

## **USPA Polo Development Initiative (PDI) Guidelines**

In April of 2005, the USPA Board of Governors with the guidance of the Strategic Planning Committee 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 (PDI) 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 stated plan for accountability and future sustainability

Projects funded by the PDI must adhere to certain requirements:

1. Projects must have a clear beginning and end. Each project must have a profit and loss analysis for the years funded.
2. Projects must be well defined, have clear goals and objectives, and include a timeline.
3. Projects must be supported or sponsored by a USPA club in good standing or a committee of the USPA, and should be designed to benefit member clubs or serve USPA membership.
4. No project will be funded for more than four (4) years.
5. All participants of PDI projects must be USPA Registered Players or Affiliate, Associate, Junior or Collegiate Members.
6. All participants must provide an IRS W9 form with their request for reimbursement.
7. PDI funds can not be allocated for capital improvement projects.

As a PDI funded program all new members are eligible for a complimentary first year Associate, Junior or Collegiate membership. The new memberships can be given to any person taking a polo lesson at the applicant Club for the first time.

The PDI fund will consist of \$325,000.00, or an amount of funding determined by the USPA Board of Governors:

- Club Membership Development PDI Projects. Funding up to the rate of \$10,000.00 per year for up to four years, renewed annually as long as all criteria has been met and proper reporting has been substantiated.
- USPA Committee generated (Administrative) Programs. Projects developed by the various USPA Committees intended to maintain, grow and improve USPA membership.

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 and on its ability to increase the USPA membership. PDI 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 be 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 PDI funding program. The existence of the PDI will be promoted using all available resources. The USPA utilizes email, Polo Players' Edition magazine, and the USPA website to contact all players and clubs as well as rely on elected circuit governors of each region to encourage participation. 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.

## **I. Application Guidelines**

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

- A. The PDI project must be aimed at the growth and enhancement of the sport of polo.
- B. The PDI project must benefit the greatest amount of polo players or fans possible.
- C. The financial aspects of the project must be fully disclosed.
- D. Reimbursements will only be issued with proper receipts.
- E. Individuals associated with the application must be available to answer questions concerning the request. **Applicants will be required to provide one progress report and one overall final report delivered electronically to Justin Powers: JPowers@uspolo.org**
- F. The USPA will strive to distribute PDI 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.
- G. Distribution of PDI funds shall be market driven, not pre-determined.
- H. The USPA "Sunshine Policy" applies to all funded projects. Clubs and Programs approved for funding will be listed on the website as well as reported results such as PDI status reports. Success stories will be promoted widely. Applicants need to be prepared to commit resources to publicly promote the project.
- I. Projects that request a second, third or fourth year of funding must show progress toward USPA membership growth, financial sustainability and provide the required status reports on a regular basis. Please be reminded that no project will be funded for more than 4 years. All second, third, and fourth year applicants must attend a USPA Instructors Forum. A portion of the travel expenses to the Instructors Forum may be reimbursed.
- J. Approved PDI funds must be utilized by the PDI applicant within one calendar year from the date of the PDI application approval, unless specified in the approved PDI application or unless the Chief Executive Officer (CEO) approves a time extension. Any allocated funds not requested for reimbursement will remain in the USPA PDI fund for reallocation for other PDI application funding requests.
- K. Applicants must provide a written outline of a reasonable plan of how the proposed program will use PDI funding to achieve self sustainability when the funding is exhausted. The applicant must show progress toward that goal as part of each request for renewal.

## **II. Polo Development Initiative Approval Process**

The USPA Club & Membership Development Committee established the USPA PDI subcommittee to evaluate PDI applications. This subcommittee is responsible for review and initial endorsement of PDI applications and communicating with the applicants for PDI applications submitted by USPA Members and Clubs. If a project is endorsed at the PDI subcommittee level, the application will be forwarded to the USPA CEO who can reject the application or fund it. The USPA CEO has unilateral approval to fund projects up to \$10,000 (first tier projects). Any funding requests over \$10,000 (second tier projects) require approval from the USPA Executive Committee or the USPA Board of Governors.

### **III. Managing Funded Projects**

PDI funding is strictly a reimbursement of expenses. It is the intent to fund projects in increments, when applicable. For each funded project, continued distribution of funds will be contingent upon reporting of ongoing accomplishments as documented in the required PDI Status Reports and submission of the PDI Reimbursement Forms. The USPA will issue funding based on receipt of approved PDI expenses submitted for reimbursement to the USPA CEO, or his designee, and no PDI funds will be issued “up front.”

Each project will be required to submit monthly or quarterly PDI Status Reports to the CEO, or his designee, for tracking purposes. Project goals, milestones, and objectives will be tracked for success and failure on each approved project. The USPA has the authority to withhold funds until the project meets those objectives. Project funding may be discontinued if the project does not reach its goals, milestones or objectives or if it has an adverse effect on the sport of polo. The CEO will provide a monthly “USPA PDI Status Report” listing the funding status of each PDI funded project to the Executive Committee and to the Board of Governors, if requested.

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

- The CEO and/or the Executive Committee will withhold funds until the project accomplishes its objectives.
- The CEO 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.
- Project goals and objectives may be adjusted and be reapproved.
- The application could be revised, updated and resubmitted for a “fresh start” through the application process.

### **IV. Application Process**

**The USPA PDI application is available on the USPA website as well as from the USPA offices. Please email your completed applications to Justin Powers at [jpowers@uspolo.org](mailto:jpowers@uspolo.org)**

**The USPA accepts completed applications emailed in a PDF or MS-Word format. The USPA will only accept electronic applications. Applications received via mail or fax will not be considered.**

The PDI sub-committee will receive and process applications throughout the year. There will be deadlines and decisions made on a semi-annual basis.

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

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

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

**(USPA PDI Guidelines Revised January 16, 2012)**