



ALBERTA SOUTH REGION OF CANADIAN PONY CLUB INC POLICIES & PROCEDURES



1 INTRODUCTION.

1. 1. The Policies and Procedures described below are subject to bylaws, rules, regulations and policies of the Canadian Pony Club Inc. ("CPC"), and the rules and regulations of Alberta South Region ("ABS").
1. 2. Changes and additions to these Policies and Procedures may be made from time to time by a vote of the Alberta South Regional Committee ("Regional Committee"), as described by the Rules and Regulations of Alberta South Region ("Regional Rules and Regulations").
1. 3. The Executive, as defined in the Regional Rules and Regulations, may make day to day decisions as required by circumstances and shall make reasonable effort to communicate these decisions to the Regional Committee before any action is taken.

2 MEMBERSHIP

2. 1. Branches shall encourage their members to submit membership registrations by December 15 of the preceding year.
2. 2. Applicants shall not be allowed to take part in any CPC activities, even at the Branch level until they have correctly completed their membership application. This include (electronically) signing the acceptance of risk form and purchase of a membership with the Provincial and Territorial Sports Organization in their Province.
2. 3. Members who have not fulfilled their responsibilities to CPC, ABS or their respective Branch may be suspended (i.e., become a member in "poor standing"). Consequently, they shall be refused entry to any Pony Club activity until the obligation in question has been met. Failure to meet Pony Club obligations may fall under the following headings;
 - i) financial,
 - ii) possession of Pony Club property,
 - iii) volunteer effort,
 - iv) Breach of the Code of Conduct as outlined by the National organization.
2. 4. Action taken in this regard must follow National Guidelines as described in the document 'Procedures for Handling the Breaches of the Code of Conduct'.

3 ATTENDANCE

3. 1. Attendance requirements are set for members wishing to test and can be imposed for competing or participating in Pony Club shows or clinics.
3. 2. The following policies have been developed to answer the following question:
Has the member wishing to test been:
 - i) an active and regular member in the Branch and
 - ii) safely and effectively riding at the standard required?
3. 3. For candidates working towards B and up a Regional policy is in place to determine that members are active and regular members and can ride safely at the standard required. This policy can also be applied to members testing to C2 that are unable to receive appropriate instruction at the branch level.
3. 4. Normal attendance for C2 candidates and under is determined as follows:
 - i) Calculation of attendance follows all Rules and Guidelines indicated in CPC literature. 60% attendance is required for testing up. The DC shall sign that "the rider is a member

in good standing". See National Testing Procedures and Membership requirements in section 2 above.

- ii) Attendance will be calculated by counting all regular Branch instruction nights, riding and theory (winter meets) that the member has attended, expressed as a percentage of the possible meets that the member's Branch provides
- iii) In special cases other requirements shall be designated by the Branch at the beginning of each year with approval from the Regional testing committee, e.g., volunteer requirements or accommodations for members away from home for part of the year.
- iv) No member may join 2 branches but may opt to ride with a second Branch. Attendance requirements are valid only for the Branch to which the member has signed up unless the Branch Executive has given approval.
- v) Attendance can be counted if the member attends unmounted (i.e. the horse is lame, rider is hurt, the trailer or truck is inoperable) if he or she takes part in the lesson. This could be helping with jump set up, jump crew (or other activities that the DC deems appropriate on the night). Unmounted attendance is intended to be only for a few riding nights and is at the discretion of the Branch Executive.
- vi) In special cases, if arrangements are made with the Branch Executive prior to the riding year, candidates may ride for the season with an instructor that is familiar with Pony Club testing levels and use these rides as attendance. The number and nature of the lessons should be comparable to the regular riding meets.
- vii) Attendance can be counted when the member teaches on regular Pony Club nights, if he or she takes riding lessons to meet the requirements for his/her riding level.
- viii) The total possible meets may be reduced in cases where travel out of town is required or expected for family or educational reasons (e.g. custodial issues, university, band trip etc.), subject to prior approval from the Branch Executive.
- ix) Attendance is counted for a regular Pony Club night where the member is absent because he or she is representing the Branch, ABS or CPC, by attending a competition or associated activities, or is testing.
- x) Pony Club activities outside of regular Pony Club meets, such as clinics, camps, extra activities etc. can not be counted in lieu of branch instruction nights, unless approved by the Branch Executive.
- xi) Branch, Regional and National competitions or clinics may also have attendance requirements in order to participate. They should be mentioned in the prize lists or entry forms for these events. They follow the same attendance rules as mentioned above. In that case the branch DC is responsible to sign off on their members being in 'good standing' and meeting attendance requirements.

4 COMMUNICATIONS

- 4. 1. Each Branch will nominate a youth representative to liaise with the Regional Youth Representatives and other Branches.
- 4. 2. Each Branch will provide the email addresses for their DC and ADC to the Communication Chair. They may add additional emails if required. It is the responsibility of the Branch to update as necessary.

5 FINANCIAL POLICIES

- 5. 1. The Regional Treasurer shall generate a budget for approval at the first General Meeting of each calendar year, or at the first practical opportunity thereafter.

5. 2. The Regional Treasurer shall normally end their term of office at the end of the financial year, after preparing and presenting the year end financial statement to the Regional Committee. The new treasurer shall take over the job at that time.
5. 3. ABS shall maintain a reserve balance of at least \$20,000 in its Regional Account.
5. 4. Money designated for a specific discipline or use will be accounted separately within the CPC Alberta South Regional Account. Examples of designations are, Event entry funds, Membership fees, Testing fees
5. 5. The ABS Regional Treasurer will disburse payments of claims for administrative out of pocket expenses. Payment shall be made on receipt of an appropriate claim form, which is accompanied by copies of relevant receipts. Normally submission of the claim form will be made within 30 days of the expense incurred.
5. 6. Requests for advances must be made on an appropriate form and shall be addressed according to funds available.
5. 7. Payment for entries to Regional Events, Regional functions and membership fees shall normally be by Branch cheque, made payable to Alberta South Region Pony Club. The Chair of the Regional Committee may authorize exceptions to this.
5. 8. Members of the Regional Committee shall be reimbursed for out of pocket administrative expenses, incurred on the region's behalf. These expenses shall include office expenses, postal and telephone long distance costs. Claims for reimbursement will be made as described above.
5. 9. ABS shall pay designated costs of representatives attending National conferences, workshops and meetings. Costs will include travel, accommodation and meal allowances, as per National guidelines. Sponsored representatives shall be approved prior to the event.

6 SUB-COMMITTEES.

6. 1. From time to time the Regional Committee may form sub-committees to perform specific tasks within and on behalf of ABS. Any sub-committees formed are to be documented in the appropriate minutes of ABS at the time of formation. Sub-committees shall automatically dissolve upon completion of their designated task.
6. 2. Each sub-committee may run the day to day operation of its jurisdiction but shall be limited solely to the purpose for which it was designated. Major issues shall be brought before the Regional Committee for approval before action can be taken. The Regional Chair shall preside at each sub-committee meeting.
6. 3. Each year the sub-committees shall advise the Regional Treasurer in good time of all anticipated expenses so that they can be included in the ABS annual budget.
6. 4. The Financial Committee shall be made up of the Regional Treasurer, the Membership Chair and any other Regional Committee member that declares an interest in the smooth financial running of ABS, to a maximum of 7 people. It shall make financial recommendations to the Regional Committee.
6. 5. The Testing and Education Committee shall follow the guidelines set out in the A/B and C/D Testing Documents

7 REGIONAL TESTING

7. 1. Examiners Clinics enrollment fee shall be set at no more than \$25.00 with ABS paying any shortfall or receiving the profit from each clinic.
7. 2. The following process shall be used in the marking of the C2, B and B2 levels written tests:
 - i) panel of examiners/markers - preferably 5, minimum 3
 - ii) tests split into sections with each section marked by one examiner, consulting with the group as necessary and consensus found on marks given to such answers
 - iii) answer key used only as guideline. All reference texts must be present and used to find other possible answers.
 - iv) all failed tests are reviewed by the whole panel to ensure that all possible marks have been given and that there is consensus in the panel in the final mark.
 - v) the Testing Chair reviews the addition of marks on every test before recording final marks.
 - vi) written tests are returned to candidates with a hard copy of the actual test within two weeks of the tests being marked
 - vii) the candidate may request a review of the written test or specific questions on the written test, within one week of its receipt, by going to their Branch DC or Branch Testing Representative who will bring their concerns to the Testing and Education Committee.
 - viii) any remarking of tests or specific questions may be performed by any one member of the original marking panel and performed within one week of the request. All results of the marker are FINAL.
 - ix) results of any re-marks will be forwarded by the Testing Chair to the Branch D.C. or Branch Test Rep for forwarding to the candidate. If warranted final marks will be amended.
7. 3. C2 and up testing will be conducted at the Regional level.
 - i) C2 and up candidates are to adhere to the Regional Testing protocol for C2 and up.
 - ii) If examiners are hired to perform the marking of tests for C2 and up levels, a fee of \$20 per paper will be paid. The total amount is divided equally between each marker on the panel.
 - iii) Each C2 and up member will pay \$50 to their branch to take a written test. The branch will issue a cheque or e-transfer to ABS. All fees must be paid before the test to the Region
- 9.4 Practical testing fees will be set yearly in the Alberta South Region Budget, approved by the Region. Any yearly increase in fees will be substantiated by the Testing chair and will not exceed 25%. Fees are the same for the entire or only a portion of the test.
 - i) All candidates will pay their branch to take a practical test. The branch will issue a cheque or e-transfer to ABS.
 - ii) Candidates will not be allowed to test unless the fees are paid in full and on time.
 - iii) Withdrawal from testing, accompanied by a vet or doctor's note, will be refunded to the candidate's branch. Withdrawal up to 72 hours prior to the event without an applicable note will be refunded at ½ the testing fee, to the candidate's branch. There will be no return of fees for no shows or withdrawal notices received after 72 hours before the event.
- 9.6 Test Applications Forms
 - i) An "Intent to Test" form needs to be completed before a Written Test at the C2 and up level.
 - ii) C2 and up candidates have to attach a personal testing plan to their intent to test, as described in the Regional testing protocol for C2 and up.
 - iii) The "Application or Intent to Test" form does not need to be completed for the Written Test at the D-C1 level.

- iv) The “Application to Test” form must be completed for the Practical Tests at all levels.
- v) The candidate’s Current Branch Instructor must sign the “Application to Test” form prior to the DC’s signature. The DC is the last signature on the form. The form is then given to the Branch Test Rep to forward to the Regional Testing Chair.

9 REGIONAL EXAMINERS

The ABS policies around examiners are described in ‘the ABSR Examiner and Examiner Development Policy’. Additional rules around examiners can be found in the National CPC “testing procedure requirements”

10.1 SHADOW AND ASSIST

A candidate examiner must have One Shadow and One Assist through the D to C1 levels to become an examiner for those Levels. The senior examiner at these tests will give a recommendation as to whether the candidate is ready to be an examiner.

10.2 UPGRADING

Before upgrading a level, an examiner must have tested at least twice at the level they are qualified to examine and then do one assist at the level they are upgrading to. Adults will be looked at on an individual basis, based on experience.

10 REGIONAL COMPETITIONS/EVENTS

- 10.1 A Safety Officer shall be designated and present at all Pony Club activities involving horses and ponies.
- 10.2 Changes to the rules for a Regional Event shall conform to National Rules and shall be approved by the Chair of that discipline. All changes must also be approved by the ABS executive committee prior to issuing the prize list and be duly noted on the prize list (entry form).
- 10.3 The Branch responsible for each Regional Event shall prepare a budget reflecting anticipated expenses and income for the Regional Event.
For further rules around Regional financial support for Regional events please consult “Financial policy - Grants, Guarantees and Bursaries”
- 10.4 A full accounting of the Regional Event shall be sent to the Regional Treasurer no later than 1 month after the event occurred. Copies of all receipts will be attached to a Regional Event Report Form and a written summary should accompany the financial information and be cc’d to the Regional Chair.
- 10.5 Prize Lists (entry forms) shall be sent to Branches at least 6 (six) weeks prior to the date of the Regional Event. Payment for entries to Regional Events shall be by Branch cheque or e-transfer, made payable to the hosting Branch or ABS, as indicated on the entry form.
- 10.6 All Branches organizing Regional Events shall have the membership status of the registrants verified by the Regional Membership Chair before the event.
- 10.7 Entry deadline for all Regional Events will be stated in the prize list or entry form. At the discretion of the event organizers, late entries may be asked to pay a higher entry fee. If this is the case it must be clearly stated on the prize list, (entry form).
- 10.8 Two weeks prior to the Regional Event a notice (via email) will be sent to all Branches regarding the status of the event. This will serve as a reminder that sign up is due or, if entries are very low, that the event is in danger of being cancelled.
- 10.9 Branch DC’s (or their designates) must set deadlines for their club members to submit entry forms to them, to allow processing of the entries and formation of teams so that the entries can be in the hands of event organizers by the deadline date.
- 10.10 Unless specified differently in the prizelist, withdrawals from competitions prior to the entry deadline will be refunded, less a \$ 25 administration charge, to the registrant’s Branch.

- 10.11 Unless specified differently in the prizelist, withdrawals after the entry deadline date, accompanied by a vet or doctor note, will be refunded, less a \$25 administration charge, to the registrant's Branch.
- 10.12 Unless specified differently in the prizelist, withdrawals without a vet or doctor note will be refunded at ½ the entry fee, to the registrant's Branch.
- 10.13 There will be no return of funds for no shows.
- 10.14 All Regional Event deadlines are for entries to be in the hands of the **event** secretary on the day of the deadline, unless prior arrangement has been made. These entries will be accepted only if complete and accompanied by the appropriate funds.

11 REGIONAL EQUIPMENT

- 11.1 ABS owns regional equipment to be used for Regional Events.
- 11.2 Equipment can be borrowed by any Branch for Regional Events by booking them and returning them in good order. Any equipment that is damaged shall be replaced at the cost of the Branch borrowing said equipment.
- 11.3 From time to time ABS may purchase equipment to enhance a discipline or Pony Club activity. Purchases of this type require 3 separate quotes to be presented to the Regional Committee for approval. Discipline chairs must approve all expenses for their discipline in advance.

**Approved at the Regional Committee meeting
November 17, 2022**