



I/I INFO PACK



uspolo.org

2024

OVERVIEW

MISSION STATEMENT

The mission of the Intercollegiate/Interscholastic (I/I) Committee of the United States Polo Association (USPA) is to promote and grow the sport of polo by providing maximum exposure to the sport; recruiting collegiate and scholastic institutions; coordinating activities of member schools and players; providing for organized competition including sponsoring & administering regional and national tournaments with an emphasis on sportsmanship, fairness and safety; and by effectively utilizing funding for the benefit of I/I activities.

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SECTION 1 I/I COMMITTEE INFO

I/I COMMITTEE MEMBERS

Chairman: Liz Brayboy

NHTC: Liz Brayboy, Cindy Halle, Miranda Luna, Danny Scheraga, Mike Vanderwerken, Chris Green

Tournament & Regular Season Committee: Cindy Halle, Danny Scheraga, Mike Vanderwerken, Beth Supik, Emma Blackwood, Steve Armour, Ryan Saul

Program & Club Sustainability Committee: Liz Brayboy, Carolyn Stimmel, Emmalyn Wheaton, Kareem Rosser, Heather Perkins

Funding & Awards Committee: Miranda Luna, Tom Wisehart, Yaz Grotnik, Lezlie Hiner, Raeann Magill

Coaches' Representatives: IC: Bonnie Magill, IS: Jenny Schwartz

Staff:

Amy Fraser - I/I Program Director

Emily Dewey - I/I Tournament Manager

Ali Davidge - I/I Program Coordinator

MEANS OF COMMUNICTATION

I/I news, updates and reminders will be posted on the I/I pages of the USPA website, uspolo.org. Please check the website periodically for updates and reminders.

Email will also be used extensively. Please be sure to inform Ali Davidge (adavidge@uspolo.org) of any email or phone contact information changes.

I/I COACHES' REPRESENTATIVES

I/I coaches will elect two coaches to serve on the I/I Leadership Group as Coaches' Representatives. The Coaches' Representatives will serve for two years on a staggered basis. Elections will occur every year and one representative will be elected to serve a two-year term each year. Clubs that participated in the current year's tournament season get one vote to be made by that year's coach. The coach must be the individual that met the yearly requirements as outlined in the I/I Tournament Conditions section H. Coaches' Eligibility.

The Coaches' Representative will serve as the communication portal between the I/I Committee and the individual I/I Coaches. Coaches' Representatives will collect information from participating coaches and present concerns and ideas to the I/I Leadership Group. Information obtained may be included in the yearly I/I Review. Coaches' Representatives are expected to participate in weekly scheduled Leadership Group meetings. Coaches' Representatives may also be asked to lead meetings with the coaches in their respective division to address key topics and procedural changes.

Communication items will be handled in the following manner: Zoom meetings, teleconference calls, email blasts, and preliminary/regional tournament meetings.

Coaches' Representatives:

Jenny Schwartz 2022/23-2023/24, Bonnie Magill 2023/24-2024/25

APPEALS PROCESS

All appeals regarding the I/I Program should be submitted to the I/I Program Director at afrazer@uspolo.org. The USPA appeals process is outlined in the USPA Tournament Conditions and By-Laws.



SECTION 2
USPA I/I TOURNAMENT & GAME INFO

REGIONAL ASSIGNMENTS

INTERCOLLEGIATE

NORTHEASTERN

Connecticut
Maine
Massachusetts
New Hampshire
New Jersey
New York
Pennsylvania
Rhode Island
Vermont
Ontario, Canada

SOUTHEASTERN

Alabama
Delaware
Florida
Georgia
Illinois
Indiana
Kentucky
Maryland
Michigan
Mississippi
North Carolina
Ohio
South Carolina
Tennessee
Virginia
West Virginia
Wisconsin

CENTRAL

Arkansas
Colorado
Iowa
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
North Dakota
Oklahoma
South Dakota
Texas
Wyoming

WESTERN

Alaska
Arizona
California
Hawaii
Idaho
Montana
Nevada
Oregon
Utah
Washington
British Columbia, Canada

INTERSCHOLASTIC

NORTHEASTERN

Connecticut
Maine
Massachusetts
New Hampshire
New Jersey
New York
Rhode Island
Vermont
Ontario, Canada

SOUTHEASTERN

Alabama
Delaware
Florida
Georgia
Maryland
Mississippi
North Carolina
Pennsylvania
South Carolina
Tennessee
Virginia
West Virginia
Jamaica

CENTRAL

Arkansas
Colorado
Iowa
Illinois
Indiana
Kansas
Kentucky
Louisiana
Michigan
Minnesota
Missouri
Nebraska
New Mexico
North Dakota
Ohio
Oklahoma
South Dakota
Texas
Wisconsin
Wyoming
Guatemala

WESTERN

Alaska
Arizona
California
Hawaii
Idaho
Montana
Nevada
Oregon
Utah
Washington
British Columbia, Canada

SUMMER REVIEW PROCESS (SUMMER DEVELOPMENT SERIES)

This series consists of reviewing and discussing any potential changes to the I/I tournament conditions for the upcoming tournament season. It is during this time that any request from a coach, parent, player or I/I community member from the year will be reviewed. Meetings are scheduled based on similar topics and anyone is welcomed to join the sessions. Any recommendations for rule changes will be sent to the I/I leadership group and the NHTC for review, discussion and if applicable, implementation.

2024 I/I SUMMARY OF CHANGES

General Changes

- All Star and Sportsmanship voting, teams may vote for their own team members.
- In the event a single player is not allowed to begin the game due to non-compliance with the USPA Arena Rules, sickness, or injury, the team may begin the game with two players, provided they have received prior approval from the NHTC or I/I staff.
- Teams must list a minimum of 3 eligible rostered players.

Intercollegiate Only Changes

- Two official game sheets will be due by December 1st.
- In the event a region does not have enough teams to host a women's or men's regional tournament, the NHTC may elect to combine regions or cancel the women's or men's regional tournament and send teams directly to the Division II National Intercollegiate tournament.
- Graduate students: Provided a grad student meets all eligibility requirements and has eligibility remaining, a second/+ year grad student may compete. Removed the restriction to first year graduate students only.
- No player may play for more than one collegiate club within the same I/I season. Any player that is listed on a qualified game score sheet submitted to the USPA is ineligible to compete for another collegiate club during the same season.
- All students must participate in at least 1 regular season game with their chosen team to be eligible to compete at preliminaries, regionals, and/or nationals. Exceptions may be granted by the NHTC for injury, sickness, internships and academic opportunities that take a student away from campus for an extended amount of time.
- The host club for an intercollegiate team hosted by a USPA member club must be within 200 miles of the college/university.

Interscholastic Only Changes

- Students who graduate a semester early may continue to compete on their team for the remainder of the school year, provided that they have been enrolled at the high school level for at least one term of the current academic year, have participated on their team during the current I/I season, and are not enrolled as a full-time college student.
- Interscholastic teams/clubs will be required to complete the IS host club form, due Oct 1.

QUALIFIED GAMES

All I/I teams are required to play a minimum of two qualified games against other I/I teams within their region/division. All I/I Regular season qualified games shall be played following all I/I Tournament Conditions, including use of the USPA Arena Rules, on a split string. Teams have the ability to shorten chukkers and/or take walk breaks as needed for the welfare of the horses. One game may be played out of region for both IS and IC or out of division for IS. Competition is available for Intercollegiate (IC) men, Intercollegiate (IC) women, Interscholastic (IS) girls, and Interscholastic (IS) Open (can be all boys, all girls, or combination of girls and boys) teams.

SCORE SHEETS

All aspects of the scoresheet must be clearly and legibly filled in.

- First and last names of all players and umpires must be present

For a qualifying game, coaches must sign the scoresheet at the conclusion of the game.

- If, for any reason, it has been agreed upon before a game begins that it will not be considered qualifying, coaches should not sign or send in the scoresheet to the USPA.

To use the scoresheet:

1. Record goals next to player's name in period scored. Indicate with consecutive letters (i.e. if No. 1 for the team on top of the score sheet scores first then write letter A- if No. 2 on the bottom team scores the next goal then write letter B, etc.). This makes it possible to tell from the score sheet what the score was throughout the game. Use letters listed below as reference- cross letters out as they are used. Two-point goals shall be indicated by a double letter (i.e. if the first shot of the game is two points write AA).
2. Indicate fouls by writing the number of the foul called in the fouling players column (i.e. 1,2,3,4,5a,5b).
3. Circle the letter of any goal scored on a penalty shot.
4. Indicate a player was penalized with a yellow or red card or technical with an * in the period it was issued. Note infraction in space on scoresheet.
5. Timeouts and substitutions must be recorded in the chukker they were used in the line designated for timeouts and substitutions.
6. Complete period and individual totals.
7. Use tally marks to indicate goals scored in a shoot-out. The team which scores more goals in the shoot-out shall be declared the game winner by one goal.
8. Record final score.

At the end of the game, scores must be tallied and confirmed with the scoreboard and umpires. All player and horse injuries should be documented on the scoresheet. Once all items have been filled out, each coach receives a copy of the scoresheet.

Each coach is responsible for keeping their own record of games played and should submit their copy of the scoresheet in the allotted 7-day timeline after a game is played. Scores will be added to the I/I scoreboard in a timely manner. Coaches are encouraged to verify that their games have been added to the scoreboard and contact staff if a game is missing.

If a coach has notes about the game that they would like to relay to staff, they should be added in to the "notes" section of the scoresheet submittal online. Additional notes may include, but are not limited to:

- Whether a starting lineup was used for their team
- If a starting player was injured or fell ill during the game and could not continue
- If a game had to be stopped due to weather or loss of daylight

TIME OUTS AND SUBSTITUTIONS

Teams will be allowed one (1), ninety (90) second timeout per half. Unused first half timeouts will not transfer to the second half. Timeouts will not transfer or be awarded during an overtime shootout. A timeout may be used at any dead ball opportunity or after a goal is scored. A team member must ride to the umpires and indicate that he/she would like to use their timeout, or a coach may get an official's attention from the sideline in order to call the timeout. Coaches may elect to enter the arena or have their team stand near the coaching area. If a coach elects to enter the arena, they must enter immediately after a timeout is requested. Once teams have converged on their coach, or around their captain if no coach is available, the timer shall begin the count down.

Substitutions may only be made during a timeout. The substitute(s) must be ready to play when the timeout ends. No warmup time shall be given to the substitute(s). A team wanting to substitute during a timeout that they have not called must notify the umpire that they will be proceeding with the substitution process.

The full ninety seconds of a timeout will be available to both teams, regardless of which team initiates the timeout. The end of a time out shall be indicated by a horn or the official's whistle. In the event teams do not return to the area where play shall be resumed in a timely manner or coaches do not leave the arena within 15 seconds of the horn, the umpires shall blow the whistle to indicate improper play and determine the appropriate penalty assessment.

- i. A timeout will not be charged if team members need to switch horses within their string.
- ii. A timeout will not be charged if a player needs to fix a part of their tack.
- iii. A timeout will not be charged if a player must take an injury timeout. A timeout will not be charged if a player must be brought in to take the place of an injured player.
- iv. A timeout will not be charged if a team substitutes during their opponent's timeout.

SHOOTOUTS

All I/I games must end in a win/loss situation. All ties at the end of regulation play shall be broken by a shootout. Shootout procedures can be found in USPA Arena Rule 5. c. 2.

SPORTSMANSHIP

Given the disparity of the level of experience of our teams there may be games that are played during which the outcome of the game is no longer in question and the score can be lopsided. It is considered poor sportsmanship to "run up the score". In lieu of instituting a "mercy rule" the I/I committee looks to coaches and the teams to use reasonable judgment and sportsmanship during such games. Examples of ways to limit the disparity in the score of a game can be: replacing players with alternates, lowering the aggressiveness of players, allowing the weaker player on the stronger team to take penalty shots, etc. We believe this can be accomplished without embarrassing the weaker team.

TOURNAMENT SITE SELECTION PROCESS

The National Host Tournament Committee (NHTC), with the help of the I/I staff and Tournament and Regular Season committee, shall select national tournament site locations on a biennial, rotating basis when possible.

The I/I staff will initiate the national host site selection process by requesting bids from all I/I teams, coaches, and contacts. USPA clubs desiring to host a National I/I Tournament are encouraged to submit proposals requesting the opportunity. Such proposals should detail past experience in hosting National or Regional I/I Tournaments, facilities presently available as well

as future facilities that may be available, tournament horses available for use, cost requested for hosting the tournament, and other activities that may be available for students and/or families while on location.

Preliminary and Regional level tournaments will use an application process that can be utilized for facilities presently available as well as future facilities that may become available. The application asks for details about the facility and its availability, tournament horses available for use, and general information about the arena. The application will be sent out to all I/I teams, coaches, and contacts at the end of the I/I season for the subsequent year. The Tournament and Regular Season committee will make the final decision on all regional and preliminary tournament site locations. In the event that multiple locations apply for the same tournament, the Tournament and Regular Season committee will make the decision as to which location is awarded the tournament. Tournament locations will be awarded based on the level of competition anticipated at the tournament and the capabilities of the locations that have applied.

I/I TOURNAMENT SEEDING & ASSIGNMENTS

Preliminary and Regional tournament assignments are completed using scoresheets received on or before the scoresheet deadline.

Preliminary & Regional Seeding considerations

- Win/loss record within the region up to scoresheet due date
 - Most recent games will be weighted higher than previous games
- Records against same opponents ex: Team A and Team B both play Team C. These games can be used comparatively to figure out where the two teams should fall near each other
- Games played out of region/division
- Rostered players
- Games played with starting players vs alternates
- Score spread up to 15 goals
- Manager, umpire, and committee member input

Score spreads over 15 goals will not be heavily considered in Prelim and Regional tournament seedings or standings.

With these considerations in mind, the I/I staff puts together their own seedings separately. Once complete, they combine the seedings, reasoning through any discrepancies. Once staff has reached a consensus, seedings and tournaments assignments are sent to the Tournament and Regular Season committee for approval along with all game results and any scoresheets the Tournament and Regular Season Committee may request to review. Once the committee approves, teams are notified of their tournament assignment. The committee reserves the right to adjust their seeding up until the tournament schedule is sent to teams, so all teams are encouraged to submit scoresheets after the scoresheet deadline.

Wildcard Considerations:

All teams participating in a regional tournament will be considered by the NHTC to receive a wildcard. Wildcards may be selected based on the following considerations:

- Availability of appropriate horses
- Ability to advance through the National tournament
- Regional tournament performance
- Regular season performance
- Rostered player information
- Manager, umpire, and committee member input

National Seeding

National tournaments will be seeded using the following information:

- Submitted scoresheets
 - Records against same opponents ex: Team A and Team B both play Team C. These games can be used comparatively to figure out where the two teams should fall near each other
- Regional performance
- Win/Loss record inter-regional play
- Rostered players
- Total win/loss record up to the NHTC meeting
- Committee member, manager, and umpire input

On an NHTC call all teams and all regional results are presented to the NHTC. Staff and the NHTC work to create the final seeding for the national tournament. Teams are seeded to the best of the NHTC's knowledge.

- Regional champions and wild cards from the same region are allowed to meet in the National Tournament before the National Championship Final. It is not mandatory that these teams be in separate brackets

D1/D2 Seeding: Teams are required to submit two official score sheets by December 1st. These scores along with any additional information available to the Tournament and Regular Season committee such as, but not limited to:

- Strength of season
- Rosters
- Umpire/manager/staff/committee member input

This information will be used to determine which teams will be put into Division I and what teams will play through Division II. Teams will have a one week window to appeal their division assignment once they have been announced.

WORK ROUTINES FOR I/I EVENTS

Teams participating in the USPA I/I Program are expected to share the responsibilities of horse care, game preparations and clean-up at all I/I events. The following is a list of guidelines for work responsibilities of I/I teams at USPA events. Different host locations may require additional or varied responsibilities. The tournament manager will assign work duties as fairly as possible. All participants in any USPA I/I Tournament/Event shall wear suitable shoes when working around horses. All shoes must be closed toed and closed heeled, as stated in the USPA I/I Tournament Conditions.

All players are required to be respectful of the host facility and to clean up after themselves. Violations and penalties for not complying with work responsibilities shall be determined by the NHTC as listed in the I/I Tournament Conditions.

Playing Teams' Responsibilities:

1. Arrive at tournament center at least 1 hour prior to scheduled game time. Report to tournament manager for string assignment.
2. Brush, wrap and tack horses scheduled to play, including spares and umpire horses (according to horse owner/manager instructions). Typically, each team will tack up eight (8) horses each.
3. Be dressed and ready to mount 15 minutes prior to game time.
4. Mount and warm-up when allowed.

5. Submit horse scores to the Tournament Manager promptly after the game. Horses are to be scored 1-10, 10 being best. Horse scores are used to award Best Playing Ponies and Strings for each tournament.
6. Clean and put away tack of played horses and umpire horses promptly after the game. Each team will be responsible for one string's tack.
7. Work duties are not complete until all horses are fully cared for and you are excused by the tournament manager. (This may include blanketing, watering, feeding, etc.)

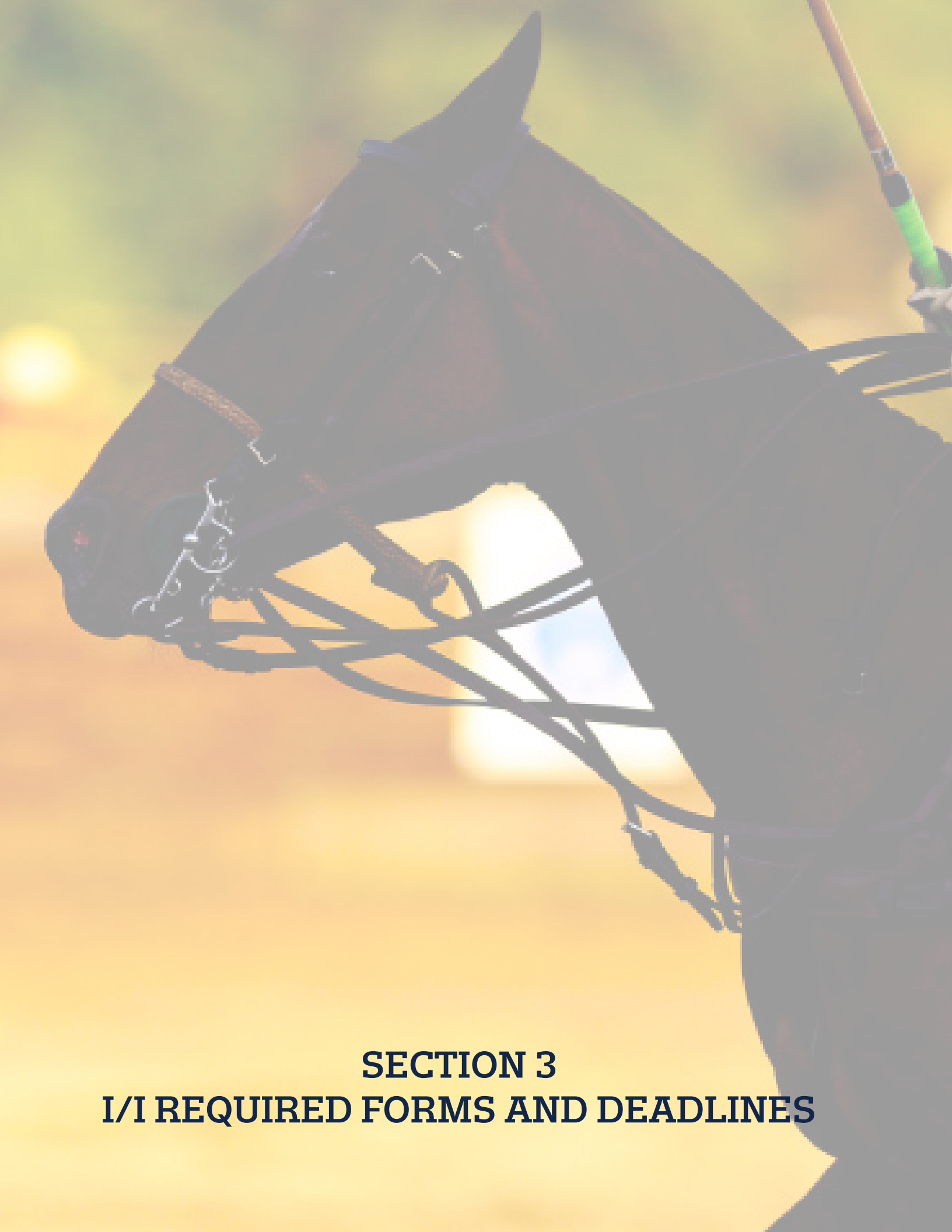
Working Teams' Responsibilities:

1. Report to tournament manager 20 minutes prior to scheduled game time for string assignment.
2. Each team will be responsible for one string of horses (6 horses plus the spare) and the umpire horses.
3. Duties include: walking, tack time adjustments, getting spare if needed, untacking and washing.
4. First chukker horses and umpire horses should be in the arena walking 10 minutes prior to game time.
5. Horses should be ready to mount (saddles adjusted, wraps checked, etc.) and by the arena ingate 2 minutes prior to the end of previous chukker.
6. Give players their mounts in the arena. Keep the ingate area clear to allow horses to enter and exit safely. Keep safe distances when helping players mount.
7. Working teams are required to assist with tack time-outs when your assigned horses are playing. Workers must be ready to enter the arena immediately after tack time has been granted by the umpires.
8. Take horses that just played out of the arena to walk in the designated hot walk area. Horses are to continue walking unless otherwise directed by the tournament manager.
9. After the third and fourth chukkers, strip, wash, and walk your assigned horses until directed to put them away by the tournament manager.
10. Alert the Tournament Manager or Equine Welfare Advocate of any concerns or questions about a particular horse's well being (i.e. injury, respiratory rate).
11. Work duties are not complete until all horses are fully cared for and you are excused by the tournament manager. (This may include blanketing, watering, feeding, etc.)

Goal Judging, Score Keeping, Lining the Arena:

1. A minimum of one goal judge at each goal will be needed. When the whole ball crosses the front plane of the goal line, signal a goal scored by flag, light, or buzzer. Ask the tournament manager or umpires if you have any questions regarding what constitutes a goal before the start of the game.
2. Goal Judges are also required to line the arena once it has been dragged. Lime will be available to mark the center, 25 yard, and 15 yard lines. Be prepared to line the arena 20 minutes prior to game time and again at halftime. Ask the Tournament Manager if you have any questions.
3. Scorekeepers and timers will sit in a designated area. This area is for the announcer, scorekeeper, timer, and tournament officials only. The tournament manager will review procedures as needed.

All students must be excused by the Tournament Manager prior to leaving the host facility.



SECTION 3
I/I REQUIRED FORMS AND DEADLINES

DEADLINES

Oct 3: Intent to Compete (IS/IC)
Tentative Rosters (IS/IC)
Coaching Requirements (IS/IC)
Host Club Form (IC)

Nov 14: IC Full Time Student check form

Dec 1: I/I Magazine Advertising deadline
Tournament Entry Fee (IS/IC)
Minimum 1 Official Scoresheet (IS)
Minimum 2 Official Scoresheets (IC)
Individual Player Forms (IS)
Final Team Roster (IS)
Rules Test (IS)

Jan 1: USPA Club Dues & USPA Membership Dues

Jan 3: Second Scoresheet Deadline (IS)

Jan 31: Intercollegiate Registrar Form
Intercollegiate Team Eligibility Form
Rules Test (IC)
Final Team Roster (IC)

One week prior to nationals: IC Full Time Student check (if advancing to nationals)

May 15: Interscholastic Varsity Letter Application

May 31: Intercollegiate Scholarship Application

October 1: Intercollegiate Funding Application

Rolling: I/I Fundraising Application

Rolling: Regular Season Umpire Support Application

SPORTS ENGINE

All paperwork for the Middle School League and Intercollegiate/Interscholastic program will be run through the SportsEngine site. All players (or their guardian) will need to sign up for a SportsEngine profile. Coaches will have access to all player forms submitted for their team through their team page on SportsEngine. Registrations will be available at <https://uspoloregistration.sportngin.com> and <https://www.uspolo.org/association/programs/intercollegiate-interscholastic>.

COACHES' REQUIREMENTS

1. Be a current USPA Member.
2. Pass a yearly criminal background check : \$16.95
3. Complete Online Concussion Training: FREE (Yearly)
4. Complete USOPC Safe Sport Online Training: FREE (Yearly)
5. Sign the USPA Intercollegiate/Interscholastic Coaches' Code of Conduct (Yearly)
6. Sign the USPA Youth Protection Policy (Yearly)

HARDSHIP WAIVERS

INTERCOLLEGIATE

An intercollegiate player may be granted an additional year of competition by the Hardship Waiver Sub-committee for reasons of "hardship." This waiver may be granted, based upon objective evidence, for reasons that are beyond the control of the player.

Hardship is defined as:

- Long term illness clearly supported by contemporaneous medical documentation which states that a student-athlete is unable to participate in intercollegiate competition as a result of incapacitating physical or mental circumstances.
- Season ending injury clearly supported by contemporaneous medical documentation which states that a student-athlete is unable to participate in intercollegiate competition as a result of incapacitating injury.
- Leaving school for a reason outside a player's control such as immediate family emergency, illness, or financial reasons. Immediate family is considered to be parent, sibling, grandparent, spouse or child.

Guidelines:

A player must not have competed in nor been on the official score sheet of more than two qualified games during the season for which the waiver is requested.

Hardship waiver applications shall be submitted to the I/I Program Director on behalf of the student in conjunction with the coach or an authorized representative of the college or university prior to competition in any qualified game, or by December 1st, whichever comes first during the season the waiver would be required.

Any request for a hardship waiver will not supersede other Tournament Conditions and eligibility requirements, such as age and standing with the college/university, and will not in any case extend past six consecutive years in which to complete playing eligibility.

INTERSHOLASTIC

An interscholastic player may be granted an additional year to the age limit by the Hardship Waiver Sub-committee for reasons of "hardship." This waiver may be granted, based upon objective evidence, for reasons that are beyond the control of the player.

Hardship is defined as:

- Long term illness clearly supported by contemporaneous medical documentation which states that a student-athlete is unable to participate in interscholastic competition as a result of incapacitating physical or mental circumstances.
- Season ending injury clearly supported by contemporaneous medical documentation which states that a student-athlete is unable to participate in interscholastic competition as a result of incapacitating injury.

Guidelines:

A player must not have competed in nor been on the official score sheet of more than two qualified games during the season for which the waiver is requested.

Hardship waiver applications shall be submitted to the I/I Program Director on behalf of the student in conjunction with the coach or an authorized school representative prior to competition in any qualified game, or by December 1st, whichever comes first during the season in which the waiver is requested.

A waiver cannot be granted such that it would allow a player to play past the age of 20.

Any request for a hardship waiver will not supersede other Tournament Conditions and eligibility requirements, such as scholastic eligibility with his or her school.

Sub-committee:

A seven person Hardship Waiver Sub-committee will be appointed by the I/I Chairman which will include one person from each of the four regions as designated on the Tournament & Regular Season Committee, one at large person, and the two Coaches' Representatives who will be non-voting members.

All sub-committee members must be present for review of hardship request and hardship decisions will be made by majority vote.

The decision of the Hardship Sub-committee is subject to the review of the NHTC. The NHTC may request the Hardship Sub-committee to re-evaluate any decision.

Any committee member with a conflict of interest will excuse him or herself from the sub-committee for that hearing and will be replaced by an alternative member named by the I/I Chairman.

All matters discussed during a waiver hearing will be held in the strictest confidence.

The committee will meet and decide on waiver requests within 3 weeks of request submittal.

Findings of the hearing will be posted on the USPA website listing the player's name, institution and type of waiver. Any reason used in the decision must be made public to the student who will be allowed an opportunity to disprove those reasons within a reasonable amount of time.

Only one waiver can be granted per player.

Criteria to be considered:

Year in school

Details of issue leading to the waiver request (i.e. was a player injured while he/she was disregarding the rules and objectives of the sport he/she should not be granted a waiver).

Timing of issue arising and timing of request (cut off date)

Effect on other team members or programs to be able to continue to compete



SECTION 4 INFO & RESOURCES

I/I LOGO POLICY

The United States Polo Association, and the I/I Program, reserve the right to use and distribute the I/I Logo(s) in their sole discretion. For use of promotional material by USPA member teams, the Long logo shown below may be used with USPA's approval, with written instructions to recipients as to how to properly use the logo.

Guidelines:

- 1) The logo may not be changed or altered in any way;
- 2) The logo may not be affixed to an article of any other competing brand (eg: Ralph Lauren, NIKE, La Martina).
- 3) The logo may not be affixed to any item deemed ill-natured or not in good taste (ie: obscene or hateful imagery)
- 4) Any article or product that logo is affixed to may not be sold.

The logo may be used for promotional materials, such as flyers, handouts, programs, provided that the material has written prior approval from the USPA.

The logo may be affixed to a jersey or jacket of the team it is representing, following the above guidelines.

The I/I Patch Logo (below left) is reserved for official use by the USPA only.

The I/I Long Logo (below middle) will be available to USPA teams.

The NIC Logo (right below) may be used for purposes related to the National Intercollegiate Championships.



INTERSCHOLASTIC VARSITY LETTER

Varsity Player Letter Requirements per interscholastic season:

- Completed Varsity Letter application
- High School Student - grades 9-12
- Active member of an existing interscholastic program
- USPA Member
- Meets all USPA Interscholastic eligibility requirements
- Logged a total of at least 100 hours of riding, stick & balling, practice and/or game time during the current I/I season
- Played in at least 4 USPA I/I Regular Season games during the current I/I season
- Played in USPA Interscholastic Preliminary, Regional and/or National Tournament during the current I/I season
- Be able to demonstrate a high proficiency in horsemanship, playing ability, skill and arena polo strategy
- A letter from his/her coach acknowledging participation, completion of the above requirements, and noting of any special awards/accolades, ie: Honor Roll, preliminary, regional and/or national sportsmanship & all star awards.

Those who submit a completed application and meet all of the above requirements will be awarded a Varsity patch for the initial year, a letter of recognition from the USPA, and subsequent pins for each additional year earned.

INTERCOLLEGIATE SCHOLARSHIP PROGRAM

The USPA Intercollegiate Scholarship Fund consists of \$100,000 available to award six (6) new \$4000 scholarships each year.

Requirements

- A. Applicant must be a current USPA member in good standing.
- B. Applicant must be or have been an active team member of an interscholastic polo program, competing in at least two of four years of their high school career, with priority going to players who competed in their senior year, as proven by appearing on their team's USPA official IS Team Roster and on USPA I/I Official score sheets for that team, in an official Qualified game, in which the Applicant played, for each year.
- C. Attending a college or university with an existing intercollegiate polo program.
- D. Applicant must be an active team member of an intercollegiate polo program, as proven by appearing on their team's USPA official IC Team Roster and appear on, at least 1 USPA I/I Official score sheet for that team, in an official Qualified game, in which the Applicant played, in the current academic year. Current intercollegiate players must also meet the interscholastic polo requirement.
- E. GPA Requirement of: 3.0
- F. In good standing with their college or university.
- G. Two non-relative letters of recommendation:
 - a. One from a registered USPA Member attesting to student's: Polo skills, horsemanship, sportsmanship and character.
 - b. One from a community member: eg: Teacher, employer.
- H. Essay: 250 words or less, describing a polo experience of choice.

Selection Process

- A. Applications will be accepted between April 1 – May 31 of each year.
- B. Only completed applications will be accepted.
- C. Scholarships will be awarded at the start of the Spring Semester of that academic year.
- D. Awards will be chosen via a blind committee organized and chosen by the Scholarship Management Company.
- E. Players will be selected based on 1) Contribution to the sport to include: Playing ability, Horsemanship, and Sportsmanship. 2) Academics 3) Community Service & Character. The management company will utilize a weighted scale, provided by the USPA Intercollegiate Scholarship Task Force.

Renewable

Awards are renewable up to three years or until a bachelor's degree is earned, whichever occurs first, on the basis of:

- A. USPA Member
- B. Active participant on the intercollegiate polo team. Recipient must be an active team member of an intercollegiate polo program, as proven by appearing on their team's USPA official IC Team Roster and appear on, at least 1 USPA I/I Official score sheet for that team, in an official Qualified game, in which the recipient plays, in the current academic year
- C. In Good USPA standing
- D. In Good academic standing
- E. GPA: 3.0

START UP & ENHANCEMENT FUNDING (IC ONLY)

This document defines the I/I Start-up & Enhancement Program's intent and purpose, creates the priorities for this fund and outlines an application process. In short, the I/I Start-up & Enhancement Program (I/I S&E) is designed to support projects that:

- Support new Intercollegiate Programs
- Enhance existing Intercollegiate Programs

The I/I S&E Funds are available to fund:

- A. Items such as tack, equipment, mallets, balls, etc
- B. Special "need" items to be approved on a case by case basis (i.e. advertising assistance for fund raising projects that help sustain a program)
- C. Equine Welfare equipment such as Kimsey Leg Brace, Rescue Glide (Cap \$2000.00)
- D. All approved items must be reimbursable
- E. The I/I S&E is not available to fund:
 - 1) Travel Expenses
 - 2) Transportation of horses
 - 3) Arena/Horse Rentals
 - 4) Personal Items
 - 5) Clinics, Coaches, etc
 - 6) Arena Building/Improvements
 - 7) Horse Care/Feed/Board
 - 8) Team Jerseys
 - 9) Helmets
 - 10) Whips & spurs
- F. Items purchased with USPA I/I S&E Funds are property of the approved club and are to remain with that club until the item is no longer serviceable. USPA will commit to a fair and timely evaluation period once a complete application has been submitted. I/I S&E funding should be viewed as seed money to be combined with other self-raised funds to start and support I/I programs that will eventually be able to stand on their own.
- G. The USPA wants everyone in the greater polo community to know about the I/I S&E Program. The existence of the I/I S&E Program will be promoted using all available resources. Initially the USPA intends to use email and the USPA website to contact all I/I schools and clubs.
- H. The 2023 annual inflow cap of \$40,000 limits the I/I S&E fund. Outflows from the I/I S&E fund are not to exceed \$2,000 per club/school/year.

Application Guidelines

This fund will be used as a tool to accomplish the USPA stated goal of supporting those Intercollegiate schools and clubs in need.

- A. The club requesting funds must be a current USPA Club in good standing.
- B. The I/I S&E project must be aimed at the intercollegiate level.
- C. The I/I S&E project must benefit the greatest amount of polo players possible.
- D. A detailed itemized list of requested items, including costs, must accompany the application.
- E. A cap amount of the following items has been issued:
 - 1. Saddle - \$800.
 - 2. Mallet - \$120.
 - 3. One Box (10) of Arena Balls/ \$160.
 - 4. Complete Polo Bridle - \$350.
 - 5. Knee Pads - \$130.
 - 6. Bits - \$100

F. Individuals associated with the application must be available to answer questions concerning the request.

G. The USPA will strive to distribute I/I-S&E funds across geographical regions of the United States.

H. The Funding Committee will review the following items when accessing applications- tournament participation, horse involvement in tournaments, last time funding received.

I. Distribution of I/I S&E funds shall be market driven, not pre-determined.

J. To receive I/I S&E funds clubs must be active participants in the I/I program- including participating in the regular and tournament season. Clubs new to the organization will work with staff and be approved at the discretion of the committee. Priority is given to those teams who have competed in the previous year.

I/I Startup & Enhancement Approval Process

USPA Staff will review applications to ensure that applications are complete and fit outlined criteria. Only completed and timely applications will be forwarded to the USPA I/I Funding and Awards committee for evaluation. This committee is responsible for review and endorsement of I/I S&E applications. Applications endorsed by the sub-committee will be forwarded to the USPA Chief Operating Officer for approval.

Funding of all I/I S&E applications will require the approval of the USPA Chief Operating Officer. The Chief Operating Officer approving I/I S&E funding will disclose any conflicts of interest and be required to sign the "USPA Disclosure Document" provided as an addendum to these I/I S&E Guidelines.

Managing Funded Projects

Approved I/I S&E funds must be utilized by the I/I S&E applicant within the calendar year of the date of the I/I S&E application approval, unless specified in the approved I/I S&E application; or unless a time extension is recommended by the Supplemental Funding Sub-Committee and approved by the USPA Chief Operating Officer. Any allocated funds not requested for reimbursement will remain in the USPA I/I S&E Fund for reallocation to other I/I S&E application funding requests.

The USPA will issue funding based on receipt of approved I/I S&E expenses with receipts submitted for reimbursement to the USPA and no I/I S&E funds will be issued "up front."

Application Process

The I/I Funding & Awards Committee will receive and process applications between September 1st and October 1st. There will be deadlines and decisions made on an annual basis. Funding requests will be reviewed by the Supplemental Funding Sub-Committee on or about October 15th. Approval notifications will be sent on or about November 1st.

A. The I/I S&E Application must include:

- 1) Reasons for needing funding;
- 2) How funds will enhance the program by increasing members;
- 3) A detailed list of items to be purchased with individual cost breakdown;
- 4) Acknowledgment of the responsibility to submit I/I S&E Reimbursement forms;
- 5) Sponsoring Club or USPA Committee endorsement: If an application is sponsored by a Club, then the Club Delegate should be listed in the application as either an applicant or at least listed as a reference complete with contact information. USPA Committee endorsements in the application must include the Committee Chair as either an applicant or reference;
- 6) Any additional comments and/or supporting supplements.

B. Use of IRS Form 1099

Also note that the United States Polo Association is required to issue IRS Form 1099 at the end of each calendar year according to rules set by the Internal Revenue Service. Issuance of a Form 1099 does not necessarily mean the funding amount is income that is taxable to the recipient. You need to make that determination which may require professional advice from your own tax professional. The United States Polo Association cannot offer such advice.

Form W9 will be required for submission along with the request for reimbursement. Please note that reimbursements can only be made to US Citizens or domestic corporations.

C. The I/I S&E application is available on the USPA website (www.uspolo.org) as well as from the USPA offices. The USPA accepts completed online submittal forms on or before the deadline.

START UP & ENHANCEMENT FUNDRAISING

The I/I Start-up & Enhancement Fundraising Program (I/I S&E) is designed to support projects that:

- Support new I/I Programs
- Enhance existing I/I Programs

USPA Fundraising Guidelines: All I/I Programs may apply for up to \$2,000 worth of fundraising grants. Fundraising grants are broken up into a two-tier system. Fundraising support is awarded on a rolling basis. Once all funds have been dispersed there will not be any funds available until the following fiscal year.

Tier 1 Fundraising Grant (Up to \$2000)

I/I teams applying for Tier 1 fundraising support must notify the Funding & Awards Committee of their intent to submit a Tier 1 funding request at least 5 months prior to the start of their fundraiser. In coordination with staff, a fundraising proposal must be submitted to the committee a minimum of 4 months before the proposed fundraiser. Anything received with less than a 4-month notice will be considered a Tier 2 request. Teams applying for Tier 1 support may apply for up to \$2,000 in funding.

To qualify for a Tier 1 request teams must plan on a ROI of 2.5 times their funding ask, not including USPA fundraising support received. The Funding & Awards Committee along with I/I staff will work with clubs to maximize their return while mentoring the teams throughout the process.

To apply a club can submit a plan or reach out to discuss their fundraiser to USPA staff. Once the staff has reviewed the request, they will meet with the club to discuss their overarching goals and initial plan. Once the initial meeting has been held the club will need to submit a fundraising proposal and present it to the Funding & Awards committee for approval.

The committee is there to offer ideas and feedback on the fundraiser. After the initial meeting the team is expected to stay in touch with their assigned USPA staff member and touch base on a monthly basis to discuss progress. The committee will give input on expenses, revenue pricing, contracts, and any other items the club is including.

Tier 2 Fundraising Grant (Up to \$1000)

I/I teams applying for a Tier 2 Fundraising grant are required to submit a proposal 6 weeks before the start of the planned fundraiser. Anything received with less than 6 weeks' notice will not be considered for support. Teams applying for Tier 2 support may apply for up to \$1,000 in funding.

To qualify for a Tier 2 request teams must plan on a ROI of 3 times the support ask, not including USPA fundraising support received. The Funding & Awards Committee along with I/I staff will work with clubs to maximize their return.

I/I Startup & Enhancement Fundraising Approval Process

USPA Staff will review applications to ensure that applications are complete and fit outlined criteria. Only completed and timely applications will be forwarded to the USPA I/I Funding & Awards Committee for evaluation. This committee is responsible for review and endorsement of I/I S&E applications. Applications endorsed by the committee will be forwarded to the USPA Chief Operating Officer for approval.

Funding of all I/I S&E applications will require the approval of the USPA Chief Operating Officer. The Chief Operating Officer approving I/I S&E funding will disclose any conflicts of interests and be required to sign the "USPA Disclosure Document" provided as an addendum to these I/I S&E Guidelines.

Managing Funded Projects

Approved I/I S&E funds must be utilized by the I/I S&E applicant within the calendar year of the date of the I/I S&E application approval, unless specified in the approved I/I S&E application; or unless a time extension is recommended by the Supplemental Funding Sub-Committee and approved by the USPA Chief Operating Officer. Any allocated funds not requested for reimbursement will remain in the USPA I/I S&E Fund for reallocation to other I/I S&E application funding requests.

The USPA will issue funding based on receipt of approved I/I S&E expenses with receipts submitted for reimbursement to the USPA and no I/I S&E funds will be issued "up front."

Application Process

The I/I Funding & Awards Committee will receive and process applications throughout the year. Fundraising requests will be received and approved on a rolling basis. Funding requests will be reviewed by the Funding & Awards Committee and approval notifications will be sent if approved.

The I/I S&E Application must include:

- 1) Reasons for needing funding;
- 2) How funds will enhance the program by increasing members;
- 3) A detailed list of items to be purchased with individual cost breakdown;
- 4) Acknowledgment of the responsibility to submit I/I S&E Reimbursement forms;
- 5) A detailed explanation of the fundraising event, including an itemized list of requested items, including costs, must accompany the application. The explanation must show expected profit.
- 6) Sponsoring Club or USPA Committee endorsement: If an application is sponsored by a Club, then the Club Delegate should be listed in the application as either an applicant or at least listed as a reference complete with contact information. USPA Committee endorsements in the application must include the Committee Chair as either an applicant or reference;
- 7) Any additional comments and/or supporting supplements.

Use of IRS Form 1099

Also note that the United States Polo Association is required to issue IRS Form 1099 at the end of each calendar year according to rules set by the Internal Revenue Service. Issuance of a Form 1099 does not necessarily mean the funding amount is income that is taxable to the recipient. You need to make that determination which may require professional advice from your own tax professional. The United States Polo Association cannot offer such advice.

Form W9 will be required for submission along with the request for reimbursement. Please note that reimbursements can only be made to US Citizens or domestic corporations.

I/I S&E Fundraising application is available on the USPA website (www.uspolo.org) as an online form.

UMPIRE SUPPORT

Funding is available for certified umpires for regular season games. Teams may request an umpire by contacting Bradley Biddle bbiddle@uspolo.org and include the teams, dates and location of the event. Requests and approvals are based on quality of games, national seeding, number of games, and availability of umpires. Requests must be made at least three weeks prior to the event.

USPA I/I MAGAZINE

The I/I Magazine is an annual publication and year book for the I/I Program. Teams are welcomed to take out an ad in the I/I magazine to promote their club. Many teams solicit local businesses, family and friends to put in a good luck ad that both promotes the team and program. The Magazine gets distributed to all I/I tournaments throughout the year and gets mailed with Polo Players' Edition to the entire USPA Membership.

ADVERTISING RATES

Back Cover	\$2000.00
Inside Back Cover	\$1250.00
Inside Front Cover	\$1250.00
Full Page	\$850.00
Half Page	\$600.00
One Third Page	\$400.00
Business Card- 1/6 Page	\$200.00

INTERNATIONAL INTERCOLLEGIATE CHALLENGE CUP

USPA I/I and SUPA Britain have been competing for the International Intercollegiate Challenge Cup since 2013, each year rotating which country hosts the event. When in the states, the event is hosted in conjunction with the Townsend Cup and while in England, during their Universities National event. Players apply for the opportunity to compete on the USA team and a selection committee is formed of umpires, managers, and committee members. Team members are selected based on a previously agreed upon handicap level by tournament management. Sportsmanship, horsemanship, and playing ability are all factors to selection, as well as getting a good representation of different schools and regions. Applications are available online, during the fall semester.

A person is seen from the back, wearing a white hard hat with a colorful, multi-colored band. They are wearing a black long-sleeved shirt with a large white number '2' on the back. Their hair is in a long braid. They are looking out over a landscape with a blue sky and some clouds. The text 'SECTION 5 SAFETY' is overlaid on the image.

SECTION 5 SAFETY

AAN HEAD INJURY SUMMARY

AAN HEAD INJURY SUMMARY

The following guidelines were adopted from the American Neurology Academy (AAN) by the USPA Safety Committee and outlines recommended return to polo guidelines following a head injury.

Concussion	Incident #	AAN Guidelines (adopted)
GRADE I No loss of consciousness No Amnesia "Bell Rung" Confusion	Initial	20 minutes s/s free at rest/exertion
	Second	1 week symptom free @ rest/exertion
	Third	Terminate Season Return allowed in 3 months if cleared by MD
GRADE II No loss of consciousness Confusion with amnesia	Initial	1 week symptom free @ rest/exertion Must be cleared by qualified Medical Personnel
	Second	2 weeks symptom free @ rest and exertion Must be cleared by qualified Medical Personnel Scanning if indicated (residual s/s) Terminate Season
	Third	Complete Neurological work up
GRADE III Loss of consciousness	Initial	Brief LOC: 1 week symptom free at rest and exertion Prolonged LOC: 2 weeks following resolution of signs/symptoms at rest and exertion. Clearance by medically qualified personnel
	Second	1 month free of sign/symptoms at rest and exertion. Neurological consult and clearance required
	Third	Terminate season. Consider retirement from sport.

Dr. Thorkild Vad Norregaard, Chairman
USPA Safety Committee

USPA YOUTH CONCUSSION PROTOCOL

In the event a player receives a blow to the head from either falling from their horse or otherwise; player will be inspected by the onsite EMT/EMS. If the onsite EMT/EMS concludes or suspects that a player has suffered a concussion, the player shall be removed from play immediately and will not be allowed to return to play in the tournament until such time as the player has been examined by a non-relative medical physician at a hospital, medical facility or the physician's office, and the physician has confirmed, in writing, the player's good health and ability to safely return to play.

I/I INJURY PROTOCOL

In the event a player receives an injury during the game from either falling from their horse or otherwise; player will be inspected by the onsite EMT/EMS. The on-site EMT/EMS must clear the player by communicating directly to the on-site tournament manager for the player to continue to compete in the game. If the onsite EMT/EMS communicates to the on-site tournament manager that the player may not continue, the player shall be removed from play immediately and will not be allowed to return to play in the tournament until such time as the player has been examined by a non-relative medical physician at a hospital, medical facility or the physician's office, and the physician has confirmed, in writing, the player's good health and ability to safely return to play. If the onsite EMT/EMS refuses to communicate his or her findings with the on-site tournament manager or an onsite EMT/EMS is not present, the player's parent/guardian, or their team coach, if a parent or guardian is not present, must clear the player to continue by communicating directly to the on-site tournament manager.

KNOWN INJURY POLICY

In the event a player has a known visible injury before or during tournament games that includes a cast but the player has been cleared by a non-relative medical professional to compete in tournament games, the player must have written clearance from the clearing medical professional to present to the Host Tournament Committee to be allowed to play. If that player is deemed unsafe or unfit to play at any time before or during the tournament games, the Host Tournament Committee may remove the player from play, as written in the I/I Tournament Conditions (B. Games/Events, (1), d.).

RULE 2 – Players

e. No individual shall participate as a player or official in any game if physically impaired (e.g., sick, hurt or intoxicated) before or during the game if such impairment endangers the safety of the individual or others.

I/I Tournament Conditions

B. Games / Events, (1), d. The umpire may remove a player from a game if in the opinion of the umpire, that player is creating an unsafe situation. Actions deemed unsafe include, but are not limited to endangerment to other participants and/or mounts and repeated fouls caused by these actions. Eligible substitutes shall be allowed within the chukker the unsafe player has been removed. If no eligible substitute is available, then the game will continue two on three unless the opposing team opts to remove one of its players, in which case the game will continue two on two.

INCLEMENT WEATHER

In the event of predicted inclement weather, the NHTC, with advice from the tournament host site, may change a tournament location up to one day before the tournament is scheduled to begin.

If the tournament dates have already been reached, the tournament HTC and host site contact will have the authority to alter game times to avoid inclement weather or allow for facilities to drain.

If tournament games have already been completed, every effort should be made to finish the tournament at the host site. Options include, but are not limited to:

- Moving game times
- Switching game days
- Extending the tournament
- Re-scheduling the tournament
- Moving a final game to the next level tournament
- Changing tournament format (i.e. round robin to single elimination)

If a tournament game is to be canceled and is unable to be re-scheduled, at least two chukkers must have been played to determine a winner.

If it is deemed that an arena will not be suitable to play in, the tournament will be moved to the closest available arena.

LIGHTNING POLICY

Games shall be suspended once lightning has been recognized or thunder is heard. Games may resume 30 minutes after the last flash of lightning is witnessed or thunder is heard. Any subsequent lightning or thunder after the beginning of the 30-minute count shall reset the clock, and another count shall begin.

If lightning is imminent or a thunderstorm is approaching, all personnel, athletes, and spectators shall evacuate to available safe structures or shelters.

STUDENT EMERGENCY CONTACT INFORMATION

STUDENT EMERGENCY CONTACT INFORMATION

This form is being provided to I/I Teams for their use only. It is not required to be submitted to the USPA. It is intended to assist schools and clubs with obtaining any medical information deemed necessary.

The USPA encourages programs to obtain emergency contact information on all players and to retain this information for their use if it becomes necessary.

Student's Name: _____

Date: _____

Emergency Contacts

Name	Relationship	Home#	Work#	Cell #
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Name	Relationship	Home#	Work#	Cell #
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Student's Insurance Information

Insurance Provider	Policy Holder
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Group Number	Policy Number
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Other Information

Family Physician	Physician's Telephone #
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Dentist	Dentist's Telephone #
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Other	
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This Form identifies the Player's medical providers, and provides their telephone numbers. Because you, as the Player's coach/advisor, will likely be on site in the event that medical treatment becomes necessary, the USPA believes it to be prudent to supply you with this Form and the information listed thereon. Although the Form is being provided to you by the USPA, be advised that the USPA takes no position on whether the information provided in the Form by the Player is accurate, complete or current. Further, be advised that the USPA has not taken any action subsequent to having received the Form from the Player to determine its accuracy, completeness or whether the information is current. If you deem it appropriate, your school or club, should take any and all additional steps and measures to ensure that the Player's medical information is accurate, complete and current, including verifying whether the contact information for the Player's medical providers is correct.



SECTION 6 MOUNTS & EQUINE WELFARE

SPLIT STRING FORMAT FOR I/I EVENTS

All I/I Tournaments and Qualified Games will be played using a "Split String". The intent and purpose of mandating split horse strings in I/I Polo is to create a fair opportunity for both teams to play the same horses under the same conditions. Therefore, all horses shall use the same tack as originally issued in the first period of the game they are played. All tack shall remain the same through out the entire game except in the case of breakage, in which case similar type tack must be provided (i.e. gag for a gag, pelham for a pelham). Draw reins and straight reins must also stay consistent.

It shall be determined whether whips and spurs are allowed on all mounts prior to the start of the game. This determination must stay consistent for both teams (i.e. if spurs are not allowed on a particular mount in the first chukker, then spurs will not be allowed on that mount in the third chukker).

A string is made up of six horses, plus spare(s). Each string plays two chukkers - one chukker for Team A, one chukker for Team B. Strings will have a chukker of rest between playing.

The horse owner/manager shall balance each string as accurately as possible, so that neither team has a horse advantage in any given chukker. Team A plays three of the horses while Team B is playing the other three horses within a string. For example, the handiest horses should be placed opposite one another as should the two best bumpers or the two slowest or two hottest horses.

Split String Forms are provided in the I/I Info Packet or can be obtained from the USPA. Split String Forms shall be used at all USPA I/I Tournaments.

- A string consists of 6 to 9 horses.
- All strings used in a tournament will be published prior to the start of the event (i.e. at team meeting).
- Tournament management will make all efforts to establish a two string system for all tournaments so as to allow a string from each semi-final to advance to the final game, giving each team in the final an opportunity to have played one of the strings.
- Tournament management and horse providers will make best efforts to keep horses consistent from the semis to the final games.

The following information is required on the Split String Form:

1. Event: Name of the event
2. Match: The two teams competing
3. Date, Time, Place: Include host location
4. Horse string owners: In tournament play, one string will generally come from one team, one string from another team.
5. Horse names: Balanced horses shall be placed opposite each other.
6. Position: The horse owner shall recommend the position horses should play, although it is not required to line the horses up in that order (i.e. some horses do not line up in the #1 position for throw-ins).
7. Spare(s): The string's substitute horse to be used in case a horse within that string needs to be replaced. For purposes of keeping strings balanced, up to two spares may be designated per game. Each spare will be clearly defined on the split string sheet, prior to the coin toss, as to which position (1, 2 or 3) it is a spare for. Once one spare is used, the remaining horse becomes the spare for the entire string. Substitutions are at the discretion of the tournament/event manager with consideration of all factors, including input from the string owner/manager and Equine Welfare Representative.

8. No spurs/No whips: These boxes should be checked if the horse owner does not allow whips or spurs on a particular horse. If they are not recommended, the horse owner should inform the players during the pre-game horse description talk. All spurs and whips are subject to approval by the Host Tournament Committee.

Procedure for determining order each team plays the strings of horses:

The Tournament Manager conducts two coin tosses before the game to determine the order in which all horses play and the order in which each team rides those horses.

Toss 1: Determines which string plays in 1st and 3rd, which string plays in 2nd and 4th chukkers (i.e. the manager states that if the coin comes up heads, String 1 will play in the 1st and 3rd chukkers. If heads comes up, String 1 would play in the 1st and 3rd chukkers, String 2 in the 2nd and 4th chukkers. If the coin lands tails, String 2 would play in the 1st and 3rd chukkers, String 1 in the 2nd and 4th chukkers). Both sets of chukker boxes are then filled out accordingly. No spurs/No whip boxes shall also be checked.

Toss 2: Determines the order in which each team plays the strings (i.e. the manager states that if the coin lands heads, Team A will play the horses in the order of the top box, Team B would play the horses in the order of the bottom box. If the coin lands tails, the teams would play the reverse of this). Team names shall be entered above the appropriate chukker boxes.

The USPA Split String Forms are printed in triplicate. The event manager retains the original and gives each team a copy.

SPARE HORSE PROCEDURE

In the event a spare needs to be brought into the game, the manager will conduct a coin toss to determine which team will ride the spare and which team will ride the horse in the direct opposite position of the removed horse as listed on the split string sheet (i.e. If a horse playing in the #2 position is removed from the game, the tournament manager will flip to see which team rides the spare and which team rides the horse in the other #2 position. The manager will state that if the coin comes up heads, Team A will ride the spare. If the coin comes up heads, Team A plays the spare, and Team B plays the horse opposite, as listed on the Split String Form, regardless if Team B has already played the horse. If it comes up tails, Team B would play the spare and Team A would play the horse opposite). The spare remains with the string as determined by this coin toss. In the event the spare comes in during the first half, the spare remains in that designated string for the duration of the game.

BEST PLAYING PONY & BEST PLAYING STRING

Horse scores are used to determine the Best Playing Pony and Best Playing String at all USPA I/I Tournaments - a way in which to recognize the outstanding horses that play our sport. Split String Forms have a box in which horse scores are to be entered.

The Tournament Manager or designated individual will collect horse scores from all players, after each chukker or at half-time and at conclusion of game (to be stated at start of tournament). Horses shall be scored 1 - 10, 10 being the best score. The tournament manager/RHTC reserves the right to request more accurate horse scores if, in their opinion, a player or team is manipulating the scoring in any way.

The horse receiving the highest average score shall be named Best Playing Pony (BPP) of the tournament. Horses must have played at least two games in the tournament to be eligible for BPP. IC tournaments will award a men's and women's BPP. Any ties will be broken by a random draw. All total scores of horses within a string shall be added and divided by the number of games played by that string. The string with the highest average shall be named Best Playing String (BPS) of the tournament. String must have played at least two games in the tournament to be eligible for BPS. IC tournaments will award a men's and women's BPS.

PROTOCOL FOR CHUKKER BREAKS AT I/I EVENTS

When needed, chukker breaks will be taken at I/I events. The protocol (established by the I/I NHTC) for these breaks is as follows:

- Chukkers will be divided by a walking break (rest for horses) approximately half-way through the chukker. At a natural break in play (i.e. goal scored, penalty, tack time-out) the timekeeper shall alert the umpires that it is approximately half way through the chukker (3 to 4 minutes remaining in the chukker). This can be done by quick horn or bell.
- The umpires will assess the horses and make the decision as to whether the break will be taken at that time.

In chukkers 1 and 2, a break of at least 2 minutes shall be taken. In chukkers 3 and 4, a break of at least 3 minutes shall be taken.

- Length of break will be tracked by the time keeper and umpires will confirm whether the break is over or if more time is needed.
- Players will remain on their horses unless directed by the umpires to dismount.

This protocol will be utilized at all I/I Tournaments and in all games of those tournaments unless the NHTC, or Tournament Committee and Umpires, deems breaks are unnecessary in any particular game. The topic will be discussed by the NHTC, or Tournament Committee and Umpires, with advice from the horse providers and the Equine Welfare Representative and ruled upon by the NHTC, or Tournament Committee and Umpires, prior to the start of each game. The NHTC, or Tournament Committee and Umpires, can enact the protocol at any time.

PRE TOURNAMENT HORSE INSPECTION

All horses appearing in a USPA I/I Preliminary, Regional, or National tournament, playing or umpiring, must provide proof of a negative coggins test if required so by state law and a current health paper to the USPA two weeks prior to the start of the tournament. Coggins and Health Papers need to be current through the completion of travel at the end of the tournament.

All horses will be scheduled for a Pre-Tournament Horse Inspection to be completed by the onsite veterinarian and any HTC members present. Horses will be Body Condition Scored (Henneke Scale), checked for soundness and vision. Horses must be within the 4-6 range on the BCS to be allowed to compete and/or umpire. Any horse(s) the veterinarian and/or HTC deems unfit to play, will be removed from the string and will not be eligible for string or travel reimbursement. Strings will be scheduled to appear at the arena prior to the start of the tournament for their inspection. Estimated time for 1 string of 8 horses is 30 mins. All horses from one string will be led into the arena. One at a time, horses will be presented to the committee, for BCS scoring, and verification of coggins and health papers. At completion of visual and Body Condition Scoring, horses will then perform a jog. Trotting in a straight line away from the committee, a left hand turn, straight past the committee, to a right hand turn, back to the committee. At completion, horses will remain in the arena, until the entire string has been evaluated.

LIMITED HORSE PROCEDURE

In the event spare horses have been used during a tournament game and more spare horses are needed to complete the game, the Host Tournament Committee may elect to use:

- > Suitable un-used spares for previously played games.
- > Umpire horses from previous games that are suitable for the level of play.
- > Qualified tournament horses that are on site, but not scheduled for the tournament.

For a horse to be qualified, it would need to have the appropriate paperwork (negative Coggins result, health paper) and pass a jog by the tournament veterinarian.

If no suitable spare horses can be found to complete the chukker or game, the HTC may decide to continue to play the chukker or game 2v2. The horse opposite the horse being removed on the string sheet will also be removed from the game, and teams will finish the chukker(s) 2v2. The competing teams will decide which of their players will continue in the chukker without being charged for a timeout or substitution. If a player has been ruled out of the chukker or game by the officials, they are not eligible to be selected to play in the 2v2 chukker(s).

HORSE PROVIDER PAYMENTS

Preliminary: \$800/string/game Regional: \$1200/string/game National: \$1800/string/game

Umpire horse: \$40/game

Shipping: \$1.25/mile/string/round trip

I/I SHIPPING GUIDELINES:

0 to 100 miles- complete travel 2 hours before game time

100 to 200 miles- complete travel 4 hours before game time

200 to 300 miles- complete travel 12 hours before game time

300 to 600 miles- complete travel 24 hours before game time

If shipping over 600 miles - a request must be sent to Emily Dewey at edewey@uspolo.org at least two (2) weeks before the scheduled tournament date. A detailed, round trip travel plan must be included, outlining travel times, layovers for horses to be off of the trailer, and planned travel dates. All requests will be sent to the NHTC for approval.

At the completion of the tournament horses should be given time to recuperate following their last game and before their return shipment.

I/I HORSE USAGE GUIDELINES

Nationals: Horses will not be played on consecutive days.

Regionals: If horses played on consecutive days, to have at least 16 hours off. No horses will be played three consecutive days.

*NHTC reserves the right to adjust as appropriate based on the level of tournament play.

Body Condition Score Chart

Areas of emphasis for body condition scoring: thickening of the neck, fat covering the withers, fat deposits along backbone, fat deposits on flanks, fat deposits on inner thighs, fat deposits around tailhead, fat deposits behind shoulders, fat covering ribs, shoulder blends into neck

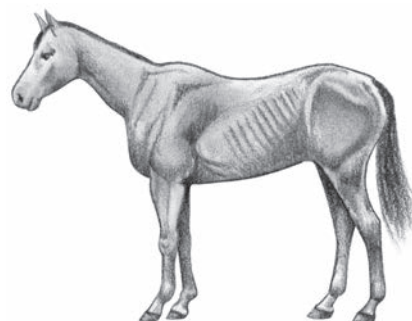


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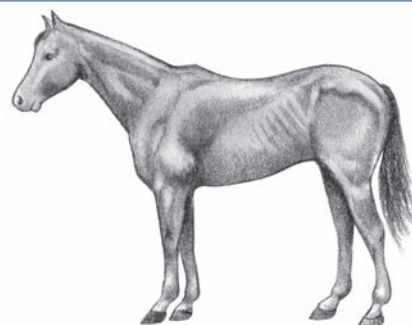
1 Poor

Animal extremely emaciated; spine, ribs, tailhead, points of hip and buttock projecting prominently; bone structure of withers, shoulders, and neck easily noticeable; no fatty tissue can be felt.



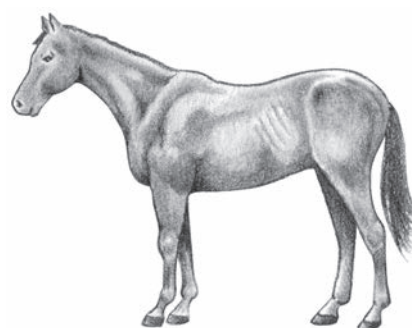
2 Very Thin

Animal emaciated; slight fat covering over base of spine; ribs, tailhead, points of hip and buttock prominent; withers, shoulders, and neck structure faintly discernable.



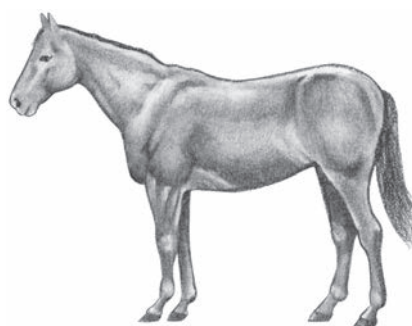
3 Thin

Fat buildup about halfway on spine; slight fat cover over ribs; spine and ribs easily discernable; tailhead prominent, but individual vertebrae cannot be identified visually; points of hip appear rounded but easily discernable; points of buttock not distinguishable; withers, shoulders, and neck accentuated.



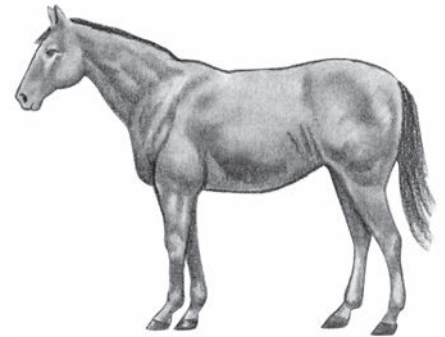
4 Moderately Thin

Slight ridge along back; faint outline of ribs discernable; tailhead prominence depends on conformation, fat can be felt around it; points of hip not discernable; withers, shoulders, and neck not obviously thin.



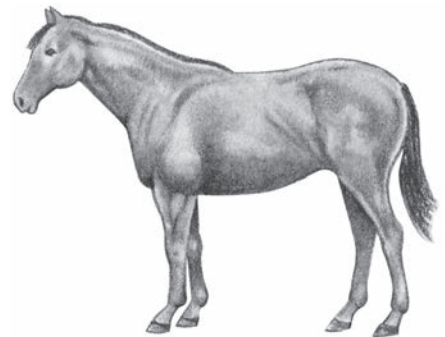
5 Moderate

Back is flat (no crease or ridge); ribs not visually distinguishable but easily felt; fat around tailhead beginning to feel spongy; withers appear rounded over spine; shoulders and neck blend smoothly into body.



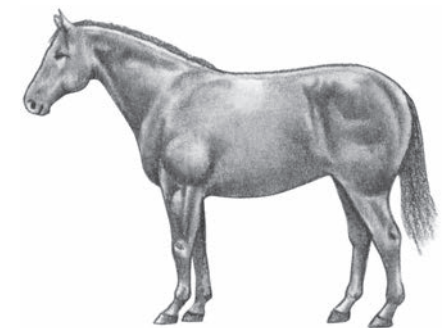
6 Moderately Fleshy

May have slight crease down back; fat over ribs fleshy/spongy; fat around tailhead soft; fat beginning to be deposited along sides of withers, behind shoulders, and along sides of neck.



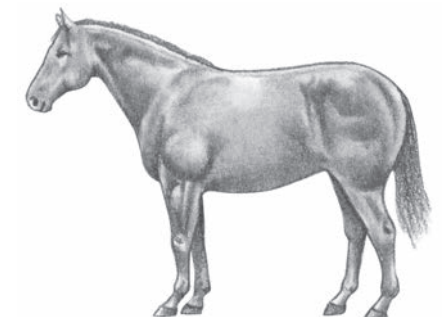
7 Fleshy

May have crease down back; individual ribs can be felt, but noticeable filling between ribs with fat; fat around tailhead soft; fat deposited along withers, behind shoulders, and along neck.



8 Fat

Crease down back; difficult to feel ribs; fat around tailhead very soft; area along withers filled with fat; area behind shoulders filled with fat; noticeable thickening of neck; fat deposited along inner thighs.



9 Extremely Fat

Obvious crease down back; patchy fat appearing.

NOTES



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