

UNITED STATES POLO ASSOCIATION®



Tournament Guide



9011 Lake Worth Road - Suite A
Lake Worth, Florida 33467

Telephone: (800) 232-8772
Fax: (888) 391-7410

tournaments@uspolo.org
www.uspolo.org



TOURNAMENT GUIDE TABLE OF CONTENTS

Checklist for USPA Tournaments.....	2
Information and Awarding of USPA Tournaments.....	3
National Event Application.....	4
Circuit Event Application.....	5
Sanctioned Event Application.....	6
Information on Liability Insurance.....	8
Sample of Liability Insurance.....	9
Information on Trophy Reimbursement Program.....	10
Trophy Reimbursement Form.....	11
Information on Arena Incentive Program.....	12
Arena Incentive Reimbursement Program.....	13
Women’s Event Handicaps.....	14
Sample Rosters.....	15
USPA Umpires, LLC Information.....	16
USPA Score Sheets.....	17
Submitting Tournament Results.....	21
Submitting Tournament Photographs.....	22
Tournament Results Packet.....	24

Tournament Guide Checklist:

Interested in hosting a USPA tournament?

- Are you an Active USPA Club?** You may pay your dues:
 - Online - www.uspolo.org
 - Phone - 800-232-8772,
 - Check - 9011 Lake Worth Road
Lake Worth, FL 33467
- Have you filled out the proper application and submitted it to the USPA?**
- Do you have liability insurance?**
- Has your tournament been approved by your Circuit Governor and/or the Tournament Committee?**
 - To verify approval, e-mail tournaments@uspolo.org
- Did you indicate if you would like to use the Trophy Reimbursement Program? Or have the USPA provide trophies for you (National and Circuit Events ONLY)?**
- For information on USPA Umpires please contact Maggie Mitchell, mmitchell@uspolo.org**
- Send a roster of all participants to the USPA office for verification of handicap and current member status.**
 - All players must be current with their USPA dues and handicapped for a tournament to be recognized by USPA and eligible for Blue Book Publication.
 - If you have any questions or need verification contact USPA Membership, membership@uspolo.org
- Once tournament is completed, send the [Tournament Results Packet](#) to the USPA:**
(pg.)
 - Fax: 888-391-7410
 - Mail: 9011 Lake Worth Road
Lake Worth, FL 33467
 - Email: tournaments@uspolo.org

DIFFERENT USPA TOURNAMENTS:

USPA National Tournaments: National Tournaments are known to be the most prestigious polo tournaments in the nation. These tournaments are listed in the USPA Blue Book and are set to be played at a specified goal level. Once approved, the club will be sent an invoice for the contract fee. Fifty percent of the contract fee is due within 30 days of the awarding of the event. The balance of the fee is due no later than 30 days prior to the beginning of the event. The USPA will provide trophies and a Best Playing Pony Sheet to be awarded. National Tournament results are published in the USPA Bluebook.

Benefits of Hosting a National Event

- Recognition for your Club as a host site.
- National Events attract sponsors.
- Results and team photo published in the Blue Book
- Awards provided by USPA
- Multi-year awards are available (additional fees apply)

USPA Circuit Tournaments: Circuit Events are available for both arena and outdoor play. They are available in many goal levels to any USPA Active Member Club. The Host Club must fill out the Circuit Event application and choose from a set list of tournament names in which they can apply to host. The USPA provides trophies to be awarded to the winners. Results from USPA Circuit Events are published in the USPA Blue Book.

Benefits of Hosting a Circuit Event:

- Prestige of a USPA Event.
- Results and team photo published in the Blue Book.
- Awards provided by USPA

USPA Sanctioned Tournaments: Host Clubs may also choose to have the USPA sanction an event. For these events the Club is allowed to choose the name of the tournament they wish to host. A Sanctioning Fee will be applied based on Goal Level. Clubs are responsible for providing trophies or awards to the winners. Results from USPA Sanctioned Events are published in the USPA Bluebook.

Benefits of Hosting a Sanctioned Event

- Prestige of a USPA Event
- Club chooses the event name.
- Results and team photo published in the Blue Book.

AWARDING DIFFERENT USPA TOURNAMENTS:

USPA National Tournaments:

- Awarded the year prior at the April Board of Governors Meetings
- All National Event Applications submitted to the Tournament Committee to recommend to the Board of Governors

USPA Circuit Tournaments:

- Awarded by Circuit Governor
- One per circuit unless a special Circuit Event or a request is made to the Tournament Committee
- Circuit Governor will submit a complete list of Circuit Events to be awarded to the USPA Tournament Committee Chairman prior to the April Meeting

USPA Sanctioned Events

- 0-11 Goal Awarded by the Circuit Governor
- 12 Goal and above awarded by the Tournament Committee the year prior to play
- Event remains sanctioned as long as the fee and application are resubmitted each year



**NATIONAL EVENT APPLICATION
FOR THE YEAR: 20__**

UNITED STATES POLO ASSOCIATION
9011 Lake Worth Rd. ♦ Lake Worth, Florida 33467
Telephone: (800) 232-8772 Fax: (888) 391-7410
Website: www.uspolo.org E-mail: tournaments@uspolo.org

_____ Polo Club hereby applies to be Host Club for the following event: _____
to be played at the goal level listed in section I. A under the Tournament Condition in the Yearbook, unless approved in writing by the Tournament Committee.
In support of this application, we submit the following:

1. Expected starting dates: ____/____/____. Date of Final game: ____/____/____.
2. Do you intend to use USPA Professional Umpires? Yes No
3. Tournament Representative responsible for Umpires (Name and Contact Info) _____
4. Tournament Equine Welfare Representative _____
5. Do you want us to send trophies or will you use the "Trophy Reimbursement Program" _____

Address to Send Trophies _____

CONTRACT FEE:

50% of the contract fee is due within 30 days of the awarding of the event. The balance of the fee is due no later than 30 days prior to the beginning of the event.

	Handicap Level	Outdoor Fee	Arena Fee
<input type="checkbox"/>	Over 24 goal	\$ 5,000.00	\$ 500.00
<input type="checkbox"/>	17 - 24 goal	\$ 1,500.00	\$ 500.00
<input type="checkbox"/>	13 - 16 goal	\$ 1,000.00	\$ 500.00
<input type="checkbox"/>	9 - 12 goal	\$ 750.00	\$ 400.00
<input type="checkbox"/>	5 - 8 goal	\$ 500.00	\$ 300.00
<input type="checkbox"/>	0 - 4 goal	\$ 300.00	\$ 200.00
<input type="checkbox"/>	Women's Events	\$100.00	\$100.00

*The Regional President's Cup has a tournament entry fee of \$100.00 per team with a minimum of 4 teams.

PROFESSIONAL UMPIRES:

Preference will be given to a Host Club agreeing to employ USPA Professional Umpires. (*Use of USPA Umpires is a requirement for tournaments 20 Goals and above and recommended for 12 goals and above, free umpires will be provided for tournaments 6 goals and below*). For more information contact Umpire Manager, Maggie Mitchell mmitchell@uspolo.org

LIABILITY INSURANCE:

Effective January 1994, USPA Clubs wishing to host USPA National, Circuit and Sanctioned Events, must produce a certificate of Insurance including participant liability of a minimum coverage of \$1,000,000.00 **NO EVENT WILL BE AWARDED WITHOUT A CERTIFICATE ON FILE**

HOST TOURNAMENT COMMITTEE (see page 2 for host club tournament committee responsibilities):

Please list members of the host tournament committee for this event:

SPECIFIC TOURNAMENT CONDITIONS:

Please list specific tournament conditions that will be used for the tournament (example: instant replay, shoot out, etc.)

Tournament Conditions: Section V. TOURNAMENT FEES AND CHARGES: Paragraph C: The fees charged by the Host Club for participation in a USPA National Event, shall not exceed the amounts approved by the Board of Governors. No additional fees or charges shall be imposed upon participants. Fees shall not be structured in a manner which causes the cost of event participation by individuals who are not members of the Host Club to exceed the cost of participation by Host Club members. Failure to comply with this condition may result in the Tournament being withdrawn.

Signature: _____ Date: _____

Club Delegate or President

TOURNAMENT COMMITTEE APPROVAL: Yes No **Date of Approval/Denial:** _____



CIRCUIT EVENT APPLICATION

FOR THE YEAR: 20 _____

UNITED STATES POLO ASSOCIATION

9011 Lake Worth Rd. • Lake Worth, Florida 33467 • Telephone: (800) 232-8772 • Fax: (888) 391-7410

Website: www.uspolo.org E-mail: tournaments@upolo.org

_____ Polo Club hereby applies to be Host Club for the following event:

(Club Name)

OUTDOOR

- 8-12 Intra-Circuit
- 4-8 Officer's Cup
- 0-4 Player's Cup
- Governor's Cup
- Centennial Cup

- Amateur Cup
- Constitution Cup
- Congressional Cup
- Sportsmanship Cup
- Masters Cup

SPECIAL OUTDOOR CIRCUIT EVENTS:

- *National Youth Tournament Series
- *USPA/ PTF Seniors Tournament
- *Museum of Polo Hall of Fame Challenge Cup
- * Women's Challenge
- * 4-6 General S. Brown
- * 0-4 George S. Patton, Jr.

ARENA

- 12+ Circuit Arena Championship
- 9-12 Circuit Arena Chairman's Cup
- 6-9 Circuit Arena Delegate's Cup
- 3-6 Circuit Sherman Memorial

- 0-3 Circuit Arena Amateur Cup
- Circuit Arena Congressional Cup
- Circuit Arena Constitution Cup
- Circuit Arena Sportsmanship Cup

SPECIAL ARENA CIRCUIT EVENTS:

- *Arena Women's Challenge
- *Arena Museum of Polo Hall of Fame Challenge Cup
- Arena Masters Cup
- *3-6 General Lewis B. "Chesty" Puller
- *0-3 Arena Admiral Chester W. Nimitz

*Specific Tournament Conditions apply

Note: Special Circuit Events may be awarded to multiple clubs in the same circuit

Tournament Information (Required)

Goal Level _____

Expected Dates: ____/____/____ - ____/____/____

Do you intend to use USPA Professional Umpires? Yes No

Tournament Equine Welfare Representative: _____

Check one: USPA Send Trophies Trophy Reimbursement Program

(Trophy Reimbursement Program not valid for NYTS, Governors Cup, PTF, or Hall of Fame Challenge Cup)

Address to send trophies: _____

Additional Tournament Information:

HOST TOURNAMENT COMMITTEE (see page 2 for host club tournament committee responsibilities):

Please list members of the host tournament committee for this event:

SPECIFIC TOURNAMENT CONDITIONS:

Please list specific tournament conditions that will be used for the tournament (example: instant replay, shoot out, etc.)

PROFESSIONAL UMPIRES:

Preference will be given to a Host Club agreeing to employ USPA Professional Umpires.

LIABILITY INSURANCE:

Effective January 1994, USPA Clubs wishing to host USPA National, Circuit and Sanctioned Events, must produce a certificate of Insurance including participant liability of a minimum coverage of \$1,000,000.00 NO EVENT WILL BE AWARDED WITHOUT A CURRENT CERTIFICATE ON FILE

Signature: _____ Phone #: _____ Date: _____
Club Delegate

Signature: _____ Date: _____
USPA Circuit Governor



SANCTIONED EVENT APPLICATION
FOR THE YEAR: 20

UNITED STATES POLO ASSOCIATION

9011 Lake Worth Rd. ♦ Lake Worth, Florida 33467
Telephone: (800) 232-8772 Fax: (888) 391-7410
Website: www.uspolo.org E-mail: tournaments@uspolo.org

Polo Club hereby applies to be Host Club for the

(Club Name)

(Tournament Name)

Event at the goal level: (12+ goal events must be approved by the Tournament Committee)

Event type: (Outdoor or Arena) In support of this application, we submit the following:

- 1. Expected starting dates: / / . Date of Final game: / / .
2. Do you intend to use USPA Professional Umpires? Yes No
3. Tournament Representative responsible for Umpires (Name and Contact Info)
4. Tournament Equine Welfare Representative

SANCTIONING FEE:

The annual sanctioning fee is based on the upper handicap level falling in the category as per the following table, and is payable to the USPA within 30 days of the date the sanctioning is approved.

Table with 4 columns: Handicap Level, Outdoor Fee, Arena Fee. Rows include Over 16 goal, 13-16 goal, 9-12 goal, 7-8 goal, 0-6 goal, and Women's Events.

PROFESSIONAL UMPIRES:

Preference will be given to a Host Club agreeing to employ USPA Professional Umpires. (Use of USPA Umpires is a requirement for tournaments 20 Goals and above and recommended for 12 goals and above, free umpires will be provided for tournaments 6 goals and below). For more information contact Umpire Manager, Maggie Mitchell mmitchell@uspolo.org

LIABILITY INSURANCE:

Effective January 1994, USPA Clubs wishing to host USPA National, Circuit and Sanctioned Events, must produce a certificate of Insurance including participant liability of a minimum coverage of \$1,000,000.00 NO EVENT WILL BE AWARDED WITHOUT A CERTIFICATE ON FILE

HOST TOURNAMENT COMMITTEE (see page 2 for host club tournament committee responsibilities):

Please list members of the host tournament committee for this event:

Three horizontal lines for listing committee members.

SPECIFIC TOURNAMENT CONDITIONS:

Please list specific tournament conditions that will be used for the tournament (example: instant replay, shoot out, etc.)

Three horizontal lines for listing tournament conditions.

Signature: Club Delegate or President Date:

Signature: USPA Circuit Governor Date:

TOURNAMENT COMMITTEE APPROVAL: Yes No DATE OF APPROVAL/DENIAL:

HOST CLUB TOURNAMENT COMMITTEE RESPONSIBILITIES

- A. The Host Club is responsible for the collection and remittance of all USPA entry fees, contract fees, club dues, player dues, Host Club entry fees, and any other charges related to the event.
- B. The Host Club shall communicate the details of the event in such a way as to encourage maximum participation.
- C. The Host Club shall receive entry forms from all teams participating in the event on forms supplied by the USPA, and shall receive waiver, indemnity, assignment and hold harmless agreements from all individuals participating in the event on forms supplied by the USPA. The Host Club agrees to indemnify, defend and hold USPA harmless against and from any and all suits, claims, demands, damages, liabilities, costs, and expenses (including reasonable counsel fees) arising out of USPA's use of photographic, broadcasting, taping, filming, television or similar rights, of any kind, of teams or individuals participating in the event who have not signed the prescribed USPA forms.
- D. The Host Club shall appoint a Tournament Committee which shall be responsible for conducting the event. As a condition for awarding the USPA National Event to the Host Club, the Board of Governors may reserve unto itself the right to designate and/or approve appointments to the Host Club Tournament Committee. The responsibility of the Club Tournament Committee starts at the time of the draw and end at the conclusion of the final game.
- E. The Tournament Committee shall select officials, including timer, scorer, and flaggers, for all matches.

When possible, Umpires shall conform to the following standards:

Upper handicap limit of 22 goals and over	AA Certified Umpire Upper
handicap limit of 22 goals and below	AA-A Certified Umpire
Upper handicap limit of 16 goals and below	AA-A-BB Certified Umpire
Upper handicap limit of 12 goals and below	AA-A-BB-B Certified Umpire
Upper handicap limit of 8 goals and below	AA-A-BB-B-CC Certified Umpire
Upper handicap limit of 4 goals and below	AA-A-BB-B--CC-C-CT Certified Umpire

USPA Certified Umpires, if available, should be used. As a condition for awarding the USPA National event to the Host Club, the Board of Governors may reserve unto itself the right to designate and/or approve the umpires to be employed for the event. The USPA may also require that the Host Club enter into a contract with the USPA for the provision for umpires.

As a condition to awarding National, Circuit, or Sanctioned tournaments with an upper handicap limit of 20 goal and above, the Host Club will be required to contract with the USPA for at least two professional USPA certified umpires. In addition, horse emergency equipment (i.e. designated horse ambulance, screen, leg splint) must also be at field side during all tournament games.

- F. The Host Club Tournament Committee shall apply and enforce USPA Rules and Policies throughout the event and shall, where necessary, make decisions regarding the interpretation of such Rules and Policies. The decision of the Committee is final, subject only to the authority of the USPA Board of Governors.

In events with an upper handicap level of 20 goals or more, the Host Tournament Committee may choose the Defended or Undefended procedure for Penalty No. 3.

- G. The USPA owns all TV rights to USPA Tournaments. Prior to TV coverage, contact the USPA office for authorization and approval. For events to which USPA By-Law Section 5 applies, the Host Club shall obtain and grant to the USPA the right to use, and to permit others designated by the USPA to use, the name and pictures of the Host Club and all facilities and grounds used in connection with or related to the event, and the likenesses or pictures of all personnel, participants, spectators and any other related subjects at the event, in television and radio broadcasts, motion pictures, and similar media, and in advertising, publicizing and promoting the events.



Liability Insurance Information:

Effective January 1994, USPA Clubs wishing to host USPA National, Circuit and Sanctioned Event must produce a certificate of Insurance including Participant liability of minimum cover of \$1,000,000. **NO EVENT WILL BE AWARDED WITHOUT A CERTIFICATE ON FILE.**

Important Points regarding liability insurance:

- The box listing the insured must be the USPA Club who is hosting the event and the name must appear as the USPA has it on file.
- Minimum participant liability of \$1,000,000.00 and additional aggregate is a bonus.
- The policy must cover the tournament dates. Tournaments that fall outside of the effective and/ or expiration date will not be awarded or considered a USPA tournament.
- It is the Club's responsibility to ensure the USPA has up-to-date copies of the insurance policies when the policy is renewed.
- The Certificate Holder must be listed as the United States Polo Association
- The USPA asks that if a policy is cancelled prior to the expiration date, that the issuing company will mail thirty days written notice to the USPA.

If you need to obtain Liability Insurance, contact Equisure: www.equisure-inc.com or your local insurance provider.

Please see the next page for an example of EXACTLY what the USPA requires on a Certificate of Liability Insurance.



USPA Trophy Reimbursement Program

The USPA offers a Trophy Reimbursement Program (TRP) for clubs hosting USPA National and Circuit Events. This will allow clubs to purchase their own winners' awards and then be reimbursed for a set amount (shown below).

Clubs will need to follow these simple steps:

1. Submit a Tournament Application:
 - Circuit Event
 - National Event
2. Designate on the application that the club will be using the TRP.
3. Order trophies. Prize Possessions, www.prizepossessions.com, and Sterling Cut Glass, <http://www.sterlingcutglass.com>, offer a discount for USPA tournaments. You may also use a trophy supplier of your choice.
4. Fill out the Reimbursement Form on page 12.
5. Submit the purchase receipt and Reimbursement Form to Lindsey Ebersbach at lebersbach@uspolo.org or via fax (888) 391-7410.

This program cannot be used for the following tournaments: **Circuit Governor's Cup, National Youth Tournament Series, Circuit Hall of Fame Challenge or USPA/PTF Seniors Tournament.**

Reimbursement Amounts:
Circuit Outdoor Event - \$140
Circuit Arena Event - \$120
National Outdoor Event - \$600
National Arena Event - \$500



HOSTING AN ARENA TOURNAMENT

USPA ARENA "INCENTIVE" PROGRAM

USPA Arena Committee, in an effort to increase participation in Arena Polo has received Board approved funds that will be used to reimburse certain expenses for USPA member clubs that host the following tournaments:

<u>TOURNAMENT</u>	<u>GOAL LEVEL</u>	<u>AMOUNT REIMBURSED</u>
CIRCUIT ARENA MASTERS CUP (8)	*	\$300.00
CIRCUIT ARENA SHERMAN MEMORIAL (5)	3-6	\$600.00
CIRCUIT ARENA DELEGATES CUP (2)	6-9	\$600.00
CIRCUIT ARENA CHAIRMANS CUP (1)	9-12	\$600.00
NATIONAL ARENA SHERMAN MEMORIAL (1)	3-6	\$750.00
NATIONAL ARENA DELEGATES CUP (1)	6-9	\$750.00
NATIONAL ARENA CHAIRMANS CUP (1)	9-12	\$750.00

REQUIREMENTS:

- All tournaments are subject to approval by your Circuit Governor (and) or the Tournament Committee.
- These funds are in addition to any other available USPA funds (umpiring, marketing, etc.)
- For Circuit events you must have a minimum of three teams compete in the event to be eligible for this reimbursement.
- For National events you must have a minimum of four teams compete in the event to be eligible for this reimbursement.

For more information or to apply, contact Bob Puetz: bob@uspolo.org

These funds are limited and will be approved on a first come first served basis

WOMEN'S EVENT HANDICAPS

The Women's Handicap Committee & The Women's Committee

USPA Outdoor Women's Tournaments will use Women's Event Handicaps

About the Women's Handicap

The Women's Handicap System and Women's Outdoor Event Handicap was proposed by USPA Governor-At-Large, Sunny Hale, in an attempt to address the compression issue of players rated (-2) to 2 goals.

The Women's Outdoor Event Handicap is for use in women's outdoor polo tournaments only, and does not affect any other handicap or ability to play in mixed co-ed polo.

The Women's Outdoor Event Handicap is based on performance in women's polo tournaments. The more often a female player participates in women's polo tournaments, the better chance she has to be seen, evaluated and to improve her handicap.

The Women's Outdoor Event Handicap and any changes to it will be assessed by the Women's Handicap Committee, using the Women's Handicap System.

Women's Handicap Scale:

0-10 goals (0 = lowest: 10 = highest/best)
N = (New to polo)

Women's Outdoor Event Handicap Levels:

Suggested Handicap limits for outdoor women's events:

0-4 goal
4-8 goal
8-10 goal
10 -12 goal
12-16 goal
16-20 goal

*18-24 USPA Women's Open

Notes:

Low Goal = 0-8 goal (0-4 / 4-8)
Medium Goal = 8-16 goal (8-10 / 10-12)
High Goal = 16 – 20 goal and above

Women's Event Tournament Fees:

All National and Sanctioned Women's Tournaments will have a set tournament fee of \$100.

If you have any Women's Handicap questions, please contact Women's Handicap Committee Chairman, Maureen Brennan: maureen@vipoloclub.com or (540) 270-4977

If you have any other Women's Polo related questions, please contact Women's Committee Chairman, Erica Gandomcar-Sachs: erica@denverpoloclub.com or (970) 206-9460

USPA ROSTER:

TEAM: _____

TEAM: _____

1. _____ HCP ____

1. _____ HCP ____

2. _____ HCP ____

2. _____ HCP ____

3. _____ HCP ____

3. _____ HCP ____

4. _____ HCP ____

4. _____ HCP ____

ALT. _____ HCP ____

ALT. _____ HCP ____

TEAM: _____

TEAM: _____

1. _____ HCP ____

1. _____ HCP ____

2. _____ HCP ____

2. _____ HCP ____

3. _____ HCP ____

3. _____ HCP ____

4. _____ HCP ____

4. _____ HCP ____

ALT. _____ HCP ____

ALT. _____ HCP ____

TEAM: _____

TEAM: _____

1. _____ HCP ____

1. _____ HCP ____

2. _____ HCP ____

2. _____ HCP ____

3. _____ HCP ____

3. _____ HCP ____

4. _____ HCP ____

4. _____ HCP ____

ALT. _____ HCP ____

ALT. _____ HCP ____

UMPIRES, LLC

The Umpires LLC provides many benefits to clubs from the supply of free umpires to umpire reimbursement.

PUMP/6 Program

Member Clubs Hosting a USPA National or Circuit Event 6-goals or Under Are Eligible to Receive One Free Umpire

USPA Umpires, LLC have launched the Professional Umpire Management Program's (PUMP) free umpire initiative for 2015. PUMP/6 will cover the cost of travel, housing, ground transportation and salary for one umpire for any USPA national or circuit event, 6-goals or under.

PUMP/6 applies to both outdoor and arena events with a minimum of three teams participating. The host club must confirm that all tournament participants are current USPA members and agree to follow all USPA tournament conditions.

Umpire availability is based on a first come, first serve basis. All PUMP/6 club requests must be made directly through USPA Umpires, LLC three weeks prior to the event. Clubs that already have a professional umpire contracted through USPA Umpires, LLC will be credited according to the price schedule for the level of the tournament.

To request your free umpire today, please contact Maggie Mitchell by phone 941-928-4600 or by email mmitchell@uspolo.org.

Circuit Umpire Reimbursement Program

The Circuit Umpire Reimbursement program will provide reimbursement for two B rated (or higher rated) umpires for two USPA circuit events per circuit selected by USPA Circuit Governors. The reimbursement will include travel, housing and per diem expenses – the club hosting the circuit event selected by the Circuit Governor will provide reimbursement expense requests to the USPA. Management for the proposed program will be the Head Umpire Instructor who will receive the requests from the Circuit Governors then solicit and select the Certified or Professional Umpires and make the necessary arrangements to provide the umpires for the scheduled event.

The rates paid to the Certified Umpires will be from the listed rates for USPA Professional Umpires, though the umpires need only be USPA Certified and not necessarily Professional Umpires.

The goals of this proposed program are to: 1) provide higher quality, USPA Certified and Professional Umpires to the club and circuit; 2) create a demand by players and clubs for trained USPA Certified and Professional Umpires.

Umpire Management Program "UMP"

1. Applies to both Outdoor and Arena events.
2. Must be a minimum of three teams participating in the events (USPA Sanctioned events and Club events).
3. Per the Umpire Rate Schedule, the highest reimbursement rate is "BB", lowest is "CU".
4. Hosting club agrees all tournament participants are current USPA members, and all matches will follow USPA Rules.
5. Local club umpires will be paid for umpire services only using form EO-1, not travel or housing, etc.
6. Under the UMP Program, expense reimbursement to include travel, housing or per diem expenses, as well as umpire fees.
7. Qualifying umpires must be currently listed as USPA certified umpires.
8. Funds are reimbursed based on a signed affidavit by the check writer as well as the umpire check recipient, which is located on the Reimbursement Request forms EO-1, EO-2, and EA-1.
9. An attached W-9 must be completed and signed by the club, prior to any reimbursement being paid.
10. The Reimbursement Request forms EO-1, EA-1, or E-2 must be submitted to Steve Lane at slane@uspolo.org for consideration of reimbursement prior to November 1st, 2015, unless Pre Approved.
11. Any funds remaining that have not been reserved after November 1, will be reallocated by USPA Umpires, LLC to other circuits/clubs which have submitted and met the reimbursement request criteria.



United States Polo Association®

9011 Lake Worth Road
 Lake Worth, FL 33467
 800-232- Fax: 800-391-7410
tournaments@uspolo.org

OFFICIAL SCORE SHEET

EVENT: _____
 CLUB: _____
 DATE: _____

TEAM: _____

COLOR: _____

Position	HCP	Player	1		2		3		4		5		6		OT		Totals
			Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	
1																	
2																	
3																	
4																	
ALT																	
TOTAL HCP/ PTS AWD	PONY GOALS & PENALTY 1																
	TOTALS		/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	INJURIES (EQUINE/HUMAN)																

TEAM: _____

COLOR: _____

Position	HCP	Player	1		2		3		4		5		6		OT		Totals
			Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	
1																	
2																	
3																	
4																	
ALT																	
TOTAL HCP/ PTS AWD	PONY GOALS & PENALTY 1																
	TOTALS		/	/	/	/	/	/	/	/	/	/	/	/	/	/	
	INJURIES (EQUINE/HUMAN)																

UMPIRES: _____

REFEREE: _____

SCORE KEEPER: _____

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z



United States Polo Association®

9011 Lake Worth Road
 Lake Worth, FL 33467
 800-232- _____ Fax: 800-391-7410
tournaments@uspolo.org

ROUND ROBIN SCORE SHEET

EVENT: _____

CLUB: _____

DATE: _____

Team/ Color	Position	HCP	Player	1		2		3		4		5		6		Totals	
				Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty		
	1																
	2																
	3																
	4																
	ALT																
	TOTAL HCP/ PTS AWD			PONY GOALS & PENALTY 1													
				TOTALS	/	/	/	/	/	/	/	/	/	/	/	/	
Team/ Color	Position	HCP	Player	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Totals	
	1																
	2																
	3																
	4																
	ALT																
	TOTAL HCP/ PTS AWD			PONY GOALS & PENALTY 1													
				TOTALS	/	/	/	/	/	/	/	/	/	/	/	/	
Team/ Color	Position	HCP	Player	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Goal	Penalty	Totals	
	1																
	2																
	3																
	4																
	ALT																
	TOTAL HCP/ PTS AWD			PONY GOALS & PENALTY 1													
				TOTALS	/	/	/	/	/	/	/	/	/	/	/	/	
INJURIES (EQUINE/HUMAN)				/	/	/	/	/	/	/	/	/	/	/	/	/	

UMPIRES: _____

REFEREE: _____

SCORE KEEPER: _____

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z

**UNITED STATES POLO ASSOCIATION®
SCORE KEEPING INSTRUCTIONS**

Prepare Score Sheet

1. Enter name of Event, Host Club Name and date of the match
2. Enter Team Name and Jersey Colors
3. Enter Player's Full Name (the same as their USPA Membership) and their current USPA (verified) handicap
4. Enter Player's position on the team – may require verification at start of game
5. Enter total Team handicap and if any points are awarded based on handicap
6. Enter goals awarded by handicap
7. Mark which teams are playing in which chukkers by marking through the “down” chukkers
8. Indicate full names of Officials

Instructions for Chukkers

1. In the chukker number box of the top team, indicate the direction the team is going at the start of each chukker.
→ ←
1 2
2. In case teams get mixed up in the direction they are traveling, you can determine the correct direction by the direction they started at the beginning of the chukker and the number of goals scored. (Example: Odd goals are the opposite direction, even goals, the same direction, unless a Penalty #1 is awarded.)

Instructions for Keeping Score

1. Each goal scored shall receive a consecutive alpha (A, B, C, etc.) designation.
2. Goals are to be entered beside the scoring player's name.
3. The alpha sequence of goals will indicate the scoring pattern.
4. The score shall be subtotaled after each chukker, and the running total, including handicap, carried forward, then compared to the score board for accuracy. Do not start the chukker until the difference is determined and corrected.
5. Penalties converted are indicated by inserting the penalty number with the alpha designation. (A.4 or B.2)

Instructions for Counting “Penalties”

1. Each Penalty shall be indicated by the number of the Penalty (2, 3, 4, 5, 5b) entered in the “Penalty” box of the person who committed the penalty

4. 3. 5. 2

2. If the Penalty is converted to a score, the Penalty number is circled.

4, ③, 5, ②

3. Re-hits of the same Penalty are not considered “new” Penalties.

4. Also circle the letter of the goal made on the penalty shot

A. B. ③

Instructions for Counting “Injuries”

1. For each chukker indicate whether any injuries occurred by marking the number of injuries in the “Injuries Box”

Comments and explanations required may be made in the space at the bottom of the Score Sheet. Note specific information during an injury. i.e. The chukker, time on the clock, who was injured. You may want to have the EMT/Paramedic/Doctor write a brief description of injury and course of action taken.

Submitting Tournament Results:

- Please use the Tournament Results Packet for all USPA Tournaments
- Submit Photograph of the winning team (examples on following pages)

Once USPA event results are submitted to the USPA for any official event, the USPA Services staff will verify each team to ensure player eligibility. If at the commencement of the tournament any team is found to have been ineligible, all games played by that team will be forfeited and the event results will be tabulated in accordance with USPA Rules and or Tournament Conditions. Only the verified results will be published in the USPA Blue Book. Once a team is deemed not qualified based on the results, the Club Delegate and Circuit Governor will be notified in writing.

Supporting Rules in 2015 USPA Rulebook

Rule 2. b. A player whose registration fee to the USPA has not been paid in full, or who has not been assigned a current handicap, shall not play in any match, game, or tournament event at any USPA member club.

b...INTERPRETATION: It is the player's responsibility to be sure his credential are in order before entering the game. There is no provision for "writing a check at the field" or "calling the office on Monday".

Rule 2. c. The penalty for violation of player eligibility shall be exacted regardless of the player's knowledge or intent. Unlike many other penalties which an Umpire may elect not to exact, the penalty for violation of this rule must be exacted if a Referee, an Umpire, or a member of the Tournament Committee is notified of or otherwise becomes aware of the likelihood of the violation prior to 24 hours after the violation took place.

c...INTERPRETATION: Player eligibility is to be determined by the Club Tournament Committee prior to the game. If possible ineligibility is brought to the Umpire's attention before or during the game and cannot be resolved, the game should be played under protest (By-law 12) and the question referred to the Committee. If the ineligibility is upheld, the game is to be declared a forfeit by the team with the ineligible player.

PROPOSED INTERPRETATION: If ineligibility is discovered after the ineligible team has competed in an USPA National, Circuit, or Sanctioned Event all games played by the ineligible team shall be forfeited and tournament results will be recalculated. Only results of eligible teams will be published in the annual Blue Book.

Proposed Definitions:

Player eligibility- Handicapped (B or above) and USPA Player, Affiliate, or Student dues paid prior to tournament start date

Team eligibility- All players eligible, team handicap level falls within the tournament handicap limits, and does not violate $\frac{3}{4}$ rule (Rule 2.d. (4)) or any other USPA Rules.



Good Photo

It is important that we receive high resolution images of the winning team. Please follow the helpful tips below to ensure the photos will translate well to print media.

- Use a DSLR or compact camera for 300 dpi image
- Shoot on the “Large” JPEG file setting
- All players focused on the camera
- Club name in the background if applicable
- Trophy(ies) present
- Subjects in focus



Poor Photo

In order for photographs to print correctly they need to be shot with a DSLR, compact camera, or a high-end smartphone. Images that are low resolution do not print well, and can take away from the great memory. Please see below for things that can ruin a tournament photograph.

- Photos taken on old cameras, or phones resulting in poor quality
- Images not at 300 dpi
- Players not all looking at the camera
- Unnecessary people in the frame
- Subjects out of focus or slow shutter speed
- If photo is taken on mounts helmets must be on players

USPA Tournament Results Package
For Blue Book

Host Club: _____

Tournament: _____

Play Dates: _____



WWW.USPOLO.ORG

Please complete enclosed forms at conclusion of tournament and return to:

United States Polo Association
9011 Lake Worth Rd – Suite A
Lake Worth, FL 33467

Email: tournaments@uspolo.org

SUMMARY OF TEAM ENTRIES

TEAM: _____

1. _____ HCP _____

2. _____ HCP _____

3. _____ HCP _____

4. _____ HCP _____

ALT. _____ HCP _____

TEAM: _____

1. _____ HCP _____

2. _____ HCP _____

3. _____ HCP _____

4. _____ HCP _____

ALT. _____ HCP _____

TEAM: _____

1. _____ HCP _____

2. _____ HCP _____

3. _____ HCP _____

4. _____ HCP _____

ALT. _____ HCP _____

TEAM: _____

1. _____ HCP _____

2. _____ HCP _____

3. _____ HCP _____

4. _____ HCP _____

ALT. _____ HCP _____

TEAM: _____

1. _____ HCP _____

2. _____ HCP _____

3. _____ HCP _____

4. _____ HCP _____

ALT. _____ HCP _____

TEAM: _____

1. _____ HCP _____

2. _____ HCP _____

3. _____ HCP _____

4. _____ HCP _____

ALT. _____ HCP _____

Email win photo to:
tournaments@uspolo.org

Winning Team: _____

Names Left to Right (please print - no initials, no nicknames)

1. _____

2. _____

3. _____

4. _____

Other: _____

MVP: _____

Best Playing Pony: _____

Owner: _____

Equine Welfare Representative: _____

Officials: _____

Injuries during Tournament:

Equine: _____

Player: _____

SUMMARY OF GAMES

Name of Tournament: _____

Host Club: _____ CIRCUIT: _____

Dates: _____ Handicap Level: _____

Game 1

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 2

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 3

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 4

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 5

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 6

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 7

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Game 8

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Please use next page for additional games

FINAL GAME

TEAM: _____ Score: _____ vs Team: _____ Score: _____

Umpires: _____ Referee: _____
