

## *DC- CA Timeline*

**MONTHLY: If DC or CA assigns responsibility to any other officer or committee chair for the below tasks, be sure to communicate plans and progress with that designated person.** Ensure Club/Center newsletter (or other group communication) is sent out and copied to RS; check web page; update calendar to keep all members informed of meetings; send Accident Report Form to USPC when necessary; attend scheduled committee meetings, send minutes of all Sponsors meetings to RS. (Riding Centers-references to Sponsors and Sponsor meetings not applicable.)

### **Throughout spring/summer:**

Attend Spring Council Meeting and DC-CA education

Attend Rallies, USPC Festival and Championships.

Attend all certificate testing days

Attend mounted/unmounted meetings, camp, etc.

Plan and attend evaluation meetings to review HM and test sheets, results, etc. to evaluate HM and riding instruction program

### **Fall Months:**

DCs: Hold Annual Meeting of Sponsors: Notice and Agenda to be sent to Sponsors, RS, VPRA 30 days prior. Provide to the RS or have posted on Pony Club website: club rosters, list of sponsors and officers, financial report, minutes of sponsors meetings, list of activities held by the club and a tentative calendar for the coming year. **Plan Club Annual Meeting to be held two weeks prior to Regional Annual Meeting so that club reports may be ready at time of regional meeting.**

DCs and CAs: Attend Annual Regional Council Meeting.

Set up your own and Club or Center calendar reminders for the coming year.

### **January**

Attend USPC Annual Meeting

Develop a list of meeting sites and record them on the List of Landowners (insurance)

Distribute goal sheets to members

Arrange meeting with upper level candidates and parents to discuss goals

Remind parents to review current Standards and test sheets each year, noting revisions

Distribute Regional calendar

Make sure Upper Level Members are aware of application deadlines for National Certifications, and due dates for both USPC and Region.

Check all Coggins and remind members of need to update and provide a copy

Clubs: Treasurer to send 1099-Misc to individuals the club paid over \$600 to for services in the prior year and send Summary 1096 to IRS. Treasurer to work on year-end financial report due to USPC and RS by February 15

### **February**

Clubs: Hold Club peer audit/review. Copy to RS.

Clubs: Treasurer to complete and send to USPC the Summary of Cash Receipts and Disbursements-due Feb. 15. Copy to RS

Check all rule books and club or center library and place order for any needed items from Shop Pony

Distribute all certification applications with stated deadline for return

Quiz Rally: hold preps and submit entries for Regional Quiz Rally

### **March**

Finalize plans for spring certificate tests. Consider separate date for HM testing only.

## April

Championships intents (if used) due to RS by \_\_\_\_\_  
Plan rally prep meetings with club instruction coordinator  
Plan HM day  
Meet with rally coordinators

## May

Check club or center roster on USPC website to check for accuracy and inform National Office of any changes  
Verify all planned activities have proper insurance for the dates and times  
Tax Form 990 must be filed for those required to do so by May 15. Copy to USPC and to RS.

## June

DCs: Propose 3-5 sponsors to be elected as the Nominating Committee responsible for presenting a slate of officers at the Annual Sponsors' Meeting

**Remember that the Nominating committee must be elected at a proper Sponsors meeting 3 months prior to the Annual Meeting. Notice of Sponsors meetings must be given 15 days in advance. (Annual Meeting-30 days)**

## July

### August

DC's: Begin planning Club Annual Meeting (location, date, time, agenda)  
Alert Treasurer to balance books and prepare a financial report to present at Annual Sponsors Meeting.  
Alert Secretary of need to send out notice of Annual Meeting along with the agenda, to all Sponsors of Record and the RS at least **30 days in advance** of meeting.  
Make certain that the date for closing the acceptance of new club Sponsors is determined and that the Secretary is aware of that date. No new sponsors may be accepted once notice of the annual meeting has been given, until the close of the Annual Meeting.  
DCs and CAs: Remind members and parents of membership dues, paperwork and deadlines for coming year  
Finalize plans for Fall certifications

### September

Plan end of year awards program with committee. Determine special volunteer awards if any.

### October

DCs: Complete Club Report Packet from the National Office and next year's renewing membership forms, due to USPC by November 15, copy to RS- to be entered online or brought to Regional Council Meeting.  
Meet with Secretary and Treasurer to go over all membership data and update (attendance, dues, certifications, etc.)  
DCs and CAs: Review members' goal sheets and discuss progress with members individually

### November

Remind members of need to complete their online renewing membership forms, due on or before November 15 to get early discount. Collect Club or Center and Regional membership dues, and submit Regional dues to Regional Treasurer. Meet with committees to develop plan for coming year.  
Determine need for future committee meetings and schedule them-perhaps different ones each month  
Produce Club or Center calendar and distribute to all members and Sponsors, including regional and national dates.  
Meet with Club or Center's Instructional Coordinator to develop an outline of Basic Instruction Plan for the coming year.

### December

Plan holiday social activity. **Take a deep breath!**