

# UNITED STATES POLO ASSOCIATION®

4037 Iron Works Parkway • Suite 110

Lexington, Kentucky 40511

Telephone: {859} 219-1000 or {800} 232-8772 Fax: {859} 219-0520

[www.uspolo.org](http://www.uspolo.org)

Email: [earmstrong@uspolo.org](mailto:earmstrong@uspolo.org)



## CLUB REGISTRATION

**Registration Year: 20\_\_\_\_\_**  
**UNITED STATES POLO ASSOCIATION®**

*The United States Polo Association® registration runs from January 1 to December 31 of each year.*

---

**REGISTRATION:**

**(Please select one)**

**Active Member Club**

Active Member Club - Two Hundred Dollars (\$200.00) annual dues. An Active Member Club, shall be represented by a voting Delegate to the Association, shall be located within the United States and shall, upon election to annual membership in the Association, share all privileges and obligations of the Association. These privileges include voting, hosting Association events, recommending handicaps, and registering players. An Active Member Club shall, at all times, be obligated to apply and enforce the Constitution, By-Laws, Rules and directives of the Association. Failure of an Active Member Club to discharge its obligations may be grounds for suspension or termination of the privilege of Club membership, or other penalty, by the Board of Governors, or the Chairman of the Association. During the term of any suspension of its membership, a Club shall have the rights and obligations of an Inactive Member Club.

**Registration Fee:** \$200.00

---

**Affiliate Member Club**

Affiliate Member Club - Two Hundred Dollars (\$200.00) annual dues. An Affiliate Member Club shall be represented by a non-voting Delegate to the Association, shall be a foreign Club or Association which competes with Active Member Clubs and shall, upon election to annual membership in the Association share all privileges and obligations of the Association except those specifically prohibited.. The privileges shared include hosting Association events, recommending handicaps, and registering players. An Affiliate Member Club shall, at all times, be obligated to apply and enforce the Constitution, By-Laws, Rules and directives of the Association. Failure of an Affiliate Member Club to discharge its obligations may be grounds for suspension or termination of the privilege of Club membership, or other penalty, by the Board of Governors, or the Chairman of the Association. During the term of any suspension of its membership, a Club shall have the rights and obligations of an Inactive Member Club.

**Registration Fee:** \$200.00

---

**Associate Member Club**

Associate Member Club – One Hundred Fifty Dollars (\$150.00) annual dues. Associate Member Clubs are overseas clubs that wish to receive USPA communications and publications. Associate Member Clubs may select a non-voting Representative to the USPA but may not register players, recommend handicaps, host Association events or enjoy other privileges than those herein specifically granted.

**Registration Fee** \$150.00

---

**College, University or Preparatory School Club**

College, University or Preparatory School Club - One Hundred Dollars (\$100.00) annual dues. A College, University or Preparatory School may select a non-voting Delegate who will receive all communications and publications of the Association. Colleges, Universities and Preparatory Schools may enter teams in Intercollegiate and Interscholastic competition but may not register players or recommend handicaps.

**Registration Fee** \$100.00

---

**Inactive Member Club**

Inactive Member Club - Fifty Dollars (\$50.00) annual dues. An Inactive Member Club is a previously Active or Affiliate Member Club which no longer meets the Constitutional requirements for Active or Affiliate Membership and which has been designated as inactive by the Board of Governors of the Association, . Inactive Member Clubs shall be listed on the membership roster as long as their dues obligations are paid. Inactive Member Clubs may designate a non-voting Representative, but may not recommend handicaps, register players, host Association events or enjoy privileges of the Association other than as herein specifically described.

**Registration Fee** \$100.00

**All Member Club Dues are payable by January 1 of each calendar year. Annual Club Dues paid after April 1 will be increased by \$50.00**

## PROVISIONS THAT MUST BE SUBMITTED WITH CLUB REGISTRATION:

- 1) Registration Fee
- 2) Club Constitution
- 3) Club By-Laws
- 4) A written letter from the Club President designating the Club Delegate
- 5) Photo and description of the field(s) and facilities
- 6) List of Three (3) Players that are registered through the Club
  - a) **New Registered Player Members**  
Must complete a USPA® Player Registration Form and submit the \$150.00 registration fee to the USPA® office.
  - b) **Current Registered Player Members**  
Current Registered Player Members must complete and return a Club Transfer Form to the USPA® office.
  - c) **New Registered Affiliate Player Members**  
Must complete a USPA® Player Registration Form and submit the \$250.00 registration fee to the USPA® office.

**Type of Payment:** *(Please do not send cash)*      ◇ Check # \_\_\_\_\_      ◇ Master Card      ◇ Visa

Amount enclosed or to be charged: \$ \_\_\_\_\_

Credit Card Number: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_      Phone Number: \_\_\_\_\_

**Club Registration will not be processed if all provisions are not submitted with registration and payment is not paid in full.**

## SECTION I CLUB INFORMATION

*(Please print or type)*

Application is hereby made by the \_\_\_\_\_ Club for membership in the United States Polo Association®. As stated in the Constitution of the United States Polo Association®, Article III, Section I, "Each Club will select a Club Delegate to represent it, who will be a current Registered Player of the Association. No individual may serve a Delegate for more than one Club."

**CLUB ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_

◇ Telephone (Club): \_\_\_\_\_      ◇ Telephone (Additional): \_\_\_\_\_

*Please select one phone number for publication!*

◇ Fax (Club): \_\_\_\_\_      ◇ Fax (Additional): \_\_\_\_\_

**EMAIL:** \_\_\_\_\_      **WEBSITE:** \_\_\_\_\_

**COLORS:** \_\_\_\_\_      **FIELD AVAILABILTY:**    ◇ Outdoor    ◇ Arena    ◇ Both

**DIRECTIONS to the CLUB FROM A MAJOR HIGHWAY:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

## SECTION II CLUB OFFICERS

President: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Secretary: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Treasurer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_

## SECTION III CLUB DELEGATE

USPA® MEMBER ID #: \_\_\_\_\_

**By-Law 3.c.2).c): A Registered Affiliate Player Member shall not be eligible to be selected as a Club Delegate for an Active Member Club**

Delegate's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ work \_\_\_\_\_ home  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## SECTION III CLUB MANANGER

Manager's Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ work \_\_\_\_\_ home  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

---

### Terms and Conditions

---

- 1) All USPA® Member Clubs must abide by the Constitution, By-Laws and Rules of the USPA®, as published yearly in the USPA® Yearbook and from time to time amended and published, including, but not limited to By-Law 13, Arbitration. The Association is a voluntary, private sporting organization. Membership in the Association is at-will and subject to the discretion of the Association at all times. A club or individual membership may be suspended, revoked or terminated at any time by the Association where a member acts in any manner that is deemed, in the sole discretion of the Association, to be inconsistent with, contrary to, or violative of the Association's Rules, Bylaws, or Terms and Conditions of the Membership Application.
- 2) The names of USPA® National and Circuit events are Registered Trademarks of the United States Polo Association®. By membership in the USPA®, your club agrees not to use these names without having been awarded these events by your USPA® Circuit Governor and/or the USPA® Tournament Committee and approved by the USPA® Board of Governors.

- 3) Effective January 1994, USPA® clubs wishing to host National, Circuit or Sanctioned USPA® events, must produce a current certificate of insurance including participants liability of a minimum coverage of \$1,000,000.00 at the time they apply for the event. (USPA® Tournament Conditions Section IV paragraph E.)
- 4) All USPA® Member Clubs assume any risk with respect to my participation in any USPA® sanctioned activity, tournament or game (collectively, “USPA® Event”) and to indemnify and hold harmless the sponsoring club and any other sponsor or member clubs of the USPA®; any charity or other beneficiary which may benefit from the USPA® Event; the USPA®; the owners, lessees or lessors of any premises where a USPA® Event may be held; and all directors, governors, officers, trustees, agents, employees, or servants of any of the above-named entities (collectively the “Indemnified Parties”), from any claim for any personal injury or property damage sustained by any person or entity, including, without limitation, all third parties, all other members, entrants, and any person performing services for any of the Indemnified Parties, arising out of my conduct.
- 5) All USPA® Member Clubs agree to be responsible for any injury or damage caused by themselves, their agents, employees and /or their mounts.

**By signing this registration form and accepting the privileges of the USPA®, I acknowledge that I have read, understand, accept and agree to the terms and conditions as set forth.**

Delegate’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

USPA® Circuit Governor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## USPA® USE ONLY

**Club ID #:** \_\_\_\_\_ **Circuit:** \_\_\_\_\_

Previous USPA® Club      Year: \_\_\_\_\_

Approved by the Executive Committee: \_\_\_\_\_       Approved by the Board of Governors

The following items were mailed to the Club Delegate on: \_\_\_\_\_

◇ Acceptance Letter      ◇ Club Certificate

### Registration pending on:

- ◇ Registration Fee
- ◇ Club Constitution
- ◇ Club By-Laws
- ◇ A written letter from the Club President designating the Club Delegate
- ◇ Photo and description of the field(s) and facilities
- ◇ List of Three (3) Player Members that are registered through the Club

# INSURANCE

For information on club insurance, please contact your insurance provider or you may contact:

Diane Leshner  
**Equisure, Inc.**  
13790 E. Rice Place  
Aurora, CO 80014

Telephone: 303-614-6961  
800-752-2472

Fax: 303-614-6967

Email: [diane@equisure-inc.com](mailto:diane@equisure-inc.com)

(Equisure is not affiliated with The USPA®, USPA® Employees, Officers or Board of Governors)

**REMINDER:** Effective January 1994, USPA® clubs wishing to host National, Circuit or Sanctioned USPA® events, must produce a current certificate of insurance including participants liability of a minimum coverage of \$1,000,000.00 at the time they apply for the event. (USPA® Tournament Conditions Section IV paragraph E.)

# UNITED STATES POLO ASSOCIATION®

## SUGGESTED CLUB CONSTITUTION

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned members, do hereby voluntarily associate ourselves together for the purpose of forming a private Club under the laws of the State of \_\_\_\_\_ and we do hereby certify:

**FIRST:** That the name of this Association shall be:

\_\_\_\_\_

**SECOND:** That the purpose for which this Club is formed are as follows:

- a) To promote equestrian activities, particularly with reference to arranging polo games and polo practice for members and guests.

**THIRD:** The number of Directors of the said Association shall be (5) and the names and address of said persons are as follows: (One person may hold more than one office)

a) President: \_\_\_\_\_ Address: \_\_\_\_\_

b) Vice President: \_\_\_\_\_ Address: \_\_\_\_\_

c) Secretary: \_\_\_\_\_ Address: \_\_\_\_\_

d) Treasurer: \_\_\_\_\_ Address: \_\_\_\_\_

e) Delegate: \_\_\_\_\_ Address: \_\_\_\_\_

# UNITED STATES POLO ASSOCIATION®

## SUGGESTED CLUB BY-LAWS

### SECTION I Principal Office

The principal office shall be located at:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### SECTION II Articles

**Article 1** All annual meetings shall be held at the principal office of the Association or at such place as designated by the Board of Governors.

The annual meeting shall be held on the first Monday of February of each year at 9:00 a.m..

**Article 2 Special Meetings.**  
Special meetings shall be called for any purpose whatsoever by the President or by the Board of Directors, which shall include at least one in June for the purpose of deciding on the nomination or plans to elect their Circuit Governor.

**Article 3 Voting.**  
Each member in good standing shall have one vote. All active members shall be Members of the United States Polo Association®.

**Article 4 Officers.**  
The officers of the Association shall be a President, one or more vice-president and a Secretary-Treasurer. The President shall be the Delegate of the United States Polo Association®.

**Article 5 Elections.**  
The officers shall be chosen by the Board of Directors and each one shall hold office until he shall resign or shall be removed or otherwise disqualified to serve.

**Article 6 President.**  
The President shall be empowered to take any action in connection with the operation of the Association deemed necessary by him in the conduct of the officers of the Association. He shall work in conjunction with support, and carry out in the best interests of all members of this Association, the plans and programs of the USPA and particularly, those that would apply to this club.

# UNITED STATES POLO ASSOCIATION®

## CLUB BENEFITS

The United States Polo Association®, as the governing body of the sport of polo, represents over 300 clubs and over 4,000 members. The Association exists for the purpose of promoting the game of polo, coordinating the activities of its member clubs and registered players, arranging and supervising polo tournaments, competitions, and games and proving rules and condition for those tournaments, competitions, and games including the safety and welfare of participants and mounts.

The Association provides the following benefits and services to its membership including, but not limited to:

### Club Benefits

1. Affiliation with a National Association that serves as a governing body of the sport.
2. Ability to recommend handicaps.
3. Ability to register players.
4. Access to USPA® Polo Plus Program
5. Ability to host USPA® recognized National, Circuit and Sanctioned Tournaments.
6. USPA® trophies for recognized National and Circuit Tournaments.
7. Intercollegiate/Interscholastic youth programs.
8. Access to USPA® Professional Umpires.
9. Training and professional programs
10. Participation in Association governance, if applicable.
11. Disciplinary support.
12. Staff support.
13. Ability to apply for Polo Development Initiative Funding (PDI)
14. Ability to request National Club Development (NCD) advice.

### Member Benefits

1. Rules that govern the sport of polo.
2. Rules Interpretations and examples to assist with the rules interpretations.
3. Fair and consistent handicaps for all registered players.
4. Eligibility to participate in National, Circuit and Sanctioned Tournaments.
5. Excess Personal Liability Insurance\*.
6. Polo publication to keep abreast of polo activities.
7. Access to the “Member’s Only” section of the USPA® website.
8. Youth programs with Intercollegiate and Interscholastic Competition.
9. Miscellaneous benefits from an Annual Yearbook to Training and Education Programs.
10. Access to USPA® Polo Plus Program.
11. Staff Support.

\* Underwritten by Lloyd’s of London

# UNITED STATES POLO ASSOCIATION®

## DESIGNATION OF DELEGATE

The undersigned, an officer of the \_\_\_\_\_ Club  
(the “Club”), pursuant to Article III, Section I of the United States Polo Association® Constitution (“USPA®”) selects  
and appoints \_\_\_\_\_ as the Delegate for the representative of the Club.

Further, the undersigned specifically authorizes the Delegate to appoint a proxy, to act on its behalf at all meetings of the USPA® during the term of the Delegate’s appointment and to certify such proxy to the USPA® on behalf of the undersigned officer, pursuant to Article V, Section 4 of the USPA® Constitution. The Delegate shall serve until he/she either resigns or is replaced by the undersigned or his/her successor(s).

Delegate’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

# UNITED STATES POLO ASSOCIATION®

## CLUB TRANSFER

I \_\_\_\_\_ want to transfer my USPA® Primary Club Affiliation  
to \_\_\_\_\_ Polo Club, effective immediately.

If you have any questions regarding this transfer, please contact me at:

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Delegate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR USPA® USE ONLY

Member ID #: \_\_\_\_\_

The following information was changed in the database on: \_\_\_\_\_

- Primary Club Affiliation
- Circuit

# UNITED STATES POLO ASSOCIATION®

## DELEGATE DUTIES

### **SCOPE of DUTIES:**

The function of the Club Delegate is an intricate part in the vertical chain of commands within the organization. The Board of Governors creates policy and is responsible for the leadership of the Association in realizing its opportunities for service and fulfillment of the Association's obligation to all its constituencies. Management is then required to provide leadership and direction to implement the policies and direction of the Board. The Club Delegate serves as the conduit that disseminates Association information to the Club and oversees Club actions to ensure that the Club follows the rules and regulations of the Association.

The Club Delegate must also serve as the “voice” that represents Club issues and fulfills Club membership responsibilities to the Association.

In essence, the Club Delegate, and how well he or she performs her duties, has a direct financial impact on the Association through membership enrollment and player support of our Association.

### **Constitution, Section I:**

The United States Polo Association® (Association) will be an Association of regularly organized polo clubs and associations or other entities (Clubs) and of the registered players (Players) of such Clubs. Each club will select a Delegate to represent it, who will be a current Registered Player of the Association. No individual may serve as Delegate for more than one Club.

### **I. Club Information/Membership Applications**

- 1) Notify the USPA® office with any club information and changes.  
(i.e., address, phone number, delegate, Officers and Club Manager.)
- 2) Be sure the club meets USPA® guidelines as listed in the USPA® By-Laws and Constitution.
- 3) Be sure that current Club and Delegate dues are paid on time.
- 4) Disseminate USPA® information to club members.
- 5) Verify accuracy of membership applications and their completion in detail.

### **II. Handicaps (Refer to USPA® By-Law 6 and the Outline of Handicap Committee Guidelines)**

- 1) Complete Delegate Section on all new USPA® Player Application for those members joining through your club.
- 2) Review club members' handicaps annually with the Club Handicapping Committee and submit them to the USPA® office.
- 3) Submit in writing to the USPA® office any handicap changes for club members or other player members at your club, who you feel have not been properly handicapped.
- 4) Assist players with the completion of foreign exempt forms.
- 5) Submit completed tournament requests to the Circuit Governor.

### **III. Tournaments (Refer to the USPA® Tournament Conditions)**

- 1) Complete applications to host USPA® Tournaments (National, Circuit and Sanctioned submit application prior to deadline).
- 2) Review club members' handicaps annually with the Club Handicapping Committee and submit them to the USPA® office.
- 3) Notify the USPA® office of any USPA® Tournament play date changes.
- 4) Verify member eligibility and handicaps before each tournament.
- 5) Ensure that all USPA® Tournament results are forwarded to the USPA® office.
- 6) Pay USPA® Tournament fees before the commencement of the tournament.

#### **IV. Meetings**

- 1) Circuit Meetings.
- 2) Attend all Circuit meetings
- 3) Submit tournament requests to Circuit Governor
- 4) Coordinate tournament schedule with other clubs
- 5) USPA® Meetings
  - Attend the Annual Meeting of the Association or submit a proxy to the USPA® if you are unable to attend.
  - Represent your Club by voicing questions and comments to management, the Circuit governor and/or the Board of Governors.

#### **V. Elections (Refer to the USPA® Constitution, Article IV.)**

- 1) Circuit Governor Election
  - Complete Nomination Form and submit the form to the USPA® office in the envelope marked "Nomination Form", before the deadline.
  - Complete Ballot Form and timely return the form to the USPA® office in the envelope marked "Ballot".
- 2) Club Delegate Appointment
  - Notify the USPA® in writing when there is a change in Club Delegate.

#### **VI. Clinics**

Contact the Polo Training Foundation® office at 888-783-7656

#### **VII. Professional Umpires**

To acquire a professional umpire for USPA® Tournaments, contact David Offen at [offen@uspolo.org](mailto:offen@uspolo.org) or 561-528-3821.

#### **VIII. Awards**

- 1) Dr. Billy Linfoot Award - Most Improved Club Player
  - Complete proper form and submit the form to the USPA® before December 31 of each year.
- 2) Owen O'Hanlon Groom Award
  - Complete the proper form and submit the form to the USPA® office before December 31 of each year.

#### **IX. Disciplinary (Refer to the USPA® By-Laws 11 - Disciplinary Procedures)**

A complaint may be made by any Registered Player who is also a spectator or participant in an event, an Official of the event, or an Officer or Governor of the Association, for any alleged violation of the Association Rules or By-Laws.

- 1) Copies of all complaints made to a Member Club will be delivered to the Association by the Member Club within seventy-two (72) hours of receipt by the Member Club.
- 2) Ensure that all Club disciplinary actions are filed with the Association.

#### **X. Protest (Refer to the USPA® By-Laws 12 - Protest Procedures)**

A protest may be filed by (i) any aggrieved Registered Player who is also a participant in an event; (ii) an Official of the event, or (iii) an Officer or Governor of the Association.

- 1) Copies of all protest received by the Tournament Committee or event officials of the Member Club will be delivered to the Association by the Member Club within twenty-four (24) hours.