

USDF Region 6 Policies and Procedures

I. *What is USDF Region 6?*

- A. Definition: The United States Dressage Federation (USDF) has subdivided the country into nine (9) geographical regions and USDF Region 6 (hereinafter Region) is one of them. Included in the Region are Alaska, Washington, Oregon, Idaho and Western Montana.

The Region, as a subdivision of the USDF, is a direct part of the USDF and thus is subject to all rules and policies of the USDF and has no independent authority of any kind. For example, all "Regional Funds" are held by the USDF and controlled by the organization as are all events which are designated as "Regional Events."

B. Officials:

1. The Region has a Regional Director (RD) who is elected by the Regional Delegates at the Board of Governors meeting for a three (3) year term of office. The Regional Director is a member of the USDF Executive Board and is the official liaison between the Region and the USDF.
2. The Region has Participating Member Delegates (PMDs) who are elected by the Participating Members of the Region. The PMDs are elected for one (1) year terms each June with their term running from August 1 through July 31. They are responsible for attending the USDF Board of Governors Meeting and for assisting the RD in governing the Region. The number of PMDs is determined by the USDF based on the number of Participating Members within the Region.
3. The Region has Group Member Delegates (GMDs) who are appointed by their Group Member Organizations (GMOs). Their term of office is from September 1 through August 31. They are responsible for attending the USDF Board of Governors Meeting either in person or by proxy per the Bylaws of the USDF. The number of GMDs is determined by the USDF based on the number of Members of their GMO.
4. Other Regional Officers, to be appointed at the discretion of the RD, may include a Regional Treasurer, Web Master, Social Media Coordinator and Regional Secretary in addition to other officers as determined appropriate by the RD. Their term of office and their duties will be designated by the RD.
5. As provided by USDF P & P VIII (B)(6) the Regional Director shall cooperate with the Chairs of the Regional Championships,

Nominating and FEI Jr/YR Committees in appointing a committee member from Region 6.

II. Regional Director Duties and Responsibilities

A. General Responsibilities shall include all functions set forth in the USDF's Regional Director Guide --

<https://www.usdf.org/docs/about/about-usdf/governance/rdguide.pdf?t=4/1/2020%206:05:07%20PM>

In particular, the RD is to attend all meetings of the Executive Board (unless excused), call and lead Regional Meetings, both in person and virtual and keep the Region apprised of important activities of the USDF through monthly eNews, regional website and/or social media.

B. It is important the RD attend the Regional Championships and be available to assist the USDF Representative at all awards ceremonies. As this is an official function, to the extent feasible, Regional Championship related expenses may be reimbursed as follows: The Region will pay for coach airfare or driving reimbursement, hotel for the duration of the Championships, and any submitted expenses not to exceed \$30 a day. However, if the RD attends the Regional Championships in any other capacity, such as competitor, trainer, coach, official or competition staff, no funds may be expended pursuant to this section for those days in which the Regional Director acted in such capacity.

Any such reimbursement is subject to the restrictions of Section V.D.

C. Each January, the Regional Director shall establish a Regional Championships Site Selection Committee consisting of a minimum of five (5) people from within the Region per the USDF Policies and Procedures. The RD shall assist the Chair of the Committee as needed and forward the Committee's recommendation to the USDF per USDF P & Ps.

D. The Regional Director shall assist the Regional FEI Jr/YR Coordinator as appropriate. For example, the Regional Coordinator may request assistance with Youth Fund Raising, USDF Jr/YR & USDF Youth Outreach Clinics and North American Youth Championships (NAYC) and to the extent possible, the Regional Director should assist.

- E. The Regional Director shall maintain notes of Regional actions in addition to notes/emails of Executive Board actions. An outgoing RD will provide the last 11 months of Regional and Executive Board actions as requested by the incoming RD and will provide all other information to assist in making the transition as seamless as possible. The outgoing RD should be available to answer questions and assist with the transition.

III. Participating Member Delegate Duties and Responsibilities

- A. PMDs, as the only officials of the Region elected directly by the Membership, shall assist the RD in making decisions for the Region.
- B. PMDs shall attend the USDF Board of Governors Meeting each year and participate in the governance of the Organization. As this is an official requirement, to the extent feasible, the Region will reimburse each PMD for the Convention Registration Fees.
- C. PMDs should attend all Regional Meetings and make motions and vote on items as appropriate.

IV. Group Member Delegate Duties and Responsibilities

- A. GMDs, as the officials of their GMO to the USDF Board of Governors, should assist the RD in making decisions for the Region.
- B. GMDs shall attend, either in person or by proxy, the USDF Board of Governors meeting and participate as appropriate in the governance of the Organization.
- C. GMDs are encouraged to attend all Regional Meetings and may make motions and vote on items as appropriate.

V. Finances and Fund Raising

- A. All monies provided to the Region, from whatever source, must be deposited with the USDF and allocated to accounts as designated by the RD except monies which are provided for a specific purpose or fund shall go to that purpose or fund.
- B. Regional funds may only be expended as permitted by the USDF P & Ps Section III (3) – “Signatures of the Regional Director, Regional Treasurer or program contact/coordinator and the

Executive Director are required to withdraw funds. Funds in a regional account are interest-bearing.”

- C. The RD should designate a Regional Fund Raiser whose purpose is the solicitation of funds for either general or specific purposes (such as NAYC). The Regional Fund Raiser must be familiar with the rules and regulations of fund raising as determined by the USDF.
- D. In cases where the RD is requesting funds as reimbursement for official activities, the RD shall request, and gain, permission from the PMDs.
- E. Periodically, but no less than every six months, the Regional Director shall post on the Regional website the latest Regional Financial Summary provided to the RD by USDF. Unless prohibited by USDF, upon request, the complete monthly financial report shall be made available to any PMD or GMO President.

VI. Regional Communications

- A. Website – The Region will maintain a regional website with the URL of www.usdfregion6.org . Whenever necessary the RD should appoint a Regional Webmaster who is responsible for maintaining the website with current news, information and regional personnel. The Region is responsible for any and all fees related to the site and is responsible for all content which must be consistent with rules and guidelines from the USDF.
- B. Social Media – The Region should maintain a presence on various social media sites, including Facebook, Instagram and Twitter. Whenever necessary, the RD should appoint a Regional Social Media coordinator who is responsible for maintaining the accounts with current news and information all in keeping with rules and guidelines from the USDF.
- C. USDF eNews – The RD shall, in accordance with USDF rules and guidelines, write a monthly eNews to be sent to all members within the Region each month.
- D. Only logos approved by the USDF may be used on official Region 6 materials, including logos created by and for Region 6.

VII. -Effective Date and Amending These Policies and Procedures

- A. These Policies and Procedures shall become effective upon a majority vote, of the current PMDs. Such vote may be done electronically or in person.
- B. These Policies and Procedures may be amended by a majority vote of the PMDs at any regularly called meeting, either done electronically or in person.