



## Great Lakes Region Pony Clubs

### Regional Activity Guide

It is the intent of this guide to be a source for DCs, parents, members and activity organizers for better understanding of regional guidelines and practices for participants and organizers of regional activities. This document should be reviewed annually by the RS and regional board prior to the fall regional council meeting. In the Great Lakes Region, we hold a number of activities throughout the year to support the USPC mission statement. Some of these activities support the organization and planning as a region, while others allow for the education of our members in competitive and non-competitive formats. Each club or center within the region volunteers (or is assigned) to lead or support one of these regional activities. This “club duty” is in addition to other club activities or competitor volunteer assignments at the activity. All regional activities are coordinated by volunteers, without an active regional volunteer base, we can not hold activities.

This document is designed to support GLR policies. GLR policies supersede this document.

### General Definitions:

Regional Calendar	Apdx A	An activity calendar developed by the regional board and accepted by the regional council that includes both USPC required and optional activities for members and regional leaders. Regional activities will not intentionally be run simultaneously that would be intended for a similar audience.
Regional Board (RB or executive board)	Apdx B	Regional Board consists of Regional Supervisor (RS), Vice Regional Supervisor(s), Treasurer, Secretary, Regional Instructional Coordinator (RIC), Horse Management Organizer (HMO) along with appointed Regional Testing Coordinator (RTC). Elected by Regional Council annually at Fall Regional Council Meeting. Oversees regional and club activities. Each activity is assigned to a board member as Liaison.
Regional Council (RC)		Voting body of the region. Includes DC/CA (or delegate) of each club/center and Regional Board members (excluding Regional Testing Coordinator who is an appointed position and has no RC vote). Each club is assigned an activity annually to lead or assist.
Regional Activity	Pg. 3	All activities that are overseen by the region both organizationally and financially. These include: Regional Council (RC) meetings in spring and fall, competitive rallies (quiz, dressage, show jumping, eventing), educational opportunities for members (Upper Level (UL) clinics, mini-rama, standards and certifications clinic, regional mounted camp, Horse Management education activities), adult leadership education opportunities (retreats, standards and certification clinic, seminars during quiz rally). Budgets (using regional format) are approved at the spring RC meeting, final reports submitted at the fall RC meeting. Some activities vary from this reporting if they are held during late fall or winter.
Omnibus		Annual GLR directory of members and activities. Published to be distributed at the

		spring RC meeting. A regional responsibility of a club that is also a fund raiser for the region.
Unmounted activity /Meeting	Pg. 4	Any meeting or activity not requiring riding of a horse. It may include the use of horses "on the ground".
Rally		A team competition among members may be qualifying (run under USPC strict rules to assess readiness for national competition) or non-qualifying (run under less strict format that would not apply for national championships qualification). Historically, GLR has had qualifying quiz, dressage and SJ rallies every year, while having a qualifying eventing rally potentially in Festival years. Non-festival years, our efforts go toward a regional all level Camp.
Rally/Activity Packet	Pg. 5, 7	A document that gives general information to enter an activity. Each rally/activity uses a regional format, submitted by organizer/secretary, edited by RS. Distributed through GLR digest and GLR Facebook group.
Overall Organizer	Pg. 4,6	Lead person/club of an activity (duties may also include that of hospitality, facilities and secretary of smaller activities). Generally speaking, RC meetings, quiz and unmounted activities only require an overall organizer.
Hospitality Coordinator	Pg. 5, 7-8	Club or individual responsible for "comfort" during an activity (food, port a potties, etc.). Usually used for dressage and SJ rallies, possibly eventing.
Facilities Organizer	Pg. 7	Club or individual responsible to coordinate set-up and clean up of facilities. Can be used for dressage and SJ rallies, possibly eventing.
Activity Secretary	Pg. 5, 7	Club or individual responsible for paperwork and scheduling of activity. This may be part of the overall organizing club duties or shared with another club.
Horse Management Organizer - HMO	Pg. 8	Horse Management Organizer coordinates some unmounted activities, the hiring of chief horse management judges for mounted rallies along with the education and coordination of assistant horse management judges for rally. Elected regional board member.
Junior Leadership Council - JLC	Pg. 4, 6	Junior Leadership Council is a group of youth members who have their own meetings and activities under the guidance of an adult Liaison (usually a regional board member). Finances are within the GLR.
Upper Level (UL) Clinics	Pg. 4, 6	RIC organized clinics (mounted and unmounted) focusing on preparing for national (HB, C3 and up) certifications. The regional RIC formulates a calendar, secures instructors, locations and topics. Under GLR policies, one regional UL clinic is required in year prior to applying for a national certification.
GLR digest	Pg. 5, 7	Yahoo! Group email forum. All DCs and RC members MUST be members. Interested parents MAY be members. Method of communicating the business of GLR through group emails. Documents used for organization and entering of activities stored within this digest. Monitored by RS and regional secretary.
GLR FaceBook Group	Pg. 5, 7	Closed Facebook group of members, parents, leaders and others interested in GLR activities. Monitored by RS and regional secretary. Intended as a social interaction along with distribution of some regional documents and news.
Regional Trailer		Storage trailer containing varied assets of the GLR used for rallies and activities. Usually housed at a board member's home.
Regional Participant Cancellation Policy		<u>Before Closing Date</u> – If in writing, full refund less \$25 non-refundable office fee; all withdrawals must be in writing via email before 8:00 PM of Closing Date <u>After Closing Date</u> – If in writing via email and accompanied by a vet's or doctor's note, 50% refund will be given. If entry can be filled from a waiting list, full refund less \$25 non-refundable office fee.

## **All Regional Activities—General Information**

- It is the responsibility of the regional Executive Board and the Regional Council to schedule, budget and hold varying activities that serve the best interest of the members and volunteers of the Great Lakes Region.
- Budgeting and reporting need to be done on a timely basis.
  - Budgeting is primarily a task completed at the Spring RC meeting (after having a rough draft approved by the RS). However, some activities are held too early or late to be approved at the Spring Meeting. These may either be approved at the Fall Meeting or by the regional executive board at one of its regular meetings.
  - Budgets must be submitted 90 days prior to the activity for approval.
  - Final financial reports are due 30 days after completion of the activity.
  - GLR activity Budget and report templates are available on the GLR digest (Files/Financial Information).
  - Any profit is to be passed to the region at the time reports are submitted. Losses will be reimbursed from the region to the organizing club after reports are filed and approved. Losses will be reimbursed by the region up to the budget approved by the RB.
  - Reports are submitted to the regional treasurer and RS.
- A Regional Calendar will be published as early as possible, however the GLR calendar is dependent on many other calendars (USEA, TEAM, USPC, among others) and must wait for the release of some of those dates prior to establishing our calendar. A final calendar is released with the GLR Omnibus at the Spring RC meeting.
  - The RIC makes every effort to release UL clinic dates the fall prior since many of these occur in winter/early spring.
  - Every effort should be made by clubs to not schedule club activities on the same dates as regional activities
- Portions of an activity may be used as club or regional fund raisers (silent auctions, concessions, t-shirts and others) with the approval of the organizer and RS. When this occurs, it is the club's responsibility to maintain accurate financial records and reporting within their club. This is not to be a part of the regional activity financial report.
- The RS and/or host club or riding center may cancel a rally, competition or regional activity due to lack of participation.
- Judges and clinicians must sign contracts. A contract protects the region and the person hired from miscommunication.
  - W9 forms must also be completed prior to payment.
  - Instructor/Judge contract on regional digest (Files/Activity Organizer Materials)

# Unmounted Regional Activities—General

## Information (items in blue only refer to blue activities)



- RC Meetings – Spring and Fall (Spring w/JLC)
- HMO Clinic
- Standards and Certifications Clinic
- UL Unmounted Clinic
- Everything but the Horse Rally (EBTH or Mini-rama)
- Quiz Qualifying Rally

### OVERALL ORGANIZER all unmounted activities

DESCRIPTION	DATE	NOTES
READ Discipline Organizer's Guide		
Research facilities cost/locations/amenities (with RB)	Prior to spring RC meeting	Confirm adequate space for safe parking, number of meeting rooms required, internet access, possible overnight and meal requirements of venue
Submit budget at spring meeting and distribute to key contacts	Prior to RC mtg	This may need to be done prior if a facility requires a deposit prior to mid-March; rough draft approved by RS prior to RC meeting
Secure facility, sign contract, pay deposit		After budget approval
Work with facility owner		Throughout process, lead contact with facility owner
Secure officials (quizmasters, presenters)	Earlier the better	Judges must let you know \$\$ and sign contract w/W9. Agree on lodging and travel expense w/contract
Secure other outside volunteers (TD, Medic, Scorer)	3 months prior	Tally these numbers for meal counts
Identify housing needs for competitors and officials		Some local homes can be used if available
Alert other organizers (facilities and hospitality) of headcount for event personnel and participants	After closing	Budget estimates projection, entry numbers can only be actual after closing date
Purchase Ribbons	After Closing	
Create and publish facilities map	After closing	
Assign volunteers from competitors to rally volunteer jobs; communicate with rally volunteers		Volunteer coordinator to assign jobs to people and email 1 week prior to rally
Locate and test stop watches and judge's score sheets	2 weeks prior	In regional trailer
Check that office is set up for organizer and scoring		Scoring needs separate quiet area
Begin briefings	During	Competitor, volunteer, awards
Check facility after move-out to be sure all contractual obligations were met		
Pay any bills (handle all money) from secretary or hospitality		
Submit report 30 days after rally completion		To RS and Treasurer; next RC meeting

### ACTIVITY SECRETARY DUTIES:

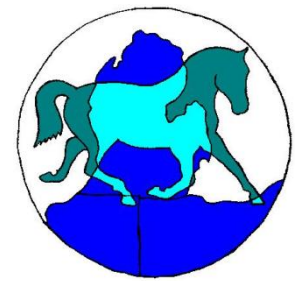
DESCRIPTION	DATE	NOTES
Send out rally packet/notice to Facebook and GLR digest	6 wks prior	This is edited by secretary and RS
Locate and check pinnies for repair		Should be in regional trailer
Accept entries		
Pass along volunteer information to organizer	10 days prior	
Work with other clubs/DCs to complete teams (scrambling) and team info/correct funds		
Produce schedule and program (order of go)		Minimize color printing for cost purposes
Produce competitor packets (pinnies clean and in packets)		
Print evaluations for teams		
Pass competitor information to scorer to be input into database prior to rally start	Week prior	
Be sure supplies (paper, pens) are available for scoring; scorer should have own computer and printer		Confirm computer, printer and paper needs of scorer
Hand over evaluations/scores to RS	After rally	
Submit any receipts to overall organizer	Immediately after rally	

### HOSPITALITY COORDINATOR DUTIES:

DESCRIPTION	DATE	NOTES
READ hospitality check list in discipline organizer's guide		
Arrange for thank you gifts and/or gift cards (Some stores will donate if asked)	3-6 months before rally	TD \$25; each medic \$20; each scorer \$25; quizmasters \$? NO CASH
Have food available for purchase for participants and/or make members aware of local food options	6 months prior to rally	Organizer to provide headcount estimate of those needing complimentary meals.
Hand-deliver thank you notes at rally awards ceremony	At rally	

Members will compete at their level of certification as of the closing date of the rally. If a member successfully tests after the rally closing date, they will still compete at their previous certification level. DCs need to plan testings in the best interests of their members. Rally organizers should be aware of and consider regional testing dates in establishing the closing dates of rallies.

# Mounted Regional Activities—General Information



(items in blue only refer to blue activities)

- UL Mounted Clinics
- Mounted Rallies (Dressage, SJ, games, tet, polocrosse)
- Eventing Educational Clinic
- Super Camp
- Champ Camp
- JLC certification Prep

## OVERALL ORGANIZER all mounted activities

DESCRIPTION	DATE	NOTES
READ Discipline Organizer's Guide		
Research facilities cost/locations/amenities (with EB)	Prior to spring RC meeting	Confirm adequate space for safe parking of trailers and vans; also adequate stabling for mounts, equipment, & feed. Identify secretary, scoring, and HM space
Submit budget at spring meeting and distribute to key contacts	Prior to RC mtg	This may need to be done prior if a facility requires a deposit prior to mid-March; rough draft approved by RS prior to RC meeting
Secure facility, sign contract, pay deposit		After budget approval
Work with facility owner		Throughout process, lead contact with facility owner
Secure judges (dressage judges and SJ ring judges, <b>clinicians</b> )	Earlier the better	Judges must let you know \$\$ and sign contract w/W9. Agree on lodging and travel expense w/contract
Secure other outside volunteers (TD, Jog Inspector, Medic, Scorer, farrier on call, vet on call)	3 months prior	Communicate these numbers with AHMJ's and other volunteers requiring meals with hospitality
Identify housing needs for participants and officials		Some local homes can be used if available
Alert other organizers of headcount for event personnel and participants	After closing	Budget estimates projection, entry numbers can only be actual after closing date
Purchase Ribbons	After Closing	
Create and publish Stall chart and facilities map	After closing	May be delegated to facilities organizer
Locate and test walkie talkies	2 weeks prior	In regional trailer
Assign stalls to teams/participants		Could be delegated to facilities organizer
Assign volunteers from competitors to volunteer jobs; communicate with volunteers (non HM)		Volunteer coordinator to assign jobs to people and email 1 week prior to rally
Locate and test stop watches, bells, whistle and judges score sheets	2 weeks prior	In regional trailer
Be sure there is appropriate area for HM office with chairs and tables (This is also where snacks and drinks will be delivered for HM staff.)		Hospitality to set up in barn which can be a wash stall
Check that office is set up for organizer and scoring.		Scoring needs separate quiet area
Begin briefings	During	Competitor, volunteer, awards
Check facility after move-out to be sure all contractual obligations were met	Move out	Facilities to assist
Pay any bills (handle all money) from secretary or hospitality		
Submit report 30 days after completion		To RS and Treasurer; next RC meeting

## FACILITIES ORGANIZER (Typically separate club for qualifying rallies):

DESCRIPTION	DATE	NOTES
Set up and tear down of rings/jumps (be sure are adequate for event).		
Set-up and check stalls and stabling for adequate safety. Assist overall organizer in labeling of stalls for competitors.		
Set-up and tear down HM tent if needed in turnout inspection area; otherwise use for neutral zone or spectator viewing		Tent is in regional trailer.
Secure any toilet needs ; Provide port-a-potty management (volunteers available to assist)	90 days prior	Regional trailer may have a supply, check before purchasing
Secure trash needs (bins & bags); Provide trash management (volunteers available to assist)		Provide trash pickup daily and at end of rally; bags may be in regional trailer
Handle camping fees (confirm all using electricity have paid)		Secretary will provide list of who has paid
Handle signage (may need direction from overall organizer); parking, neutral zone, turnout inspection, lunging, ring signs		Prior years' signs in regional trailer, need annual maintenance or replacement
Assist overall organizer in labeling and repair of stalls		
Assist overall organizer in checking facility after move-out to be sure all contractual obligations were met		This is overlap with overall organizer, but does facilities know contract?

## ACTIVITY SECRETARY DUTIES (Typically separate club for qualifying rallies):

DESCRIPTION	DATE	NOTES
Send out activity/rally packet/notice to Facebook and digest		This is edited by activity secretary and RS
Locate and check pinnies for repair prior to rally		Should be in regional trailer
Accept entries		
Pass along volunteer information to organizer and HMO	Closing date +7	
Pass monies along to organizing club (deposited in organizing club's account)	Week prior to rally	Would need checks to clear to pay for facility
Work with each club/DC to complete teams and team info/correct funds	Weeks prior to rally	
Produce schedule and program (order of go) with input of HMO and overall organizer	Week prior to rally	Minimize color printing for cost purposes
Produce participant/competitor packets (pinnies clean and in packets)	Week prior to rally	
Print and label all HM rally paperwork (with input of HMO for # and any non-USPC forms)	Week prior to rally	Some HMOs may choose to do themself
Print evaluations for teams and HM	Week prior	
Pass competitor information to scorer to be input into database prior to rally start	Week prior	
Be sure supplies (paper, pens) are available for scoring; scorer should have own computer and printer		
Hand over evaluations/scores to HMO/RS	After rally	
Submit any receipts to overall organizer	Immediately after rally	

Members will compete at their level of certification as of the closing date of the rally. If a member successfully tests after the rally closing date, they will still compete at their previous certification level. DCs need to plan testings in the best interests of their members, and rally organizers should be aware of and consider testing dates in establishing the closing dates of rallies.

All rally organizers will charge a fee of \$20 for stable managers. It is at each club's discretion as to how stable manager fees are paid.

## HOSPITALITY COORDINATOR DUTIES (Typically separate club for qualifying rallies):

DESCRIPTION	DATE	NOTES
READ hospitality check list in discipline organizer's guide		
Arrange for thank you gifts and/or gift cards (Some stores will donate if asked)	3-6 months before rally	CHMJ \$50 (if not paid); TD \$25; each AHMJ \$15; each medic \$20; each scorer \$25 [Total=\$255] Do we need to get the Jog Out Inspector a gift card? YES, unless paying mileage
Have food available for competitors/families (This may be done as club fund raiser and funds run outside of activity through the club, with prior approval of regional board)	6 months prior to rally	Organizer to provide headcount estimate week prior for official's complimentary meals. Lucky Food Wagon (Janet Hall) 248-904-6308 Provides free coffee and donuts in the morning for judges. Usually request set up during competitor move in.
Hand-deliver thank you notes at rally awards ceremony	At rally	Personal notes (from members) always appreciated
Arrange for transportation of CHMJ (and camp participants) to/from rally and to/from housing (Get chief cell number from HMO, communicate person picking up chief to HMO with cell number and possible car description.)		HMO or overall camp organizer may choose to pick up chief/clinicians, but hospitality responsibility
Work with overall organizer to set up HM office area		Provide table and chairs
Arrange for water (with cups and trash) for competitors in warm-up, neutral zone and stabling areas		
Deliver breakfast & lunch for volunteers/judges and campers		Organizer to provide headcount for event personnel for breakfast and lunch. Use Celeste Mason ( <a href="mailto:chef2653@yahoo.com">chef2653@yahoo.com</a> h: 248-348-7408 c: (248) 755-1506) Lucky Food Wagon to provide coffee and doughnuts
Purchase and deliver snacks & drinks to judges, clinicians and office staff (may need to freshen ice on day 2)		bagels, yogurt, snack bars, fruit and coolers with drinks and ice
Provide optional hospitality/comfort package for judges' tables (2), HM office (1), show office (1)		Bug spray, sunblock, chapstick, pen, pencils, pad, tissues, water bottle
Spot-treat and handwash (bucket) pinnies; package up for next rally	After Rally.	Return clean, flat and in numerical order (must be hand spot cleaned they cannot take the rigors of the washing machine). Return to regional trailer.
Submit receipts to overall organizer	ASAP	

## HORSE MANAGEMENT ORGANIZER (HMO) :

DESCRIPTION	DATE	NOTES
Secure chief and assistants		
Secure air/car travel arrangements for chief/NEs (Overlap with hospitality, but HMO to do contact of chief and confirm with hospitality location of airport pickup and cell number of pickup person)		Organizer does this for Super Camp; RIC for UL clinics
Have a crew for move-in (assist members with stall location and facilities layout, NOT traffic/trailer flow)		
Have a crew and plan for move-out/change over		May need input from facilities if change over
Submit receipts to overall organizer		
Coordinate with secretary for HM paperwork and turnout schedule		Make contact early to avoid confusion



# 2016 Roles / Tasks of GLR Board Members

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Create/establish, maintain/keep current, improve, check progress, communicate about, be knowledgeable and be the resource as it relates to the following:

## Regional Supervisor: Lorri Witkowski

Clubs & Membership  
Communication with USPC (forward as needed)  
Newsletters /Face book  
Omnibus liaison\*  
Digest moderator  
Annual Meeting  
~~Retreat Content 2015~~  
Agendas: RC & Board mtgs  
~~MSU Horse Expo~~

## VRS: Jennifer Foreman

All Qualifying rallies Liaison  
Eventing Activity Liaison  
JLC  
(On USPC club certifications committee)

## VRS: Candy Tavormina

USPC Safety  
Fundraising  
Year End Gifts & other Appreciations  
~~Retreat Registration 2015~~  
Parliamentarian

## VRS: Linda Short-Lowe

National office Liaison (national opportunities, national policies, new club inquiries)  
Championships

## Treasurer: Jase MacLeod

Accounts receivable & payable  
Financial Reporting (Regional Activity)  
Club member count/regional dues  
IRS forms/procedure  
GLR Insurance

## Secretary: Ginger Wisseman

Calendars (website, Digest)  
Website  
Digest files organization  
Minutes: RC Meetings & Board mtgs  
GLR Policies/Guidelines

## HMO: Sue Smith and Julie Graber

HM regional instruction  
Annual HM activity (ETBH rally)  
AHMJ Training  
Hiring of HM chief at regional qualifying rallies

## RIC: Kerry McKinley

UL Clinics  
Club Instruction (Monitor and support)  
Regional Camp(s) Liaison  
National Testing (Assess need, organize)

## RTC (Regional Testing Coordinator): Nicole Bodmer

(non-voting appointed role)  
Standards and Examiners Clinic  
C level regional testings  
Maintain regional examiner's list  
Maintain Regional Testing Guidelines

## Overseeing Events:

1. Let club(s) know your role
2. Who is in lead organizer?
3. Review Organizers Guide
4. Review GLR Activity Guide
5. Check date, location, existence of contract (s)
6. Proposed Budget due to you and RS by March 1
7. Be a knowledgeable resource

# Great Lakes Region Pony Club Calendar 2016 As of November 13, 2015

<i>Date</i>	<i>Event</i>	<i>Location</i>	<i>Club/Person Responsible</i>
Oct 31- Nov 1, 2015	UL mounted Clinic—Janet McCune	Albion	Kerry McKinley, RIC
November 8, 2015	Fall RC Meeting/JLC Meeting	Sparta HS	Grand River PC
Dec 28, 2015	JLC meeting		
Dec. 28-29, 2015	UL unmounted Clinic—Ration Balancing/Nutrition		Kerry McKinley, RIC
January 15, 2016	Omnibus Ads Due		Ginger Wisseman, PPC
January 18, 2016	EB Meeting	Foreman Home	EB
<b>January 23, 2016</b>	<b>D level unmounted activity— RLPC fundraiser</b>		<b>RLPC – Holly Russell</b>
January 30-31, 2016	UL unmounted clinic		Kerry McKinley, RIC
Feb. 4-7, 2016	USPC Annual Mtg.	Orlando, FL	USPC
Feb 27, 2016	UL unmounted clinic	Sparta HS	Kerry McKinley, RIC
Feb 28, 2016	JLC HM testing and Quiz clinic (set up evening prior)	Sparta HS	JLC
March 7, 2016	EB meeting	Foreman Home	Executive Board
March 12, 2016	Quiz Rally	Potawatomi Inn, IN	SSPC, Organizer, \$ SeMiPC –barn KV2-Mega Room
March 12, 2016	Quiz Rally Awards, Dance	Potawatomi Inn, IN	Foxwood PC
March 13, 2016	Spring Regional Council Mtg	Potawatomi Inn, IN	KV2
March 13, 2016	JLC Mtg	Potawatomi Inn, IN	JLC
February 20 or 21, 2016	Standards/Certifications Clinic for <b>Examiners</b>	Milford HS, Milford, MI	Nicole Brodmer, RTC
April 1, 2016	Champs Applications Due		Linda Short-Lowe,VRS
April 16-17, 2016	UL mounted clinic – Jeannette Scanlan		Kerry McKinley, RIC
May 14, 2015	Everything but the Horse Rally	Starry Skies Equine Rescue, Ann Arbor, MI	HHPC with HMOs
June, 2016	EB Meeting	Foreman Home	Executive Board
<b>June 21-23, 2016</b>	<b>UL Mounted clinic</b>		Kerry McKinley
June 29-July 1	Dressage Rally	Woodbine Farm Chelsea, MI	<b>GRPC</b> organizer/treasurer <b>CRPC</b> facilities and hospitality MH2—secretary
July 2-3, 2016	Show Jumping Rally	Woodbine Farm Chelsea, MI	HVPC organizer/treasurer <b>CRPC</b> facilities and hospitality MH2—secretary

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July 11-14, 2016	Regional Camp (UL mounted/unmounted clinic)	Hunter's Run Metamora, MI	GLR Board-Organizer / Sec OHPC and Mac- facilities MH2-Hospitality
July 11-12, 2016	Champ Camp	Hunter's Run Metamora, MI	GLR Board
July 27-31, 2016	USPC Championships East	TBD	USPC
August 6-11, 2016	USPC Champs Central	Cedar Rapids, IA	USPC
OPEN	D level educational activity with games, tet, polocrosse, vaulting?	TBD	RLPC (chair), SEMi, PPC, LTB, Synchrony
August 19-21, 2016	C3/B/A national test	Hunter's Run Metamora, MI	Kerry McKinley
October	EB Meeting	Foreman Home	Executive Board
October 28-30, 2016	UL Mounted clinic		Kerry McKinley
November 6, 2016	Fall Regional Council Mtg/JLC Meeting	Sparta HS	KV2
November	UL unmounted clinic	TBD	Kerry McKinley, RIC
December	UL unmounted clinic	TBD	Kerry McKinley, RIC