



ABSR PONY CLUBS

FINANCIAL POLICY – GRANTS, GUARANTEES AND BURSARIES ALBERTA SOUTH REGION – 2023



INTRODUCTION

The ABS Region supports the branches and members as much as possible through the Regional budget. To this end several grants can be applied for within the ABS Region. These are described in this policy.

The ABS Region conducts fundraising to support the activities of the Region. One of the major fundraising activities is through providing volunteers for a Casino through Alberta Gaming Liquor Cannabis.

FUNDRAISING

1. Fundraising through AGLC

- 1.1 Any fundraising activities by the Branches, that require an AGLC license will require notification to the Regional Executive. All fundraising activities will have to be included in the activity reports sent out to the Region prior to the activity.
- 1.2 The Region has a charitable gaming licence and participates in Casino volunteer opportunities with the AGLC whenever they are available. The proceeds of a 'Casino' can only be used for predetermined uses, such as payment of approved coaches and officials, facility rental fees and awards.
- 1.3 The Regional budget normally supports Pony Club members in testing, Regional shows and clinics and subsidies for members at National events. Additional spending can be approved by the Regional Committee
- 1.4 Every Branch will send at least one volunteer to support the fundraising event at an AGLC Casino.
- 1.5 Additional volunteers will be provided by the Regional Committee. Older active members can apply for a volunteer position to be rewarded a discount in membership fees for the following membership year. This discount will be set by the Executive Committee prior to the fundraising event.
- 1.6 Branches that don't wish to provide a volunteer will be charged a \$ 500 volunteer commitment payout fee.

BRANCH GRANTS

2. Branch Grants



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- 2.1 Eligible Branches qualify yearly for a Branch Grant from the Region. These grants are meant to support regular operations in the Branch. This is part of the regular Branch Charter renewal process, as described in 2.3.
- 2.2 Eligible Branches are Branches both in good standing with the Region and to have supplied at least one volunteer to the Casino fundraising event immediately prior to the branch renewal(s). Centres are not eligible.
To be considered a branch in good standing with the Region,
 - a. the branch charter renewal form has to be submitted to the Region,
 - b. a financial year end report has to be on file with the Region.
 - c. The Branch has to have a minimum number of 5 active members from at least 3 families.
 - d. An activity report needs to be on file with the Region
- 2.3 Branch grants will be awarded yearly upon completion of the Branch charter.
 - 2.3.1 Branches that submit their complete charter prior to January 1st will be eligible for the available Grant per Branch.
 - 2.3.2 Branch charters that are submitted after January 1st are considered late and the associated Branch is not eligible for a Branch grant.
- 2.4 The total amount of branch grants allocated by the Regional Board shall be evaluated annually by the Finance committee. Factors that will be considered shall include but not limited to hosting obligations, casino timing, branch size and Regional Financial Status.

EVENT GUARANTEE

3 Regional Event Guarantee

The Region will repay the Branch for all losses incurred by the Branch when organizing a Regional event, provided they have complied with the following:

- 3.1 A budget has been supplied to the Regional Executive at least two (2) months prior to the Regional event
- 3.2 Regional Event budgets are expected to be balanced, unless the organizing branch has indicated that they would like to apply for an exemption from this rule to cover a specific aspect of the event (e.g., to attract a specific official, to invite a special guest, to provide better prizes) and the executive agrees that these costs could / should not be recovered through an increase in participant fees
- 3.3 The event budget is approved by the Regional Executive



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- 3.4 The event is open to all members in the Region. If the show is aimed at a specific subset of members (e.g., dependent on the level of the participants) explicit permission by the regional executive and discipline chair will have to be attained
- 3.5 Events open to other participants than just Pony Club members, or 'open' shows do not qualify for a guarantee
- 3.6 After the event, the branch has provided a complete financial report of the Regional Event, including a copy of supporting invoices and receipts.
- 3.7 A food concession, should there be one, is run independent of the event
- 3.8 The granting of a guarantee will be at the discretion of the Regional Executive in consultation with the discipline chair and will be dependent on the Regional budget, the Branch providing a budget and after approval of the event a complete financial report on the results of the event. In its deliberations the regional executive will take into account the needs of the Regional community as a whole.
The following eligibility criteria will be used:
 - The Branch is in good standing
 - The Branch has a financial need (i.e. recuperation of costs would imply an excessive fee from participants, fundraising efforts have been in place)
 - The grant is requested for activities within the five pillars of ABSR education – dressage, show jumping, cross country, PPG or stable managementBranches are strongly encouraged to find other revenue streams, such as fundraising and membership or event fees, prior to applying for a guarantee from the region.
- 3.9 A maximum guarantee for the event will be set by the Regional Executive

PARTICIPANT BURSARIES

4 Participation and chaperone bursaries

The Region will provide funding for assisting ABS competitors, their coaches and chaperones to travel to National and International events

- 4.1 The Alberta South Region would like to encourage as many participants as possible to experience participation in a National event. The Region will therefore - as long as the bursary budget allows it - allow two participants (or teams) to compete at a National event hosted within Western Canada (BC, AB, SK). Participation is both dependent on qualification of this many participants in Regional competition and on the organizer's permission to do so.



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- 4.2 Discipline Chairs shall advise on the proposed disbursement of bursaries with respect to eligibility of members and chaperones and guidelines for National entries.
- 4.3 A Participation Bursary is granted to participants (both competitors and grooms) entering any National event.
Horsemasters will not receive any participation bursaries.
- 4.3.1 The amount per participant is set in the budget that is determined yearly for the Alberta South Region. Normally the entire event fee will be paid if the event is outside of the Western Provinces (BC, AB, SK) and only a portion of the event fee if the event is hosted within the Western Provinces (BC, AB, SK). However, in no event shall the bursary exceed \$ 500.00. At events where more than one discipline uses the same venue entry in another discipline entitles the participant to a further reduced bursary/discipline. These amounts will be determined by the executive committee when setting the yearly budget.
- 4.3.2 National travel costs are the responsibility of the participant. For International Travel the ABS region will cover 50% of airfare costs and entry fees to a maximum of \$ 750 for participation on an International team.
- 4.3.3 In order to qualify for their bursaries, participants will fill out a short report (appendix A) and send it to the discipline or regional chair, who will then inform the treasurer as to who is eligible for a bursary and whom the cheque needs to be made out to (participant or Branch). Reports will have to be submitted within 6 weeks after the event.
- 4.3.4 Inappropriate conduct at any event may cause a bursary to be rescinded at the discretion of the Regional Executive Committee. Inappropriate conduct is defined in the following Canadian Pony Club policies: the CPC Code of Ethics Policy and the CPC Harassment Policy.
- 4.4 Chaperone Bursaries- ABS will pay Event Fees for a Chaperone for National Events for accompanying ABS Region participants to any National event. The number of chaperones required is determined by the event organizers or at the discretion of the Regional Executive Committee.
- 4.4.1 Eligible chaperone: in the event that a team is representing ABS at a National event and there is more than one parent who wishes to accompany the team as the Chaperone, all eligible chaperones names will be entered in a draw to determine the team chaperone. This is not intended to restrict parents of participants in accompanying their respective sons/daughters to National events, however, only the team chaperone will be awarded the Chaperone Bursary.
- 4.4.2 Regional discipline chairpersons must submit a list of qualifying chaperones, including mailing address, to the Regional Treasurer no later than November 1st.



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- 4.4.3 The amount of the Chaperone Bursary will be an amount equal to the event entry fee, however, in no event shall the bursary exceed \$ 500.00
- 4.4.4 The yearly ABSR budget will dictate how much support will be given to the chaperones for cost of travel. It will be dependent on the location of the event and whether or not accommodation is included in the event fees. The Executive Committee will strive to keep the amounts as equal as possible over executive years. A receipt will be required to receive a travel bursary.
- 4.4.5 Inappropriate conduct at any event may cause a bursary to be rescinded at the discretion of the Regional Executive Committee.
Inappropriate conduct is defined in the following Canadian Pony Club policies: CPC parental code of Conduct Policy, CPC Code of Ethics Policy and the CPC Harassment Policy.

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



APPENDIX A



CANADIAN PONY CLUB- ALBERTA SOUTH REGION

Bursary request for participation in a National Event.

In order to be eligible for a bursary from the ABS Region, please fill out this form and return it (email it) to the discipline chair or Regional chair within 6 weeks after the completion of the National Event.

Participant name: _____

Branch: _____

Event: (please circle the event you participated in)

National show Jumping / National Dressage / National Rally / National Quiz / other: _____

Date of the event: _____

Location of the event: _____

Individual Placing: _____ **/ Team placing:** _____

Please make the cheque out to: Participant / Branch / Other (specify): _____

What did you enjoy most about the event?



APPENDIX A



What do you think could be improved?

Thank you for representing the Alberta South Region in this National event!

We would appreciate it if you could attach a picture of you participating in the event to this request!

Alberta South Region Discipline Chairs.