/Instructor Accreditation Program:**

The Chief Coach will:

1. Certify coaches/instructors based on candidates' successful completion of the required accreditation program.
2. Notify the PDC of all accredited coaches/instructors.
3. Maintain a database of all accredited coaches/instructors.
4. Maintain all coaching/instructing performance reports on file.
5. Take non-disciplinary action based on observed and/or a written report on the performance of a coach/instructor. Non-disciplinary action may include counseling (verbal and/or in writing), remedial training, and/or supervised coaching.
6. Recommend disciplinary action to the PDC as required based on observed or a written report on the performance of a coach. The Committee may refer the report to the APA Grievance Panel if deemed necessary.
7. Work with the Domestic 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.

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



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## PROGRAMS

### **IV. Domestic Development and Clinic Coordination Program**

#### **A. Purpose of the Domestic Development and Clinic Coordination Program:**

Provide a program to ensure clinics are coordinated and conducted for all APA members and interested parties.

#### **B. Objectives of the Domestic Development and 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. Work with the Membership Chair to make sure the event gets the appropriate publicity.

#### **C. Structure of the Domestic Development and Clinic Coordination Program:**

The Domestic Development and Clinic Coordinator (DDCC) will:

1. 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.
2. Maintain a database of the clinics and will provide an annual report to the PDC which in turn will provide the information to the APA Board
3. Provide a written narrative concerning each clinic for publication in the APA newsletter.
4. Promote the clinic program to the APA clubs.
5. Suggest other activities such as exchanges between clubs and between zones; play days or other formats which will help to bring in new or returning members. Clubs and zones may request types of clinics wanted/needed in their area to the DDCC. . 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.
6. All clinics should be self-funded and should cover the reasonable travel costs of the clinician.
7. The assigned clinician will make a written report to the DDCC concerning the clinic.



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## PROGRAMS

### **V. International Tour Program**

#### **A. Purpose of the International Tour Program:**

Provide a process that allows APA members the opportunity to be assessed, selected and coached to play on APA teams representing the United States in international competitions and the opportunity to prove ability by playing and living with hosts in other countries or hosting foreign players here.

#### **B. Objective of the International Tour Program:**

1. Field teams which are competitive at international competitions and/or test matches in the United States or overseas.
2. Create a consistent strategy and coaching philosophy which is used as a means to improve our level of competition and excel in the world polocrosse arena.
3. To give APA members the opportunity to compete at any level internationally.

#### **C. Structure of the International Tour Program:**

Each tour will follow this developmental process independent of other tours. Coaches, Managers and Players must be APA members in good standing.

#### The Player Development Committee will:

1. Identify in writing potential tours which will accomplish the aim of the program to the International Liaison.
2. Once preliminary interest is established between both parties, the PDC will ask the President to extend a formal invitation. The PDC will then make an announcement to the general membership and call for applications for venue hosts, coaches, managers and players outlining as many details of the tour as available at the time.
3. Accept and review host venue applications and vote to select the APA host club.
4. Provide the Coach with player profiles from past participation records.
5. Provide the Coach, manager and host venue with approved guidelines for operating the tour.
6. Provide the Coach and Manager the appropriate contact information and as many terms of the tour that have been agreed upon to that point and a copy of the official letter of intent to or from the foreign team.
7. (Can) Remove any Coach, Manager and/or Players, including alternates, who do not follow the process.
8. (Can) Remove any player/alternate who has not met their obligations as outlined.
9. Train/encourage participation of team managers and horse managers.



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## PROGRAMS

### The International Liaison will:

1. Initiate contact with foreign polocrosse associations to accomplish the written tour requests of the PDC.
2. Upon receipt (outbound tour) or acceptance (inbound tour) of a formal invitation, the IL will forward copies of the invitation and logistical correspondence to the tour coach and manager or the PDC Chair.

### Coach & Tour Administration Selection:

1. Tour Coaches will be selected by the PDC through the application process. Application deadlines will be set when call for applications are made for each tour.
2. Tour Coaches will select their own tour administration.
3. The PDC will provide copies of applications submitted for tour manager and horse manager to the Coach for his/her consideration.
4. The Tour Manager will be responsible for administrative matters associated with the tour as set by the PDC.
5. The Coach and Manager will be responsible for developing and negotiating the terms of the tour with the internationals from the point at which the internationals reach US soil or the US team reaches foreign soil.

### Player Selection/Qualification

1. Players and alternates will be selected by the appointed coach using the PDC application process.
2. Application deadlines will be set when call for applications are made for each tour.
3. Applications will include a contract with the player/alternate including a payment schedule, commitments, deposit request, medical/insurance information and card, etc.
4. The Coach will select the members of the tour team including alternates using various options approved by the PDC including but not limited to open tryouts, participation in clinics or evaluation during tournament play in order to give all applicants an equal opportunity to be selected, such process to be announced by the tour coach.
5. There is no limit to the number of tours an applicant may apply for and/or be selected for as long as they meet the tour requirements.
6. Applicants to the international tours will be required to have played in a minimum of 2 APA sanctioned tournaments during 12 months prior to the tour. Applicants are encouraged to submit video of their play to the tour Coach.
7. Applicants not initially selected for the international tour may be asked to join the tour by the Coach if a member(s) of the tour cannot fulfill their obligations.





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## PROGRAMS

8. Applicants selected for an international tour have the following minimum obligations: agree to abide by the decisions of the Coaches and Managers; provide two horses for inbound social and test matches; help procure and share in the expense (if necessary) for 4 additional horses for a reserve pool, attend tour training practices at their cost as requested by the coaches; help conduct clinics for APA members and non-members as requested; help raise funds for their tour and meet all financial commitments associated with their tour.

### **D. Accountability of the International Tour Program**

1. The PDC will be responsible for developing and publishing all budgets after working with the team management (coach and managers). The team management will be responsible for executing the steps necessary for any tour including travel arrangements, housing, horses, clothing, etc. with assistance from the PDC as necessary.
2. All donated funds remain in the player development program account.
3. An individual accounting of donations received for each player/alternate will be kept for each specific tour.
4. No donated funds will be refunded to players/alternates.
5. Players/alternates may only receive a refund of personally paid funds over the actual cost of the tour if all requirements stated on the tour application are met.
6. Tour Coaches, Assistant Coaches, Managers or other members of the tour administration have the right to ask for reimbursement and/or compensation for their specific tour as long as they express the need for any such reimbursement and/or compensation on their application. (NOTE: this option should be on the application form)



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## PROGRAMS

### **VI. Player Development Program Rules and Expectations**

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.

#### **A. General guidelines:**

1. Participants will place all horse's welfare above all other considerations.
2. 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.
3. 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.
4. 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.

#### **B. Discipline rules:**

1. Substance use and/or possession thereof – drugs, alcohol, and/or tobacco (by minors) may be cause for immediate dismissal from the program and may be referred to the APA Grievance Panel.
2. Persistent irresponsibility and disrespectful behavior may be cause for dismissal from this program.
3. Destruction of property, theft, or violation of state and federal laws may be cause for dismissal from the program.
4. Failure to comply with any and all team, or specific activity rules (curfew, dress code, attendance, schedules, etc.), may be cause for disciplinary action. Persistent failure may be cause for dismissal from the program for the remainder of the current season and could affect a player's, manager's, or coach's future participation.
5. 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 player's family.



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## PROGRAMS

### **Ammendments:**

#### International Tour Packet:

The PDC has drafted an International Tour Packet to be used as a reference source for all international tours; inbound and outbound. It is strongly suggested that all involved persons for any tour familiarize themselves with suggested procedures for organizing and completing a Player Development Program tour.

Contact the PDP Chair or Executive Administrator for the International Tour Packet.

### **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 APA Executive Administrator.

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



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## PROGRAMS

### **UMPIRE PROGRAM**

#### **APA By-Law 4.10:**

##### Selection and Responsibility of Chief Umpire.

The process of appointing a Chief Umpire shall be that 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.

The Chief Umpire will select one Certified Umpire from each Zone who shall be approved by the APA Board to serve as the Zone Umpire.

The Chief Umpire, along with the three Zone Umpires, make up the Umpire Panel. The Umpire Panel will enforce the settling of rules disputes, taking action on complaints and grievances, and training and certification of umpires. The Chief Umpire shall have the responsibility of the final say in all these matters.

The Chief Umpire will discuss and present any rule changes to the APA Board for approval. Any rule change will be in effect 30 days after the rule change is approved.

#### **Umpire Roles**

##### Umpire Panel

- Made up of the Chief Umpire and 3 Zone Umpires
- Discusses Disciplinary Actions
- Discuss changes in rules or the Umpire Program

##### Zone Umpire

- Assist the Chief Umpire in Appointing Tournament Umpires to APA Events
- Acts as a Liaison between the Chief Umpire and the players in a Zone
- Nominated by Chief Umpire and Approved by the Board
- Must be a Current APA member
- Must be a Certified Umpire

##### Umpire Body

- The group of all Certified Umpires
- Nominates Chief Umpire
- Is engaged in the "Umpire Program"
- Discusses agreed upon "Standards" for umpire consistency



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## PROGRAMS

### Tournament Umpire

- Certified Umpire appointed to an APA tournament
- Acts as representative of both APA Board and Chief Umpire
- Sends tournament report to Chief Umpire after the tournament
- In charge of the umpire schedule at a tournament

### Head Umpire

- The more experienced of the two umpires in a game
- Must be at least an Associate Umpire
- Has authority in the event of a disagreement between umpires during a game

## **UMPIRE CERTIFICATION PROGRAM**

### Chief Umpire

- Responsible for Umpire Program
- Responsible in Certification of Umpires
- Responsible for revising and implementing the Rules
- Nominates Zone Umpires
- Keeps records of incidents at tournaments

### Certified Umpires

- Must demonstrate complete knowledge of the rules
- Must be able to umpire at all levels including international play
- Must complete test (oral)
- Must be familiar with the current direction of the "Umpire Program"
- Has umpired or played in the past 24 months

### Associate Umpires

- Umpires that have been seen successfully umpiring at a tournament by a Certified Umpire
- Must be able to act as "Head Umpire" during a game
- Must be and adult APA member

### Umpires

- Anyone that umpires at tournaments



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## PROGRAMS

### **CROSSE-OVER-CHALLENGE PROGRAM**

#### **Overview**

The Crosse-Over-Challenge is a competition which trainers acquire a recently retired TB racehorse, or one determined not suitable to race, and prepare it over a period not to exceed 20 months for competition in polocrosse. Format for competition is designed to test the quality and progress of each horse's training in regards to ease of handing, agility and responsiveness.

The final evaluation and competition completion will take place at APA Nationals in 2020.

#### **Mission and Goals**

APA created the Challenge to inspire members to secure the futures of retired Thoroughbreds through training and promote the sport of polocrosse. In addition to benefitting the horses, the Challenge is intended to help members become knowledgeable trainers in developing quality horses for the sport of polocrosse.

#### **Trainer Eligibility and Application**

##### **Trainer Eligibility**

Any member in good standing in the APA, 16 years or older, can submit an online application to be a participating trainer/competitor. Competitors will be expected to be the only rider and be responsible for all training. Age groups will be determined by number of entrants and ages.

##### **Entry Fee**

Each trainer will pay a \$250 entry fee online when completing the application. If not accepted, the fee will be returned. If the trainer is accepted the fee is non-refundable. See fees and costs below.

##### **Open and Closing Date**

Trainer applications may be submitted to APA online from February 1, 2019 through December 31, 2019. Applications are available on the APA main website.



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## PROGRAMS

### **Trainer Application Form**

In addition to basic contact information it requests the following below. Please have the information ready when you apply online. Note that APA may use the information you provide in promotional materials.

*Competition highlights in APA and/or other disciplines for the last 2 years* (600 characters maximum) - This information is important as a means of evaluating trainer experience and talent. Lack of competition experience does not disqualify a trainer from consideration if other evidence exists that the trainer has the skills to succeed.

*Narrative describing skills, knowledge and experience* (600 characters maximum) - This is an opportunity for trainers to share information other than competition experience that might assist APA in its evaluation. Specific knowledge of nutritional and feeding requirements of OTTBs is expected.

*Affiliations* - Trainers are asked to describe their relationship to farms and organizations that share APA commitment to equine welfare.

*References* - Trainers 22 years and under, must provide the names of two people who are familiar with the trainer's work with horses, along with contact information, relationship to the trainer, and credentials of the references. The APA may or may not contact these individuals.

*Video links* - Trainers are encouraged to provide videos as evidence of riding skills, particularly if competition highlights fail to adequately demonstrate competence.

### **Selection Criteria**

An APA Challenge Selection Committee will review applications as they come in and approve or disapprove based on the following factors:

- Evidence from the application, from past APA results, and other evidence that the trainer will effectively introduce an off-track Thoroughbred with no experience outside racing, to demonstrating that horse's talent and trainability for polocrosse.
- Trainer's knowledge of the specific needs that some TBs require in regards to nutrition and feeding to maintain condition.
- Need for geographic diversity



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## PROGRAMS

- Affirmation and evidence that the trainer is committed to the APA Crosse-Over-Challenge.

### **Approval**

APA will contact applicant trainers within two weeks of receiving a complete application with entry fees paid, to notify them of the status of their application.

### **Trainer Withdrawal**

Once a trainer is accepted into the Challenge, he or she may withdraw at any time by notifying the APA committee via phone or email. Refunds of entry fee will not be given.

### **Catch Rides**

In situations where a Crosse-Over trainer is unable to ride at the 2020 Nationals but has been the only rider and trainer of the horse for the months leading up to the event, he or she may make a written request to APA to allow a catch rider to show the horse in the Crosse-Over Challenge. Catch riders will be approved only in cases where the approved Crosse-Over trainer has an extraordinary personal circumstance preventing him or her from showing the horse at the National competition. In cases where catch riders are approved, the horse will be shown in the name of the trainer and prizes will be awarded to the trainer.

## **Horse Eligibility and Registration**

### **Horse Eligibility**

To be eligible for the 2020 Crosse-Over-Challenge horses must meet the following three requirements.

1. *Must be registered with The Jockey Club and have a lip tattoo or Jockey Club microchip.* Note that horses who meet the other requirements of eligibility but were never tattooed can be approved if they have registration papers and proper identification. If horses obtained from Elite TB, this requirement is waived.
2. *Must have raced or been in training to race.* Horse must have been in training or have raced after December 1, 2017. If horses are obtained from





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## PROGRAMS

Elite TB, this requirement is waived but may not have had any prior training in another discipline.

3. *Must not have started in training for a second career before December 1, 2018 other than a maximum of ten allowable rides or training sessions that introduce skills specific to non-racing careers.* See conditions below.
  - a. Horses that cross-trained in other disciplines during their active racing careers are eligible as long as they did not show or compete in those other disciplines.
  - b. Horses that competed in sports other than racing before December 1, 2018 are ineligible.

### **Horse Acquisition**

The APA has established a relationship with Elite Thoroughbreds, in Franklinton, LA, where TBs will be available at no charge to participants.

<http://elitethoroughbreds.com>. It will be the trainer's responsibility to select and arrange transport of the horses. Challenge Committee Member, Ashley Barbour, is available for assistance in selection of a suitable horse. Once the trainer's application is approved, contact information and horse acquisition instructions will be sent. **Do NOT contact Elite Thoroughbreds** directly; all contact must go through Ashley Barbour.

If requested, Elite TB suitable horses will be available at Central Zone tournaments and Regional tournaments for adoption.

If trainers are unable to secure a Thoroughbred from Elite TB, they may acquire an OTTB from another source. The online and the printed Retired Racehorse Resource Directory are excellent places to start. They include 300 farms, organizations, and racetracks, as well as lists of Facebook groups and searchable web sites. Any adoption fee through these other sources will be the responsibility of the trainer.

### **Horse Ownership or Contract**

Once adopted, the trainer becomes the owner of the horse and may choose to either keep the horse after the Challenge or place it into the live auction to take place at Nationals 2020. If the horse is auctioned, the trainer will be eligible to 95% of the auction price, with the other 5% to be paid to the APA to further the program. The APA retains the right to remove the horse from the owner at any time during training or at the Challenge, if it is determined the horse is neglected or abused. If a horse adopted from Elite Thoroughbreds, is determined to be



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## PROGRAMS

unsuitable for polocrosse, within the first 60 days, it may be returned/exchanged to Elite Thoroughbreds as long as it has not been injured during the training process. If the horse is injured during the training process, Elite Thoroughbreds will allow the TB to be returned AFTER rehabilitation is complete.

### **Horse/Trainer Relationship**

For a horse to be eligible to compete, the trainer must have been the only rider/trainer of the horse after being acquired and the trainer must ride the horse in the National competition, unless a catch rider is approved.

### **Horse Registration Form**

Trainers should register their Challenge horses as soon as they acquire them. All trainers must register an eligible horse using the online Registration Form no later than June 1, 2020. That form will include the following:

- Jockey Club name,
- Date of last race or published work, if available.
- Name of previous owner,
- Name and contact information of current owner,
- Narrative describing how you or owner acquired horse,
- Narrative describing any training done between retirement from racing and adoption date,
- Identification of any aftercare organizations that assisted in transitioning the horse from racing,
- Additional notes about horse's history, if available
- Photo of horse with you
- Conformation photos, and horses head photo.

Trainers grant APA permission to publish all information in their horse registration form except for their email, address, and phone number.

### **Horse Withdrawal and Replacement**

Trainers may withdraw a horse from the Challenge at any time by notifying the Challenge committee with an explanation and notification of horse's future care.

Trainers may replace a scratched horse with any eligible horse as late as June 1, 2020



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## PROGRAMS

Replacement horses must be registered with the online Challenge Horse Registration Form.

### **Entry Fees and Other Costs**

#### **Entry Fee**

The entry fee per horse is \$250 to be paid online at the time of application. If the trainer is accepted the fee is non-refundable.

#### **Crosse-Over-Challenge Horse Sale Fee**

Trainers who choose to auction their horse in the Challenge Horse Sale at 2020 Nationals, will pay a 5% consignment fee to the APA to help to further fund the project.

#### **Trainer Code of Conduct**

The Thoroughbred Crosse-Over-Challenge exists to promote the trainability and performance of off-track Thoroughbreds and to promote the importance of horse responsiveness and riding skills in the sport of polocrosse. Trainers participating in the Crosse-Over-Challenge agree to support the mission of APA.

The APA board and Challenge Committee welcome direct input, including criticism and suggestions. Evidence of ineligibility, horse abuse, or other serious concerns about any trainer in the Challenge is also welcome when presented directly to APA. Use by trainers of social media and other public forums to make allegations against their peers or against the APA will be cause for review by the APA and could lead to removal from the competition.

### **Polocrosse**

#### **Polocrosse Agility**

Riders will complete an agility pattern to include the following:

- Figure-eight with lead changes at the canter both directions
- Two roll-backs (left and right)
- Two turns (left and right - tightness of the turn will be judged)
- Two tight circles (left and right)
- A check and release



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## PROGRAMS

- Two complete stops and step-backs
- Working with another horse – player pair to show calmness and responsiveness

A diagram of the pattern will be made available to trainers upon arrival at the National tournament, in the packets.

### **Racquet and Ball Work**

Each player will demonstrate racquet work including each of the following skills.

- Near side pickup
- Off side pickup
- Ten –Yard throw near-side
- Ten yard throw off-side
- Catching and throwing the ball with another horse – player pair.

### **Finale**

If agreed by the top 6 competitors, a shortened chukka will be played to allow judges to see horses perform under a game situation.

If necessary, the top three scoring horses will perform both agility and racquet and ball work for an additional score during the finale.

### **Scoring**

Polocrosse Agility will be judged with a maximum possible score of fifty points. Each of the following will be scored on a scale of 0 to 10: calmness of horse (10 points), responsiveness to rider's aids (10 points), adjustability of pace (10 points), quality of lead changes (10 points), quality of stops (10 points).

Racquet and Ball Work will be judged with a maximum possible score of fifty points. Each of the following will be scored on a scale of 0 to 10: calmness of horse (10 points), responsiveness to rider's aids (10 points), adjustability of pace (10 points), willingness to maintain straightness and pace during strokes (10 points), speed and agility (10 points).

The top three placed horses may earn an additional 100 points during their finale performances. The final placing for the top three horses will be a sum of their two scores. Placing below third will be based on their single performance score.



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## PROGRAMS

All scores are the average of points awarded by each of the judges.

### **Attire and Equipment**

Attire and equipment should be in accordance with the APA rules.

### **Horse Welfare**

#### **Horse Protection Policy**

When a trainer enters a horse in the Crosse-Over-Challenge, he or she agrees to take responsibility for the horse's wellbeing and to sell or place it in a responsible manner. If a horse is withdrawn, whether it is replaced by another horse or not, the trainer will submit a with-drawl form indicating the status of the horse. If any trainer is found to have knowingly sent a horse entered in the Challenge to a kill buyer or to a livestock auction to be sold for under \$1,000, the trainer will be removed from the competition and be banned from participation in future APA events.

#### **Abuse and Neglect**

Alleged instances of horse abuse or neglect during the training process or at the National Competition will be investigated by the APA Challenge Committee and be grounds for elimination. Evidence of abuse or neglect during the event should be brought directly to the tournament committee. Evidence of abuse or neglect affecting horses entered in the Challenge before the event should be brought to the current tournament committee or APA directly by phone or email at (b3.performancehorses@gmail.com). Allegations by participants of abuse or neglect made in public forums will be considered a violation of the Trainer Code of Conduct.

#### **Soundness**

Judges in all tournaments are authorized to eliminate horses for unsoundness. Lamé horses should not compete.

#### **Body Condition**

Any horse that arrives at a tournament with a Henneke Body Condition Score of 3.0 or less (out of 9) will not be allowed to compete. Information on Body Condition Scoring can be found at <https://ker.com/tools/library/horse-body-condition-score-chart/> . Eliminations based on this rule will be made only by the



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## PROGRAMS

Tournament Committee in consultation with a veterinarian. Horses from Elite TBs may be removed from trainers that are found to be abusive or neglected.

### **Liability**

Crosse-Over trainers release and hold harmless the American Polocrosse Association, its Board of Directors, its staff, members and its sponsors from liability for damages resulting from their participation in the Crosse-Over-Challenge before, during, and after the event. Trainers acknowledge that they participate at their own risk and will sign liability waivers upon arrival at the tournament. If the participant is under the age of 18, a parent/legal custodian must sign on their behalf.