



# United States Tent Pegging Federation, Inc. (USTPF)

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## BYLAWS OF UNITED STATES TENT PEGGING FEDERATION, INC. (USTPF)

### ARTICLE I

#### GENERAL PROVISIONS

##### BYLAW 1-01 - NAME AND SEAL

**Section 1 - NAME** - The name of this corporation shall be United States Tent Pegging Federation, Inc. (USTPF) hereinafter referred to as federation and abbreviated full name as USTPF, with the principal office in Tulsa Oklahoma.

**Section 2 - SEAL** - The Seal of the Federation shall be in the form of a circle and shall bear the name United States Tent Pegging Federation, Inc. (USTPF), the name of the State in which it was incorporated, the year of its incorporation and the words "Corporate Seal."

##### BYLAW 1-02 - RECORD KEEPING

**Section 1 - PLACE OF KEEPING CORPORATE RECORDS** - The books of account, records, documents, and papers of the Corporation shall be kept at any place or places inside or outside of the State of Oklahoma as directed by the Board of Directors. In the absence of a direction, the books of account, records, documents, and papers shall be kept at the registered office of the Federation.

**Section 2 - FISCAL YEAR** - The fiscal year of the Federation shall be as established by the Board of Directors. The fiscal year of the Federation shall begin at the beginning of the first day of January and end at the close of the last day of December next succeeding.

##### BYLAW 1-03 - OBJECTIVE

**Section - 1 - PURPOSE** - The USTPF is a National Governing Body (NGB) for Tent Pegging an ancient equestrian sport in the United States. **The specific purpose of this federation is to promote tent pegging through the rejected horses, which are not found fit specifically for Polo and other equestrian sports; on the State and on national level in the United States. Those horses that are rejected because they are not found fit for proper stop for Polo, Team Pegging, or any other equestrian sport that demands high spirits and quick response for stop or make sudden move. The USTPF believes and ensures that those rejected horses can be promoted via Tent Pegging, which demands a straight run from the horse with galloping speed and stop at the double the length of 80 meters event distance.** The USTPF is organized for charitable purposes, including for such purposes, the making of distributions



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to organizations that qualify as exempt organizations described under Section 501(c)(3) of Internal Revenue Code (IRC), of corresponding section of any future federal tax code. We provide leadership and vision for equestrian sport by regulating competitions and promoting the safety and welfare of horses and riders while encouraging interest, participation, and excellence at every competitive level. We at USTPF **will help students (in two groups from 8 to 14 years of age and 15 to 19 years of age), senior (seniors 20 to 40 years of age for men, 20 to 35 years of age for women), masters (41 years and above for men, 36 years and above for women) and individual athletes** in the State of Oklahoma and throughout the Continental United States to develop the Tent Pegging skills for this equestrian sport. We embrace the Olympic movement and the spirit of fair play while supporting tent pegging as a major disciplines, "Tent Pegging" affiliates within the Federation family equally. We celebrate the equestrian lifestyle and the benefits of good health and outdoor exercise. **(December 11, 2016)**

## Section 2 - NGB COMPLIANCE - As the NGB the Federation shall:

- a. Serve as the NGB for Tent Pegging as an ancient equestrian sport in the United States. The Federation as NGB shall comply with all applicable laws and International Tent Pegging Federation (ITPF) requirements.
- b. Serve as the National Federation (NF) for Tent Pegging, which is an ancient equestrian sport and reintroduced in the United States (tent pegging was played in the USA until 1940s) and member of the Fédération Equestre Internationale (FEI), International Olympic Committee (IOC), International Tent Pegging Federation (ITPF), and the United States Olympic Committee (USOC). Work together with the FEI, IOC, ITPF and USOC in its mission to protect competition horses from any form of abuse, extend the universality of equestrian sport, and promote its visibility to the public.
- c. Protect and support the welfare of horses by examining, observing and testing to prevent the use of prohibited substances and other cruel, unsafe and/or unsportsmanlike practices and by adopting and enforcing rules to prohibit such practices.
- d. Promote and encourage physical fitness, promote sportsmanship and public participation in equestrian events (Tent Pegging) and activities in the United States, and educate youth athletes, members and the public with respect thereto; assist organizations and individuals concerned with the development of programs **for the youth age groups from 8 to 14, 15 to 19, seniors from 20 to 40 for men, seniors 20 to**



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- 35 for women, master from 40 and above for men and masters from 36 and above for women athletes** in tent pegging events; and provide services for members' common benefit.
- e. Assure the right of a tent pegging athlete to compete in any international tent pegging athletic competition conducted under the Federation's sanctioned event or that of other tent pegging organizations or person such as ITPF, unless the Federation establishes that its denial was based on evidence that the organization or person conducting the competition did not meet the requirements; and protect the right of any athlete, coach, trainer, manager, administrator, or official to participate in athletic competition in tent pegging events; and provide an equal opportunity to amateurs, coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition without discrimination on the basis of race, color, religion, age, sex, or national origin and with fair notice and opportunity for a hearing to any amateur athlete, coach, trainer, manager, administrator, or official before declaring such individual ineligible to participate.
  - f. Provide the strongest possible United States representation internationally in the FEI, IOC, ITPF and USOC disciplines (Tent Pegging), including providing a selection process for each major event.
  - g. Disseminate and distribute, or otherwise make readily available to Tent Pegging athletes, coaches, trainers, managers, administrators, and officials, in a timely manner the applicable rules and any changes to such rules of the Federation, the FEI, IOC, ITPF and the USOC; and provide for the swift and equitable resolution of conflicts and disputes involving its members.
  - h. Provide governing rules for Tent Pegging as an equestrian sport at the national level, along with an effective means of implementing them, and a judicial process that is fair to competitors while providing for optimal integrity within the sport.
  - i. Provide efficient and on-time communication to every level of athlete, official, and organizer within the Tent Pegging sport.
  - j. Develop concentration and involvement in Tent Pegging as an equestrian sport throughout the United States and work with Recognized Affiliate Associations to encourage participation.
  - k. Serve as the synchronizing organization for Tent Pegging as an equestrian activity in the United States; exercise jurisdiction over international Tent Pegging as equestrian activities, and sanction international



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equestrian competition held in the United States; promote the sponsorship of International Tent Pegging as equestrian competition held inside and outside the United States.

- l. Coordinate the calendar of competitions to ensure ITPF level competitive opportunities domestically; enhance the level of national competition in the two FEI disciplines (Tent Pegging); and provide for varying levels of regional and national competition to increase the breadth and depth of the sport throughout the country.
- m. Train and license officials.
- n. Assign recognized status to the Tent Pegging competitions whose operations have been certified by the Federation to further the interests by serving and promoting the Tent Pegging as equestrian sports in the United States.
- o. Persuade and support research in the areas of sports medicine and sports safety for both the human and the equine athlete and disseminate information that is developed.
- p. Establish national objectives and encourage accomplishment of those objectives.
- q. Select and assign individuals and teams to represent the United States in Tent Pegging as equestrian international athletic competition (other than the Olympic, and Pan American Games) and certify, in accordance with the applicable international rules, the eligibility of such individuals and teams.
- r. Promote the growth of the Tent Pegging facilities for use by equestrian athletes training for Tent Pegging competitions and assist in making such facilities available to such athletes.
- s. Present unbiased support and encouragement for participation by women and minorities.
- t. Offer and organize procedural information on physical training, equipment, its design, and coaching including performance analysis.

**Section 3 - PRINCIPLES** - The following governing principles shall apply to the Federation:

1. The Board of Directors, Officers, and Committees of the Federation shall be selected without regard to race, color, religion, national origin or sex.
2. The Federation shall provide for reasonable direct representation on its Board of Directors for any amateur tent pegging organization (“ATPO”) which conducts, on a level of proficiency appropriate for the selection of amateur athletes to represent the United States in international amateur athletic competition, a national



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- program or regular national amateur tent pegging competition, and ensures that such representation reflects the nature, scope, quality, and strength of the programs and competitions of such amateur equestrian organization in relation to all other such programs and competitions in equestrian sport in the United States.
3. The Federation shall be autonomous in the governance of equestrian sport in this case "Tent Pegging", shall independently determine and control all matters central to such governance, shall not delegate such determination and control and shall be free from outside restraint.

## BYLAW 1-04 – Miscellaneous Provisions

**Section 1 - DESIGNATED CONTRIBUTIONS** - The Federation may accept any contribution, gift, grant, bequest or devise that is designated, restricted or conditioned by the donor, provided that the designation, restriction or condition is consistent with the Federation's general tax-exempt purposes. Donor-designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, the Federation shall reserve all right, title and interest in and to and control over such contributions, and shall have authority to determine the ultimate expenditure or distribution thereof in connection with any such special fund, purpose or use. Further, the Federation shall acquire and retain sufficient control over all donated funds (including designated contributions) to assure that such funds will be used exclusively to carry out the tax-exempt purposes.

**Section 2 - REFERENCES TO INTERNAL REVENUE CODE** - All references in these regulations to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any subsequent federal tax laws.

## Section 3 - PRINCIPLES OF CONSTRUCTION

- a. These regulations are the primary governing document of the Federation. The Tent Pegging Rules of the Federation are published separately. In the event of a conflict between a provision of these regulations and the Rules, the provisions of these regulations shall prevail.
- b. Words in any gender shall be deemed to include the other gender; the singular shall be deemed to include the plural and vice versa; the words "pay" and "distribute" shall also mean assign, convey and deliver; and the table of contents, headings and underlined paragraph titles are for guidance only and shall have no significance in the interpretation of these regulations.



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**Section 4 - SEVERABILITY** - The invalidity of any provision of these regulations shall not affect the other provisions hereof, and in such event these regulations shall be construed in all respects as if such invalid provision were omitted.

**Section 5 - SAVINGS CLAUSE** - Failure of literal or complete compliance with provisions of these regulations with respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of a majority of the members present at the meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the Board of Directors, committees, councils or task forces.

**Section 6 - ROBERT'S RULES OF ORDER** - The Annual Meeting and other meetings of the Board of Directors shall be conducted in accordance with the latest authorized edition of Robert's Rules of Order. In the event of any inconsistency between the specific Robert's Rule and the Oklahoma state law, the laws of Oklahoma shall govern.

## **BYLAW 1-05 - CONVEYANCES, ENCUMBRANCES, DISSOLUTION AND ASSETS MANAGEMENT**

**Section 1 - CONVEYANCES AND ENCUMBRANCES** - Property of the Federation may be assigned, conveyed or encumbered by such officers of the Federation as may be authorized to do so by the Board of Directors, and such authorized persons shall have power to execute and deliver any and all instruments of assignment, conveyance and encumbrance; however, the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the USTPF shall be authorized only in the manner prescribed by applicable statute.

**Section 2 - CONTRACTS OR AGREEMENT OBLIGATION** - No officer, employee or agent of the USTPF shall, nor shall they have the authority to, make or execute any contracts or agreements of any nature if said contract or agreement causes or may cause the USTPF to be obligated to pay unbudgeted expenditures or other obligations the sum of which exceeds \$10,000 for any fiscal year, or if the obligation has a term or establishes a term extending beyond one year, then the sum of which exceeds \$15,000 over the life of the obligation, unless and until such contract or agreement has been approved by the Board of Directors at a duly called meeting of the USTPF Board.

**Section 3 - DISSOLUTION AND DISTRIBUTION OF ASSETS** - In an event of dissolution of the USTPF, after settling all the obligations and liabilities remaining assets shall be distributed or donated for one or more exempt purposes within the meaning of Section 501(c)(3) of Internal Revenue Code (IRC), established for equestrian sports/ events and specifically involved in providing equestrian training to the Youth or assets or corresponding section of any



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further federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. (May 12, 2015)

## ARTICLE II

### BOARD OF DIRECTORS, DONATIONS, TEAM MEMBERSHIPS FOR INDIVIDUALS AND ASSOCIATIONS

#### AFFILIATION REQUIREMENTS

##### BYLAW 1-06 - GENERAL

**Section 1 - FOUNDING BOARD DIRECTOR** - One Founding Board Director will permanently hold two titles Chairman and Chief Executive Officer (CEO) as advisor and guide of the organization and will not hold any powers to administer the organizational matters other than providing guidance to the President of the Board. This Founding Board Member shall serve for life as Chairman and CEO. Those members who first met and established the federation shall be honored and recognized as founding board members. The founding board members may not be active or serving board members. **The board shall be based on the following: 1) President, 2) Vice President of Eventing/ Competitions (Domestic & International), 3) Vice President Training, 4) Vice President of Budgets & Finance, and 5) Vice President Marketing. The Assigned non-voting Specialty positions shall include Veterinary Advisor, Medical Advisor, and Staff Attorney. Upon establishing the federation the Chairman and CEO shall assign the board members. However, President shall be serving as the managing officer of the organization and sport (Tent Pegging) and shall have the sole power to assign and or remove the board members working under, shall have the sole power to accept or reject the voting process and results if found evidence of unethical activities and corruption,. His responsibilities shall include planning and presenting ideas for conducting events or activities with the support of the assigned directors. President and the board members shall serve for the five years term. President shall be responsible to ensure and assign the board members capabilities to perform for their assigned positions for five years. The first President may assign some or most positions on temporary bases until finding the most capable individual for the position to complete the remaining term. (April 15, 2015)**

**Section 2 - ELIGIBILITY FOR BOARD DIRECTORS** - To be eligible to serve the USTPF Board; Yearly paid membership shall be mandatory for all the **Board Directors/ Members** excluding the specialty positions, such as **Attorney, MD,** and **VMD.** (April 15, 2015)



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**Section 3 - ASSIGNED BOARD DIRECTORS** - Assigned Board Directors shall serve without pay and consist of **FIVE (5)** members. The five assigned and after ending the five years term the elected board members' positions include President, Vice President Eventing/ Competitions (Domestic & International), Vice President Training, Vice President Budgets & Finance, Vice President Marketing. Specialty positions include Veterinary Advisor, Medical Advisor, and Staff Attorney. **(April 15, 2015)**

**Section 4 - TERM OF ASSIGNED BOARD DIRECTORS** - Assigned Board Directors shall serve for **five years term**. At the end of first five years the president shall hold the elections, which shall exclude the non-voting positions of **Veterinary Advisor, Medical Advisor and Staff Attorney**. President shall have the full right to separate any temporary or assigned member(s) due to their performance during the first five years and after the completion of five years the elected president shall be vested the same powers. **The reasons shall include as follow: any assigned or elected board member(s) cannot provide enough time because of their personal reason such as job timings, family issues or any reason that shall limit the member(s) abilities to actively participate and any unforeseen reasons that are not discussed here, shall be determined at the time of separation decision. If any or the entire elected and specialty based assigned board members desired to resign from their position(s), they shall inform the Chairman 30 days in advance in writing prior to separating from the federation. (April 15, 2015)**

**Section 5 - TERMS FOR ELECTED BOARD MEMBERS** - Once the election process takes place the **Elected Board Member**, shall serve without pay for five years term. At the end of every five years the board members shall be required to conduct election process for the board directors. **Board members can be elected for maximum of three consecutive five year terms or separately**. The responsibilities of elected board members' positions are discussed in detail in ARTICLE III of these BYLAWS. **(April 1, 2015)**

**Section 6 - ELECTION PROCESS FOR BOARD POSITIONS AND FAMILY MEMBERS** - As discussed above, initially the election process shall not be practiced because of startup of the organization. At the end of the five years term on the Third Saturday of February Next Year on the completion of the year election shall take place. The existing board is required to hold the elections for the new board. Elections shall not be delayed and must be held on the **Third Saturday** of January next year and full board shall be in operation by the **Third Saturday** of February of the election year. Casting vote by **Proxy, casting vote via email and casting vote via regular postal mail shall not be permitted. Only vote shall be valid when a paid member of the USTPF whose membership is active for the last two**





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years at minimum, member shall be physically present in Tulsa, OK to cast his/ her vote upon providing the proof of his/ her active membership and a valid driver's license or a picture identification card issued by any of the State in the continental United States of America. Family members can be the voting members of the federation.

However, two family members can be assigned for the support or perform the specialty positions duties as board membership. The support positions include "Youth Leader, Marketing, Finance, and Development" and specialty positions include "Doctor, Dentist, Veterinary, and Attorney". (April 15, 2015)

**Section 7 - VACANCIES ON BOARD** - Vacancies shall be filled by the Board, with the recommendation of the Executive Director(s).

**Section 8 - APPOINTMENT OF COMMITTEES** - The Board may appoint standing and ad hoc committees as needed.

**Section 9 - CONFLICT OF INTEREST** - A conflict of interest exists when someone with a fiduciary responsibility is in a situation where their own self-interest and the interests of the organization might be in conflict.

- a) A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization.
- b) This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization's mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.
- c) The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from any person, business or entity. This is not intended to preclude bona-fide organization fund raising-activities.
- d) The USTPF allows the Board Members to pursue for **Sponsorship** on behalf of the USTPF for the upcoming **Specific Events and Training Clinics in a Region or State**. All the **Cash Funds, Trophies, Equipment, Uniforms, Horse, Travel Tickets from Bus Company & Major Airlines** shall be handed to the USTPF Treasures and a **Tax Deduction** receipt shall be issued to the **Sponsor or Donor** with the signature of the Chairman of the USTPF. (February 1, 2015)

**Section 10 - INDIVIDUAL TEAM MEMBER PLAYER SPONSORSHIP** - Please review the following:



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- a) Fund raising of any kind, whether for personal use, or in the name of the USTPF, must be presented by a written proposal to the board, for review and acceptance by majority vote, and be accepted as a plan before such activity takes place.
- b) **A Player/ Board Member may Solicit Individual Sponsorship** only with permission from the USTPF board. Those funds must go through the USTPF Treasurer with a letter from the sponsor designating the said funds, will go only to the player **Soliciting for Personal Sponsorship**. Only **Sponsorship** given to the entity, here the USTPF, shall have advertising advantage at a given event or Training Clinic.
- c) Receipt of any gift is disapproved except gifts of a value less than \$25.00 dollars, which could not be refused without discourtesy. **No Personal Gifts or Money** shall ever be accepted.
- d) Any Team Member Player can pursue for **Individual Team Member Player Sponsorship** on behalf of them. The **Cash Funds, Trophies, Equipment, Uniforms, Horse, Travel Tickets from Bus Company & Major Airlines** shall be handed to the USTPF representative and a **Tax Deduction** receipt shall be issued to the **Sponsor or Donor** with the signature of the Chairman of the USTPF. **(February 1, 2015)**

**Section 11 - TRAINEE TEAM PLAYERS MEMBERS** - Trainee team player members can join the federation by creating account on the USTPF's website ([www.ustpf.org/sign-up](http://www.ustpf.org/sign-up)) and request to become an active trainee player member and to learn the sport via the USTPF provided training for tent pegging; shall be given an opportunity to participate in the upcoming mandatory yearly trials and upon successfully passing the trials a newly trained player member depending on the trial scores shall be offered yearly team player's position. **(April 1, 2015)**

**Section 12 - EXPERIENCED TEAM PLAYERS MEMBERS** - Experienced team player members can join the federation by creating account on the USTPF's website ([www.ustpf.org/sign-up](http://www.ustpf.org/sign-up)) and request to become an active player member and shall must pass the evaluation trials. Once an experienced player member pass the trials must attend the mandatory yearly training provided by the USTPF and participate in the mandatory yearly team selection trials; depending on the trial scores the experienced member shall be offered yearly team player's position. **(April 1, 2015)**

**Section 13 - MANDATORY YEARLY TEAM SELECTION TRIALS AND REFRESHER TRAINING** - All team player members participated as team members in the previous year shall participate in the mandatory yearly team selection trials and refresher training provided by the USTPF in order to be selected for the USTPF team for that specific



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year. If a team player member failed to participate in the mandatory yearly team selection trials and refresher training shall not be honored team player member position for that specific year, **No Exceptions. (April 1, 2015)**

## **BYLAW 1-07 - DONATIONS AND SPONSORSHIP**

**Section 1 - DONATIONS AND FUNDING** - Donations and funding plays extremely critical role in establishing and managing an organization. Therefore, the USTPF has an open door policy for donations and funding for promoting tent pegging in the USA. **(April 15, 2015)**

## **BYLAW 1-08 - MEMBERSHIPS FEES, RENEWAL FEES AND REACTIVATION FEES, MEMBERS, TENT PEGGER PLAYERS MEMBERSHIP & PLAYES BEHAVIOR**

**Section 1 - QUALIFICATION FOR THE INDIVIDUAL MEMBERSHIP AND FEES** - Eligibility for membership is open to any person as an Associate Member (Non-Voting), Tent Pegging Athlete, board members, coach, trainer, manager, administrator, official of Tent Pegging including any other individual citizens, Permanent Residents also known as Green Card Holders **(See Note-1) & (See Note-2) Any individual US Citizen and or Permanent Resident (Green Card Holder), residing in the United States of America can represent the USA's National Team in abroad,** persons of good moral character and not involved in any wrongful activity regardless of age, sex, race, color, religion or national origin. Acceptance of team membership constitutes the members' agreement, commitment to support Tent Pegging an ancient equestrian sport; the mission including abiding by the policies, bylaws, rules and regulations of the USTPF. **The USTPF BYLAWS reflect the USEF BYLAWS (102. Section 2.t.; Section 3.3.; 201; 203; and 504. Section 1.c.).** Individual Basic Yearly Membership Fees shall be: \$85.00; Details for obtain higher level of membership can be reviewed on the USTPF website: (<http://www.ustpf.org/ustpf-membership-types-and-fees>). **(April 3, 2016)**

**Section 2 - MEMBERSHIP RENEWALS** - During the Annual General Meeting 2016, with mutual consent of the USTPF Board Members, a decision was made that membership start and end dates will be interconnected with start of the year, starting from the first day January through the last day of December of each year. Justification is determined because of the annual renewal memberships for the United States Equestrian Federation is due in the month of November each year and International Tent Pegging Federation is due in the month of January each year. **(August 7, 2016)**

**Section 3 – LATE MEMBERSHIP RENEWALS & REACTIVATION FEES** – During the Annual General Meeting 2017, with mutual consent of the USTPF Board Members, a decision was made that if current members fail to renew their membership on-time which is from January 1<sup>st</sup> through March 31<sup>st</sup> of the current fiscal year; will be



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DEACTIVATED from the system and in order to REACTIVATER their account they will be responsible to pay the REACTIVATION FEE, which they incur in the amount of \$300.00 with no exceptions. The USTPF will ensure to send the renewal membership reminders via the USTPF secured website (<https://www.ustpf.org>) to the members minimum three email reminders set forth in the USTPF secured website protocol. The email records of the sent reminders to the members will be maintained by sending a (cc) copy to the President of the USTPF. (**December 15, 2017**)

**Section 4 - QUALIFICATION FOR THE ASSOCIATIONS' MEMBERSHIP AND FEES** - Eligibility for Non-Voting associations' membership shall be limited to the associations operating within the continental United States of America as **Not-For-Profit** sports organizations. Associations' tent pegging teams can consist of citizens and Permanent Residents also known as Green Card Holders (**See Note-1**). (**July 16, 2017**)

(**See Note-2**) **Any individual US Citizen and or Permanent Resident (Green Card Holder), residing in the United States of America can represent the USA's National Team in abroad.** Individuals of good moral character and not involved in any wrongful activity regardless of age, sex, race, color, religion or national origin. Acceptance of team membership constitutes the associations' agreement, commitment to support Tent Pegging (an ancient equestrian sport), and the mission including abiding by the policies, bylaws, rules and regulations of the USTPF. **The USTPF BYLAWS reflect the USOC BYLAWS (Entire Section 8 and specifically Section 8.3.; 8.4.; 201; 203; and 8.12.).**

The Association must be incorporated as a **Not-For-Profit** organization in the United States;

- a) The Association must be recognized by the **Internal Revenue Service (IRS)** as a tax exempt organization under the **Internal Revenue Code (IRC)**;
- b) The Association must administer and support an annual **State Level** championship of athletes from several different areas or regions of the specific State;
- c) The Association must have an active athlete training and competition program financially supported by **Self-Generated** funds;
- d) The Association must have participated with a full contingent in the **State Level** Championships as sanctioned by the **USTPF**; and
- e) The Association must satisfy such other requirements as are set forth by the **USTPF**.

Further, the association will be evaluated for their alliances with people, groups, organizations involved in any wrongful activities. If associations' alliance found with people, groups, organizations involved in any wrongful activities will be



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denied the membership and affiliation with USTPF. If any association after obtaining membership/ affiliation found involved in such activities after obtaining the membership/ affiliation, the USTPF board shall have the full right to cancel the membership/ affiliation. Details for the Association Current Membership Fees Schedule could be reviewed @ <http://www.ustpf.org/ustpf-membership-types-and-fees>. (July 16, 2017)

**Section 5 - TENT PEGGER MEMBERSHIP** - The USTPF ensures that the tent pegger players are committed for the developing sport and at no times any player shall become a burden on and shall not cause the difficulties for the USTPF. **Therefore, the USTPF has established this BYLAW in order to ensure the commitment of the player seeking player tent pegger membership shall follow the specified steps in the website to be approved for the membership. This shall save the USTPF and member from confusion between the supporting membership and player membership prior to paying the membership dues.** (June 27, 2015)

**Section 6 - PLAYERS BEHAVIOR** - The USTPF is aware and ensures that organizational behavior is maintained at all times. No active member or player shall be allowed to cross the lines and demonstrate an unsatisfactory behavior toward the USTPF rules and regulations. In case any member/ player used unauthorized authority in public, social media and or via emails and any other possible manner, shall be disciplined. The examples of unauthorized authority are as follows: Calling him/ her "Captain, Manager, or Coach" of the team at any time unless authorized and assigned officially by the Federation. The federation holds the full rights to issue a written warning or take immediate action against the individual found violating these **BYLAWS**. In case if, a written warning was issued and a negative and **retaliating response** received via any media from the active member/ player shall lead to a **final disciplinary action**, which could include revoking membership and immediate dismissal from the federation's temporarily for one year or permanently. Further, last but not least member/ player's yearly disqualification for playing or participation in tent pegging and any equestrian sport or events and tournaments sanctioned by the USTPF and or USEF. (June 27, 2015)

**Section 7 - MEMBERS BACKGROUND CHECKS** - In order to provide safe environment for the **Children, Youth, Female and Male members**, the USTPF has established a policy to ensure that all the members who join the USTPF come with clean background. Therefore, the USTPF shall conduct a background check of any existing and new members in future prior to offer membership to the interested individuals. Same policy shall apply to the association seeking affiliation with the USTPF. The USTPF shall ensure the affiliating association leadership and their members have



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clean records. The USTPF shall request the affiliating associations to provide background checks records of their members prior to offering the affiliation to such association. **(June 27, 2015)**

**Section 8 - NARCOTICS POLICY** - In order maintain drug free environment, the USTPF has developed a policy that every current and prospective member has to agree and sign a Narcotics Policy. The USTPF shall also ensure the affiliating association leadership and their members have clean records are not addictive to any drugs and narcotics. The USTPF shall request the affiliating associations to agree and sign the Narcotics policy document by the leadership and their members prior to offering them affiliation to such association. **(June 27, 2015)**

## **BYLAW 1-09 - ASSOCIATIONS AFFILIATION REQUIREMENTS**

**Section 1 - ASSOCIATIONS PROOF FOR AFFILIATION WITH FEDERATION** - In order to be a sanctioned, affiliate association by the USTPF the following details are significant. The applying association must have been issued a registration certificate by the Secretary of State, in which the association is legally registered as a non-profit organization. A copy of their incorporation acceptance certificate by their respective State must be on file with the Secretary of the USTPF.

**Section 2 - ASSOCIATIONS AFFILIATION REQUIREMENTS** - All the affiliate associations shall be required to commit for promoting tent pegging in their respective city, town or state.

- a) The USTPF shall have the right to revoke the membership and affiliation of the association if the entity in question is not legally registered with the respective state.
- b) The association shall conduct periodic training clinics in their city, town and or state for the promotion purposes.
- c) All the training clinics and competitions shall be sanctioned by the federation to conduct such activities.
- d) The USTPF shall provide proper guidance and support for the association when first initiated and shall provide assistance to conduct their first training clinic for promotion purposes. Safety of the riders and equine is significant (Safety Rules, Health and Welfare of the Rider & Equine).
- e) The USTPF shall be committed to train the official coach for the association when the association is first established. The USTPF shall not be responsible to conduct the first training clinic in the home city, town or state of the affiliating association. All the training activities shall be conducted per the USTPF sanctioned and scheduled developed program on the start of the year.



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- f) The affiliating association shall attend the first training clinic scheduled in Tulsa, OK where the USTPF is headquartered.

## Section 3 - SAFETY REQUIREMENTS

- a. Safety Helmets. The USTPF ensures that Tent Pegger/ Riders are not allowed without safety helmet on horseback in the field.
- b. Saddles. The USTPF ensures that saddlery is in good condition and of any type may be used. The stirrups or stirrup leather will not be secured to any other part of the horse, competitor's body or Saddlery by any means.
- c. Bits. The USTPF ensures that the horses must wear their usual bit and bridle and riding equipment, which must not be changed during the event, unless permission is given from or on behalf of the owner.

**Note-1: All the Green Card Holder Members of the USTPF will sign an agreement stating that He/ She will not play the sport here (Tent Pegging) for their native country or any other country in the world unless giving away their Participation Rights in the International Tent Pegging Competitions or the Events Sponsored by the ITPF and or the USTPF inviting the International Teams in the USA for International Competitions. However, the Green Card Holder Members will remain eligible to participate in the Domestic Tent Pegging Competitions Sponsored by the USTPF Domestically. Further, for the record keeping the USA Citizens will furnish a copy of their current passport and Green Card Holders will furnish a copy of an unexpired Green Card. No other category of residents of the USA other than the US Citizens and Green Card Holders will be permitted to represent the Team USA in domestic or International Tent Pegging events (No Exceptions) and ITPF Officially Sponsored Tournaments that include friendly tournaments, world cup qualifying tournaments and world cup competition tournaments. (July 16, 2017)**

**Note-2: All those individuals who reside in the United States legally also known as the US Citizens, Permanent Residents (Green Card Holders), No other category of residents of the USA other than the US Citizens and Green Card Holders will be permitted to represent the Team USA in domestic or International Tent Pegging events (No Exceptions) and ITPF Officially Sponsored Tournaments that include friendly tournaments, world cup qualifying tournaments and world cup competition tournaments. (July 16, 2017)**



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## ARTICLE III

### EXECUTIVE BOARD DIRECTOR AND OFFICERS

#### BYLAW 1-10 - EXECUTIVE BOARD DIRECTOR AND OFFICERS

**Section 1 - EXECUTIVE BOARD DIRECTOR** - One Executive Board Director shall hold two advisor titles Chairman and Chief Executive Officer (CEO), also the founding board member and shall serve for life.

**Section 2 - OFFICERS** - The Board members who are the officers of the Board shall consist of President, Vice President Eventing/ Competitions (Domestic & International), Vice President Training (T.P), Vice President Budget & Finance, Vice President Marketing. The following positions shall be assigned as honorary positions: regular non-voting board members that include General Secretary, Chairman/ Chairperson Eventing and Competition Committee, Chairman/ Chairperson Training Committee, Treasurer, Veterinary Advisor, Medical Advisor, and Staff Attorney, Treasurer and shall be nominated by the Board.

**Section 3 - TERM OF OFFICERS** - First assigned officers shall serve a term of five years and once the election process is placed the elected members shall serve a term of five years.

#### **Section 4 - DUTIES OF OFFICERS -**

- a) The President shall preside at all Board meetings and perform other duties as associated with the office. President shall also perform as Administrative officer of the federation as well.
- b) The Chairman and CEO shall assume the duties of the President in case of the President's absence.
- c) The General Secretary shall be responsible for assisting the President and in the absence of the President, the General Secretary shall assist the Chairman and CEO, noting the minutes of the Board meetings, keep all approved minutes in a minute book, and send out copies of minutes to all and rest of the organization, responsibilities not limited to disseminating the information and general communication.
- d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

**Section 5 - DUTIES AND MANAGEMENT** - The corporate power of this Federation shall be vested in the Executive Board of Directors, who shall have the management and control of the business of the Federation. They shall employ such agents and servants as they may deem advisable, and fix the rate of compensation of all agents, employees





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and officers. The President shall be managing the business, property, and affairs of the Federation Except as otherwise provided in the Articles of Incorporation.

**Section 6 - DUTIES OF GENERAL LEADERSHIP AND QUALIFICATIONS** - The duties and qualifications of the general leadership illustrated in the hierarchy chart shall as follow:

- 1. Chairman and CEO** - The Chairman and CEO must be literate with business administration knowledge with minimum of Masters of Business Administration degree and shall be responsible for providing guidance and work as an adviser to the president for the overall organizational management and corporate control and stability. The responsibilities shall include participating in the quarterly and annual general meetings. Traveling for federation business, promotional and development meetings domestically and internationally on the federations expense. Chairman and CEO shall also review the quarterly and annual reports summaries provided by the president.
- 2. President** - The President of the federation must be literate with business administration knowledge with minimum of Masters of Business Administration degree and shall be seeking guidance and advises from the Chairman and CEO for any matters that require attention and responsible for managing and keeping the complete organizational structure intact as illustrated in the hierarchy chart with the support of upper and lower management directly reporting to him/ her including writing executive summaries for the Chairman and CEO. President shall hold the responsibilities of Planning and Development including performing as an administrative officer of the federation as well.
- 3. General Secretary** - General Secretary shall be directly reporting to the President. General Secretary's responsibilities include managing meetings in the absence of the President. Responsibilities include drafting communication between the organizations, sports entities, schools, and universities including providing guidance and support to federation.
- 4. Vice President Eventing/ Competitions (Domestic & International)** - The VP Eventing/ Competitions (Domestic & International) must be literate with knowledge managing events with minimum of five years experience and shall be directly reporting to the President and responsible to arrange events and competitions domestically and internationally with the support of Chairman/ Chairperson Eventing/ Competitions Committee including writing executive summaries for the



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President.

5. **Vice President Training (Tent Pegging)** - The VP Training (Tent Pegging) must be literate with training capabilities that include formal trainers training knowledge with minimum of five years experience and shall be directly reporting to the President and responsible to ensure all the arrangements of training events for tent pegging sponsored by the USTPF in the Head Quarter, Tulsa, OK and any other location suggested by the majority of the board members with the support of Chairman/ Chairperson Training Committee including writing executive summaries for the President.
6. **Vice President Budget and Finance** - VP Budget and Finance must be literate with business administration/ accounting knowledge with Masters of Business Administration degree or minimum five years of practical finance and accounting experience and shall be directly reporting to the President and not limited to providing reports summaries to the President. VP Budget and Finance shall be responsible for planning and allocating yearly budgets and finances for the federation and writing detailed report by reviewing and analyzing the budgeting and financial trends including writing executive summaries for the President.
7. **Vice President Marketing** - The VP Marketing must be literate with business administration/ marketing knowledge with Masters of Business Administration degree or minimum five years of practical marketing experience shall be directly reporting to the President and not limited to providing reports summaries to the President. VP Marketing shall be responsible for developing strategies for marketing the tent pegging as an affluent sport in the USA. VP Marketing is expected to build revenue through seeking sponsors domestically and internationally including writing executive summaries for the President.
8. **Veterinary Advisor** - Veterinary Advisor must be graduate with VDM degree and shall be directly reporting to the President and provide expertise to deal with issues arise during the course of events related to the equine. Veterinary Advisor shall be suggesting and providing guidelines for establishing regulations relating to the equine and shall be writing executive summaries for the President.
9. **Medical Advisor** - Medical Advisor must be graduate with MD degree and shall be directly reporting to the President and shall provide safety guidelines relating to the athletes health, safety and security.



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Medical Advisor shall be writing executive summaries for the President.

**10. Staff Attorney** - Staff Attorney must be graduate with LAW degree and shall be directly reporting to the President and provide legal expertise to deal with issues arise during the course of events related to the equine and athletes.

**11. Treasure** - Treasure must have minimum five years accounting experience and shall be responsible for the cash and managing regular bank accounts. Treasure shall be directly reporting to the President.

**(April 15, 2015)**

**Section 7 - APPOINTMENT OF DIRECTORS** - The initial Board of Directors shall be assigned by the Chairman and always serve on a volunteer basis and shall be appointed from the pool of the Federation's regular patrons and volunteers. Thereafter, successor directors shall be assigned by the Chairman. Such directors shall hold office until their successors are assigned and qualified.

**Section 8 - RESIGNATION** - A director may resign at any time or may be asked to resign due to incapability to serve the position by filing his/ her written resignation with the secretary.

**Section 9 - EXECUTION OF DOCUMENTS** - All contracts and agreements authorized by the President and all checks, drafts, notes, bonds, bills of exchange, and orders for the payment of money, shall, unless otherwise directed by the Chairman, or unless otherwise required by law, be signed by any of the two following officers, who are different persons: Chairman or Secretary. All bonds, deeds and mortgages shall be signed by the President and attested by the General Secretary.

**Section 10 - LOANS TO OFFICERS** - No loan of money or property or any advance on account of services to be permitted or shall be made to any officer or director of the Federation.

## ARTICLE IV

### BOARD MEETINGS

#### BYLAW 1-11 - COMMUNICATION PROTOCOL AND BOARD MEETINGS PROCEDURES

**Section 1 - INTERNAL COMMUNICATION** - Internal communications for meeting and general discussions shall be conducted the USTPF official email account via completing a **General Inquiry Form**. Communications via other sources such as Phone Text Messages, Viber, and Facebook Messenger shall not be considered official internal



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communication. In case of any matter that require attention, a form has been developed and shall be used to complete and emailed to the president for review and consideration. The inquiry forms shall be retained for permanent record of communication. In case members fail to abide the USTPF BYLAWS can be dismissed from their responsibility. Form can be found on the USTPF Website page: <http://www.ustpf.org/forms-guidelines> (**July 5, 2015**)

**Section 2 - EXTERNAL COMMUNICATION** - External communications shall be conducted only via the USTPF official email account assigned to each Board Member. All the USTPF board members will be required to conduct external communication in the following manner: All the emails will be "cc" to the CEO, President, Sr. Vice President, and rest of the Board Members including those **committee members** whose involvement is necessary for that **specific communication**.

**Section 3 - COMMUNICATION PROTOCOL** - If any member of the USTPF Board decided to communicate with the officials' of the other countries' Equestrian Federations, Associations (e.g.: ITPF, OEF, USEF etc.) Business Entities, Media and Governmental Authorities, shall conduct any communications via the USTPF assigned email account only and shall "cc" the USTPF CEO, President, Sr. Vice President and rest of the Serving Board Members including those **committee members** whose **involvement is necessary** for that **specific communication**. Failure to comply with this section of the Article IV shall result consequences such as immediate removal from the Board Position.

**Section 4 - COMMUNICATION PROTOCOL FOR THE USTPF INACTIVE MEMBERS** - If any member whose membership for the USTPF is **expired and inactive for more than two months found communicating with the officials' of the other countries' Equestrian Federations, Associations (e.g.: ITPF, OEF, USEF etc.), Business Entities, Media and Governmental Authorities in order to participate in the USTPF or ITPF sanctioned event, shall be considered violator of the USPTO registration rights, applicable regulations and the USTPF BYLAWS**. If any Inactive member of the USTPF found involved in communication on behalf of the USTPF or **without being sanctioned by the USTPF, Wore the USTPF Official Uniform or Displayed the USTPF Logo, shall be subject to lawsuit and penalty of \$5,000.00 or permanent disqualification for individual membership or both penalty and permanent disqualification for individual membership**. (**July 15, 2015**)

**Section 5 - COMMUNICATION PROTOCOL FOR NON-MEMBER INDIVIDUALS AND NON-AFFILIATED ASSOCIATIONS** - If any non-member or the non-affiliated association **found communicating with the**



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officials' of the other countries' Equestrian Federations, Associations (e.g.: ITPF, OEF, USEF etc.), Business Entities, Media and Governmental Authorities in order to participate in the USTPF or ITPF sanctioned event, shall be considered violators of the USPTO registration rights, applicable regulations and the USTPF BYLAWS. If any individual or association not a member or association not affiliated with the USTPF found involved in communication on behalf of the USTPF or **without being sanctioned by the USTPF, Wore the USTPF Official Uniform or Displayed the USTPF Logo, shall be subject to lawsuit and penalty of \$10,000.00 or permanent disqualification for individual membership or both penalty and permanent disqualification for individual membership. (July 15, 2015)**

**Section 6 - REGULAR MEETINGS** - Regular meetings shall be held on the first Monday of each quarter at 6:00 p.m. at the USTPF Headquarter. For those members who are living out of state or out of Tulsa Area, if can't physically come to the meeting must call in via Phone to participate in the meeting.

**Section 7 - SPECIAL MEETINGS** - Special meetings may be held at any time when called for by the Chairman or a majority of Board members.

**Section 8 - AGENDAS** - Meeting agendas shall be provided at least three (3) weeks in advance.

**Section 9 - ACTION WITHOUT A MEETING** - Any action which may be taken at a Board of Directors meeting may be taken if evidenced by one or more written consents describing the action taken, signed by each director and included in the minutes or filed with the corporate records reflecting the action taken. Written action includes the following means: Written action and served to individual (s) by hand, sent by or on behalf of the Chairman via regular mail or via email communication by the President.

**Section 10 - ORGANIZATION** - The President and in his absence the Sr. Vice President and in their absence any director chosen by the directors present, shall call meetings of the Board of Directors to order, and shall act as President of such meetings. The General Secretary of the Federation shall act as General Secretary of the Board of Directors, but in the absence of the General Secretary the presiding officer may appoint any director to act as General Secretary of the meeting.

**Section 11 - ORDER OF BUSINESS** - The order of business at all meetings of the Board of Directors shall be as follows:

- 1) Roll call



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- 2) Reading of the Minutes of the preceding meeting and action thereon,
- 3) Reports of Officers,
- 4) Reports of committees,
- 5) Unfinished business,
- 6) Miscellaneous business,
- 7) New business.

## ARTICLE V

### VOTING AND CONFLICT OF INTEREST

#### BYLAW 1-12 - VOTING, CONFLICT OF INTEREST

**Section 1 - VOTING** - A majority of board members constitutes a quorum including the President shall hold the veto power to reject or accept the votes of the board members. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date or seek advice from President for final decision. Passage of a motion requires a simple majority (i.e., one more than half the members present or President's final decision).

**Section 2 - CONFLICT OF INTEREST** - Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

## ARTICLE VI

### AMENDMENTS

#### BYLAW 1-13 - AMENDMENTS

**Section 1 - AMENDMENTS** - These by-laws may be amended by the Chairman and at the Board members suggestions at any time or any meeting, provided a quorum is present or not. An approved electronic copy of the amendment(s) is available on the website for the Board members and public for their review. **BYLAWS are UPDATED on the 1st and 15th day of every month or when required necessary changes and updates. (April 15, 2015)**



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**Section 2 - IMPLEMENTATION OF AMENDMENTS** - Any amendments shall be implemented on the latest revision of the BYLAWS.

## ARTICLE VII

### PLACE OF KEEPING IN GENERAL

#### BYLAW 1-14 - PLACE OF KEEPING IN GENERAL

**Section 1 - PLACE OF KEEPING IN GENERAL** - Except as otherwise provided by the laws of the State of Oklahoma, by the Articles of Incorporation of the Federation or by these By-Laws, the books and records of the Federation may be kept at such place or places, within or without the State of Oklahoma, as the Chairman and Board of Directors may from time to time by resolution determine.

## ARTICLE VIII

### UNAPPROVED REPRESENTATION OF THE USTPF, MATERIAL FOR PUBLICATION (PERSONAL PROMOTIONAL MATERIALS AND VIDEOS) AND VOILATIONS CONSEQUANCES

#### BYLAW 1-15 - UNAPPROVED REPRESENTATION, MATERIAL FOR PUBLICATION AND VIOLATIONS CONSEQUENCES

**Section 1 - UNAPPROVED REPRESENTATION OF THE USTPF** - Those team player members, who have their membership accounts active, they participated in the mandatory yearly trials and selected for that specific year team, can represent the USTPF internationally and domestically in tournaments, events media interviews, announcements and promotional videos for the USTPF

**Section 2 - MATERIAL FOR PUBLICATIONS** - None of the members of the USTPF shall be permitted to send material for publications in any media without being reviewed by the Chairman of the USTPF.

**Section 3 - CONSEQUENCES** - Members who failed to abide by the above discussed policies of this section regarding media announcements including promotional videos, advertising for personal promotions etc.; shall result in consequences such as removal from the USTPF Team.

## ARTICLE IX

### THE USTPF SPONSORED TRAINING PROGRAMS



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## BYLAW 1-16 - THE USTPF SPONSORED TRAINING PROGRAMS

**Section 1 - TRAINING FOR THE INDIVIDUALS** - All the yearly or lifetime individual members are eligible for two weeks of mandatory training sponsored by the USTPF. All individual members are required to attend the initial two weeks tent pegging training at the USTPF head quarter located in Tulsa, Oklahoma. **The individual players shall be responsible for their travel, boarding and lodging expanses for the training.** This training shall make the individual players to be eligible to participate in the competitions and events including representing the USA in international competitions and events such as qualifying tournaments and world cup tournaments. Every year or 12 months whichever comes first a training clinic shall be sponsored by the USTPF and conducted at the USTPF head quarter in Tulsa, Oklahoma or any suggested location domestically and all the individual yearly and lifetime members previously trained are required to attend this training for minimum of five days out of two weeks. The USTPF shall have the rights to permit or prohibit the previously trained individual members to participate in the future tournaments and events if they failed to attend the five days mandatory recurring training.

**Section 2 - TRAINING FOR ASSOCIATIONS'** - All the yearly or lifetime associations' members are eligible for two weeks of mandatory training sponsored by the USTPF. All associations' members are required to attend the initial two weeks tent pegging training at the USTPF head quarter located in Tulsa, Oklahoma. **The association players shall be responsible for their travel, boarding and lodging expanses for the training.** This training shall make the association players to be eligible to participate in the competitions and events including representing the USA in international competitions and events such as qualifying tournaments and world cup tournaments. Every year or 12 months whichever come first a training clinic shall be sponsored by the USTPF and or ITPF and conducted at the USTPF head quarter in Tulsa, Oklahoma or any suggested location domestically and all the associations' yearly and lifetime members previously trained are required to attend this training for minimum of five days out of two weeks. The USTPF shall have the rights to permit or prohibit the previously trained associations' members to participate in the future tournaments and events if they failed to attend the five days mandatory recurring training.

ADOPTED THIS \_\_17\_\_ DAY OF \_February, 2014\_.

Electronic Signature:  
\_Dr. Asim Shahzad Malik \_\_\_\_\_  
PRESIDENT

Electronic Signature:  
\_Shazia B. Malik \_\_\_\_\_  
GENERAL SECRETARY



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