

Polo Development Initiative Guidelines

In April of 2005, the USPA Board of Governors created a special fund called the Polo Development Initiative in order to promote the growth of USPA membership and the development of USPA clubs.

This document defines the Polo Development Initiative's intent and purpose, creates the priorities for this fund and creates an application process. In short, the Polo Development Initiative is designed to support projects that:

- identify a need that is relevant to the growth of polo:
- are carefully thought out with a plan toward contributing to the sport of polo and:
- have a plan for accountability.

Projects supported with money from this fund must adhere to certain requirements. Projects must have a clear beginning and end. Each project must have a profit and loss analysis for the years funded. Projects must be well defined, have clear goals and objectives, and include a timeline. Projects must be supported or sponsored by a club in good standing or a committee of the USPA, and should be designed to benefit member clubs or serve USPA membership. No project will be funded for more than four (4) years. All PDI applicants must be either be a USPA Registered Player in good standing or a Member Club in good standing, and all sponsor participants of PDI projects must be USPA Registered Players, Registered Associates or Registered Students.

USPA will commit to a fair and timely evaluation period once a complete application has been submitted. It is the intent to fund projects monthly or quarterly because continued funding should be dependent on the project's progress. This funding should be viewed as seed money to be combined with other funds to start and support worthwhile projects that are then able to stand on their own or supported by individual clubs, the USPA, the PTF, or for profit organizations.

The USPA wants everyone in the greater polo community to know about the Polo Development Initiative. The existence of the Polo Development Initiative will be promoted using all available resources. Initially the USPA intends to use email, Polo Players' Edition magazine, and the USPA website to contact all players, Delegates and Governors. After an applicant's project has been funded and sufficient tracking has been completed, every effort will be made to give as much publicity and acknowledgement to the project as possible.

An annual inflow cap of \$200,000 limits this Fund. Outflows from this Fund are not limited but the fund may not at any time exceed \$500,000.

I. Application Guidelines

This fund will be used as a tool to accomplish the USPA stated goal of increasing overall membership.

- a. The Project must be aimed at the growth and enhancement of the sport of polo.
- b. The Project must benefit the greatest amount of polo players or fans possible.
- c. The financial aspects of the project must be fully disclosed.
- d. Individuals associated with the application must be available to answer questions concerning the request.
- e. The Polo Development Initiative will strive to distribute the funds widely across geographical regions of the United States and to support outdoor and arena projects as well as projects at large and small clubs.
- f. Distribution of funds shall be market driven, not pre-determined.
- g. The USPA “Sunshine Policy” applies to all funded projects. Applications approved for funding will be available on the website as well as reported results such as Status Reports. Success stories will be promoted widely. Applicants need to be prepared to commit resources to publicly promote the project.
- h. Projects that request a second or third round of funding must show progress toward financial sustainability and provide the reporting that is required on a monthly, seasonal or annual basis. Please be reminded that no project will be funded for more than 4 years.

II. Application Process

The PDI Application is available on the USPA website as well as from the USPA offices. Please send or email your completed applications to the USPA office:

Amber Lee Owen
U.S. Polo Association
3500 Fairlane Farms Rd. - Suite 9
Wellington, FL 33414
Cell: (561) 253-5629 - Fax: (561) 793-9576

Or
<mailto:owen@uspolo.org>

We accept completed applications in many forms. We prefer completed applications emailed in a PDF or MS Word format.

The PDI Sub-committee will receive and process applications through out the year. There will be deadlines and decisions made on a quarterly basis. All applications received during the first month of each quarter will be processed within that same quarter and the final disposition determined by the end of that same quarter.

Deadlines for complete applications are January 31, April 30, July 31, and October 31. For those applications that arrive on or before the deadline, decisions will be made no later than March 31, June 30, September 31, and December 31, respectively.

PDI QUARTERLY PROCESSING PROCEDURE

FIRST QUARTER

Jan Feb Mar


SECOND QUARTER

April May June


THIRD QUARTER

July Aug Sept


FOURTH QUARTER

Oct Nov Dec


 **First Month of each Qtr Applications will be accepted**

 **Second Month of each Qtr Applications will be processed**

 **Third Month of each Qtr Applications processed and final disposition**

The Polo Development Initiative Application must establish a clear mission with the following info:

- a. A list of proposed goals and overall objectives;
- b. A list of the products and/or services delivered;
- c. A detailed budget to justify the need for funding;
- d. A list of the project resources including employees (if any), a list of outsourcing references and the location of the program;
- e. A detailed timeline of your polo development project;
- f. Status reporting;
- g. A brief biography of the applicant's leadership references with special mention of any contribution to the sport of polo;
- h. 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;
- i. A list of resources available to publicly promote this project if the funding is approved i.e. local newspaper, *Polo Players Edition* magazine, etc.;
- j. Any additional comments and/or supporting supplements;

III. Polo Development Initiative Approval Process

The Club and Membership Committee (C & M C) established the PDI sub-committee to evaluate Polo Development Initiative applications. This sub-committee is responsible for approving applications and communicating with the applicants. If a project is approved, the application will be sent to the Finance Committee (FC) for a ten day budgetary review. If there are no suggestions or revisions to the project or its budget by the FC, the application will be forwarded to the Executive Director who can reject the application or fund it. The USPA Executive Director has unilateral approval to fund projects up to \$10,000 (first tier projects). Any requests over \$10,000 (second tier projects) require approval from the Executive Committee or the Board of Governors.

IV. Managing Funded Projects

It is the intent to fund projects in increments. For each funded project, continued distribution of funds will be contingent upon reporting ongoing accomplishments as document in Status Reports. The USPA is not obligated to issue requested funds up front.

Each project will be required to submit monthly or quarterly Status Reports to the Executive Director for tracking purposes. Project goals, milestones, and objectives will be tracked for success and failure on each approved project. The PDI Subcommittee will determine whether the project is meeting its objectives in a timely manner and has the authority to withhold funds until the project meets those objectives. Project funding may be discontinued if the project doesn't reach its goals, milestones or objectives or if it has an adverse effect on the sport of polo. The Finance Committee will review each application, ensure that there is adequate funding available, manage and authorize payments, monitor the project and receive all project reporting. The Executive Director, with support from PDI sub-committee and the Finance Committee, will report on each funded project to the Executive Committee, and to the Board of Governors. Each approved PDI project may be monitored and tracked by a PDI Project Oversight subcommittee, who will report to the Executive Director, with copies forwarded to the PDI subcommittee.

If a project is not meeting its objectives, the following may occur:

- a. The PDI Subcommittee may recommend, with the consent of the Executive Director and/or the Executive Committee, to withhold funds until the project accomplishes its objectives.
- b. The Executive Director may stop funding on first tier projects and recommend a stop to funding on second tier projects. The Executive Committee or the Board of Governors may stop funding of second tier projects.
- c. Project may be adjusted and re-approved.
- d. The application could be revised, updated and resubmitted as per the process above for a "fresh start."