



CANADIAN PONY CLUB

Alberta South Region

Regional General Policies



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1. INTRODUCTION

- 1.1 Canadian Pony Club Inc. (CPC) has, for purposes of administering Pony Club activities, divided the Country into geographical Regions.
- 1.2 One of the geographical Regions and a member of the Canadian Pony Club Inc. is the Canadian Pony Club Alberta South Region
- 1.3 The bylaws of Canadian Pony Club Inc. and its policies contain various provisions relating to the operation of Regions, Regional Boards, Regional Committees and Branches, all of which are applicable within the Canadian Pony Club Alberta South Region. If there is a conflict between these policies and the bylaws or policies of Canadian Pony Club Inc., then the bylaws or policies of Canadian Pony Club Inc. shall supersede these policies.
- 1.4 Additionally, if there is a conflict between these Policies and the bylaws of the Canadian Pony Club Alberta South Region, then the bylaws of Canadian Pony Club Alberta South Region shall supersede these Policies.
- 1.5 Definitions – The following terms have these meanings in these policies:
 - a) *Annual Meeting* – the annual meeting of the Members of the Regional Society;
 - b) *Assistant District Commissioner (ADC)*- assists the District Commissioner in running the Branch. Elected by the Branch registrants.
 - c) *Board* – the Board of Directors of the Society;
 - d) *Branch (Branch Member)* – an organization (incorporated or otherwise) within the Canadian Pony Club Alberta South Region Society’s geographical jurisdiction that is recognized by the Society to promote and implement the objectives of the Society and the CPC within a geographical region defined by the Board of Directors of the Society and the CPC. The Branch is a Member of the Society.
 - e) *Branch Member Delegate* - The Branch’s designated voting representative at the meeting of the Members (AGM) and Regional Committee meetings.
 - f) *Centre* – a privately owned barn or stable that is within the Canadian Pony Club Alberta South Region Society’s geographical jurisdiction, that is recognized by the Society to promote and implement the objectives of the Society and the CPC within the barn or stable, and that is licensed to provide programming developed by the CPC.
 - g) *Centre Administrator* - Point of contact for the CPC organization. The CA will provide continuity and give parents and centre registrants an onsite person to work with. They will be responsible for all administrative duties for the Centre members, such as keeping (testing) records.



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- h) *District Commissioner (DC)* - is charged with the overseeing and control of the local Pony Club Branch. Elected by the Branch registrants.
- i) *In Writing* – shall include both hard copy and electronic communication in a form determined appropriate by the Board
- j) *Membership fees* - A fee payable by the Members of the Society.
- k) *Participant* - refers to all categories of individual members or Registrants as defined in the by-laws of CPC who are subject to the policies, rules and regulations of CPC, as well as all persons employed by, contracted by, or engaged in activities with, CPC including, but not limited to, employees, contractors, athletes, examiners, coaches, instructors, officials, volunteers, judges, Athlete Support Personnel, managers, administrators, committee members, parents or guardians, spectators, committee members, or directors and officers
- l) *Regional Member Delegate (RMD)* - The Region's designated voting representative at the National AGM and SGM.
- m) *Regional Operating Committee (ROC) Delegate* - The Region's designated representative at Canadian Pony Club Regional Operating Committee meetings. Attends the Regional Committee as a non-voting member.
- n) *Registrant* - an individual who has registered as a member of a Branch or Centre;
- o) *Regulations* – the regulations made under the Provincial Not-for-Profit/Society Act, as amended, restated or in effect from time to time.
- p) *Safety Officer* – the individual responsible for the coordinating emergency response during an event, recording details of any safety incidents and following the Canadian Pony Club Risk Management policies and recommendations.
- q) *Society* – Canadian Pony Club Alberta South Region also referred to as the Alberta South Region or ABS;

2. REGIONAL BOARD OF DIRECTORS

- 2.1 Per the Regional Bylaws of the Canadian Pony Club Alberta South Region, the management and administration of the Canadian Pony Club Alberta South Region shall be vested in the Canadian Pony Club Alberta South Region Board of Directors which shall have overall control and management of all matters falling under the jurisdiction of the Canadian Pony Club Alberta South Region.
- 2.2 The Branch Member Delegate, being empowered to vote at meetings of the Members, may not be a member of the Regional Board of Directors.
- 2.3 Stable owners, coaches and other equestrian professionals may be members of the Regional Board of Directors as long as any conflict of interest is declared in writing before



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the election to the Board, and the individual recuses themselves from matters affected by the conflict of interest. The Branch Member Delegates may accept by ordinary resolution any board candidate with a declared conflict of interest.

- 2.4 Functions of the board that may not be delegated are strategic planning and significant policy issues, changes to the Regional Committee's terms of reference, financial decisions exceeding certain limits, and approval of changes to the budget. At the Board's discretion, operational functions may be delegated.
- 2.5 Board members will have areas of responsibility, or portfolios, to ensure communication between the committees and the board, ensuring Regional goals and objectives are met.

3. REGIONAL MANAGEMENT COMMITTEE

- 3.1 The Regional Management Committee is composed of the Officers of the Regional Board of Directors and the following additional officers, who may or may not be Directors: the Testing Chair, the Education Chair, the Gaming Chair and the Risk Management Officer.
- 3.2 The Regional Management Committee has the authority to implement the Region's policies and procedures during intervals between meetings of the board and shall perform management and administrative functions between meetings of the Regional Board of Directors following the directions of the Regional Board and Canadian Pony Club Inc.
- 3.3 The Regional Management Committee shall not establish policies or operate outside of the financial constraints determined by the budgets approved by the Regional Board of Directors.
- 3.4 The Regional Management Committee shall meet as necessary during the calendar year.
- 3.5 Each member of the Regional Management Committee, including the Chair, shall be entitled to one vote at meetings of the Regional Management Committee, even if they hold more than one position. In the event of a tie the Chair shall not have a tie-breaking vote. A tie vote shall result in the motion being defeated.
- 3.6 Fifty percent of the members of the Regional Management Committee present in person shall constitute a quorum.



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- 3.7 Unless a prior agreement is reached with the members of the Regional Management Committee, each member of the Regional Management Committee is deemed to have resigned from the Management Committee if they do not attend a minimum of 50 percent of Regional Management Committee meetings during any period of 6 or more consecutive months or if they fail to attend three consecutive meetings.

4. FINANCIAL

In addition to the financial requirements laid out in the Regional Bylaws, the following financial policies are in place:

- 4.1 Regional Branch and Registrant fees for the Alberta South Region shall be established by the Regional Board of Directors no less than four months in advance of the start of the registration year. Branches may establish and collect additional fees at their own discretion.
- 4.2 Separate accounts for particular activities or events are not allowed. The Region does have a separate 'gaming account' as prescribed through AGLC for maintaining our gaming licence.
- 4.3 Personal bank accounts are not to be used for Pony Club business.
- 4.4 The Region shall maintain a reserve balance of at least \$20,000 in its Regional Account
- 4.5 The ABS Finance chair 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
- 4.6 Members of the Regional Committee shall be reimbursed for out-of-pocket administrative expenses, incurred on the region's behalf. These expenses shall include but not limited to office expenses, postage and mileage. Claims for reimbursement will be made as described in 4.5.
- 4.7 The Region 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.
- 4.8 The Region has an additional policy in place around fundraising, grants and bursaries "Financial Policy – Grants, Guarantees and Bursaries"



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5. REGIONAL COMMITTEE

- 5.1 The purpose of the Regional Committee (RC) is to advise the Regional Board of Directors from a Branch perspective on educational programming, testing, competitions and other Regional offerings and Branch concerns. The RC will share information about practices or tools that may benefit other Branches.
- Prepare proposals for the Directors to consider (such as policy updates and rule changes)
 - Relay information from the Canadian Pony Club national organization to the Branches through the Regional Operating Committee delegate
 - Perform specific Regional tasks such as testing, education and competition hosting
- 5.2 Members of the Regional Committee are
- 5.2.1 The Regional Chair
- 5.2.2 Regional Operating Committee Delegate, (Non- voting on the RC)
- 5.2.3 District Commissioner or Branch Member Delegate (Voting on RC)
- 5.2.5 One Centre Representative per Centre, elected by the centre members (Voting on the RC).
- 5.2.6 Non-voting members to carry out the goals and objectives of the Canadian Pony Club. The ABS region strives to have the following non-voting positions filled on the Regional Committee:
- Visiting Commissioners,
 - Youth Representatives,
 - Regional Testing Chair,
 - Regional Education Chair,
 - Regional Communication Representative,
 - Regional Membership chair,
 - Gaming Chair,
 - Risk Management Officer and
 - Discipline Chairs for the disciplines the Region is actively involved in.
- 5.3 Non-voting members as determined under 5.2.6, are put forward to the Board of Directors by the Members during a meeting of the Members. The final appointment of these non-voting member positions is carried out by the Board of Directors of the Alberta South Region at their first meeting after this meeting of the members.



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5.4 Regional Committee Voting Structure

- 5.4.1 Only the DC's and Centre Representatives or their alternates can vote on the Regional Committee. These representatives are elected by their individual Branches or Centres.

5.5 Meetings of the Regional Committee

- 5.5.1 The Regional Committee shall meet at least three times in each calendar year.
- 5.5.2 Forty percent of the voting members of the Regional Committee present in person shall constitute a quorum for the transaction of business. When members are unable to be physically present, they may be considered present if they participate virtually by video or teleconference. The technology must enable members to hear the other member(s) not physically present and enable the member(s) not physically present to hear the committee discussion.
- 5.5.3 If the DC is not available, an alternate may attend the meetings as long as they are identified in writing to the Regional Committee Chair before the start of the meeting. Alternates must be Participants over 18 years of age. Alternates must recuse themselves from discussions where there is a conflict of interest.

5.6 Terms of office for the Regional Committee

- 5.6.1 The Board may fill any non-voting position on the Regional Committee should a vacancy occur.
- 5.6.2 Other than Director positions, the Board shall determine the length of term for any positions on the Regional Committee that are appointed by the Board.

5.7 Voting at Regional Committee meetings

- 5.6.1 Every question shall be decided by a simple majority of the eligible voters who are present at the meeting in person.

6. REGIONAL EVENTS AND COMPETITIONS

- 6.1 A Safety Officer shall be designated and present at all Pony Club activities.
- 6.2 Changes to 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 Management Committee prior to issuing the prize list and be duly noted on the prize list (entry form).



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6.3	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"	
6.4	A full accounting of the Regional Event shall be sent to the Regional Finance Chair 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.	
6.5	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 Region or through signup in the Horsereg system, as indicated on the entry form.	
6.6	All Branches organizing Regional Events shall have the membership status of the registrants verified by the Regional Membership Chair before the event.	
6.7	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).	
6.8	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.	
6.9	Unless specified differently in the prizelist, the following refund policy for withdrawals is in place: <ul style="list-style-type: none">- withdrawals from competitions prior to the entry deadline will be refunded, less a \$ 25 administration charge.- withdrawals after the entry deadline date, accompanied by a vet or doctor note, will be refunded, less a \$25 administration charge.- withdrawals without a vet or doctor note will be refunded at ½ the entry fee,	
6.10	There will be no return of funds for no shows.	
6.11	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.	



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7. BRANCHES

- 7.1 Branch fiscal years shall be October 1st to September 30th.
- 7.2 Annual Branch Reports and the Annual Branch Financial Reports are to be filed with the Region within thirty days of the branch AGM, or no later than December 15th.
- 7.3 If a branch becomes “Inactive” or is “Disbanding” the following applies:
 - a. The Regional Board has the right to declare a branch “Inactive” by having no members in a given year. A Branch has the right to request that it be disbanded outright or be declared inactive in anticipation that it will start up again. Inactive Branches will be reviewed annually by the Region.
 - b. All assets of a Branch declared Inactive or Disbanded are transferred to the Region. It shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to Alberta South Region and financial assets must be forwarded to the Regional Finance Chair within ninety days of being declared Inactive or Disbanded.
 - c. The assets of an Inactive branch will be held in trust by the Region until the branch is declared disbanded
 - d. The Regional Board has the right to declare an Inactive Branch “Disbanded” if it has been inactive for 2 years. Any assets that have been kept in trust will become property of the Region.
- 7.4 The Alberta South Region shall encourage the formation of Branches with a minimum of five registrants. The Canadian Pony Club Inc. shall have final approval of the Branch name.

8. CENTRES

- 8.1 The Alberta South Regional Board will appoint an area coordinator to be the liaison between Centre Administrators and the Region.
- 8.2 If a Centre runs a Regional event, all funds must run through a bank account controlled by the Region

9. REGISTRANTS

- 9.1 Branches shall encourage their members to submit membership registrations by December 15 of the preceding year.
- 9.2 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:



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- i) financial,
- ii) possession of Pony Club property,
- iii) volunteer effort,
- iv) Breach of the Code of Conduct as outlined by the National organization.

10. ATTENDANCE

10.1 Attendance requirements are set for members wishing to test and can be imposed for competing or participating in Pony Club shows or clinics.

10.2 For candidates working towards B and up a Regional policy is in place (ABS Testing Protocol) 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.

10.3 Normal attendance for D to C2 candidates is determined as follows:

- i) Calculation of attendance is as follows 60% attendance is required for testing. The DC shall sign that “the rider is a member in good standing” to test, which includes meeting the attendance requirement.
- 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 management 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.



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- 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. cannot 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 to participate. These requirements must be stated in the prize lists or entry forms for these events. They may 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.

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 Pony Club events by booking them and returning them in good order. Any equipment that becomes damaged shall be replaced at the cost of the Branch borrowing said equipment. Both the Region and the Branch will sign a contract which will at a minimum describe the items borrowed, their replacement value and agreed upon days for pick up and return of the items.
- 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.

12. MISCELLANEOUS

- 12.1 These Regional Policies may only be amended, revised, repealed or added to by:
 - a. Ordinary Resolution of the Regional Board. The Regional board is strongly encouraged to call a meeting of the Members and discuss proposed amendments to these policies prior to amending these policies and follow the Members' recommendations or
 - b. By a Branch Member in the form of a Branch Member Proposal. Branch Member Proposals that amend the Policies will be submitted to the Branch Members at the



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meeting of Branch Members and the voting Branch Member Delegates may confirm or reject the Policy amendment by a majority vote. Branch member proposals will need to follow the procedures as outlined in the Regional bylaws, art, 3.8 'New Business'

- 12.2 Any proposed changes to the Regional Bylaws and these Policies must be approved by the CPC Board before being adopted.
- 12.3 Bylaws and Policies have to be in accordance with the National CPC bylaws, policies and procedures and provincial regulations.
- 12.4 All meetings of the regional Board of Directors and other regional committees shall be conducted in accordance with Robert's rules when not in conflict with the region's bylaws and these Rules and Regulations.

For any questions relating to CPC and ABS Regional policies use the following links

CPC bylaws and policies:

<https://www.canadianponyclub.org/documents/operational/administration>

ABS Region bylaws and policies:

<https://www.canadianponyclub.org/AlbertaSouth/resources/rules/>

*Prepared by the ABS Regional board and adopted at the
ABS regional committee meeting on November 13, 2024*



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Appendix A

Roles of members of the regional committee in the region

1. The **Regional Operating Committee Delegate**, (Non- voting on the RC) who shall:
 - i) Be appointed by the Regional Board
 - ii) Report to the Regions on the Meetings of the ROC at the National Canadian Pony Club

2. The **District Commissioner or Branch Chair** from each Branch within the Alberta South Region, who shall:
 - i) represent their Branch on the Regional Committee
 - ii) be responsible for their Branch's activities and participation in regional activities
 - iii) prepare a report, an annual branch financial statement and other documents as required for the Regional Board of Directors.
 - iv) ensure either directly or through delegation that all Branch members and their parents have access to information and support which they may require to understand and carry out all responsibilities or obligations they may have within the Branch.
 - v) Encourage and assist members to progress in the Pony Club education, testing, and competition programs.

3. The **Assistant District Commissioner or Branch Vice Chair** from each Branch within the Alberta South Region, who shall:
 - i) represent their branch on the Regional Committee
 - ii) assist the DC or Branch Chair in running the Branch
 - iii) step in if the DC or Branch Chair is unable to perform duties

4. **The centre representative** one for each Centre, elected by the Centre members in the approved pony club riding centres, who shall
 - i) represent the Centre members on the Regional committee



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5. **Visiting Commissioners**, up to 4 in number, each of whom shall:
 - i) assist in the formation of new branches
 - ii) be capable and available as a resource to assist Branches in view of their extensive knowledge and experience in the Canadian Pony Club.
 - iii) act as a liaison between Branches and the Regional Board of Directors and report to the Regional Board of Directors on activities.

6. **Youth Representative(s)** up to 4, each of whom shall:
 - i) be at least 16 years of age at the time of taking office, be a Canadian Pony Club, Inc. member of a Branch or Centre in Alberta South Region and reside in the Alberta South Region in the year they are appointed and for the duration of their term
 - ii) represent the views of registrants of the Region and provide a liaison between the Region and all registrants in the Region

7. **Regional Testing Chair** who shall:
 - i) provide the opportunity for all qualified members to be tested at the appropriate level.
 - ii) provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
 - iii) maintain accurate and complete records of all test results.
 - iv) prepare a report, a budget and an annual testing financial statement for the Regional Board of Directors.
 - v) will act as the liaison between the regional committee and the National organization to inform the region and its branches / centres on communications coming from the national organization relating to testing and to inform the national testing chair about regional matters relating to testing
 - vi) will support the national testing chair in carrying out their duties

8. **Regional Education Chair** who shall:
 - i) assist the branches and members in preparing for upgrading their test levels by providing advice and/or providing access to educational materials.



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| ii) | provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge. | |
| iii) | prepare a report, a budget and an annual education financial statement for the Regional Board of Directors | |
| iv) | will act as the liaison between the regional committee and the National organization to inform the region and its branches / centres on communications coming from the national organization relating to education and to inform the National education chair about regional matters relating to education | |
| v) | will support the national education chair in carrying out their duties | |

9. **Competitive Discipline Chairs** – one each for the following activities:

Dressage

Rally

Show Jumping

Quiz

Each of whom shall:

- i) be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Alberta South Region, assisting with Zone competitions, and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club Inc.
- ii) be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, Inc., and *regional policies*, the selection process for members from the Alberta South Region taking part in National and Zone activities relating to their respective discipline
- iii) prepare a report and an annual discipline budget and financial statement for the Regional Board of Directors. Budgets must be prepared and approved before significant events are undertaken.
- iv) will act as the liaison between the regional committee and the National organization to inform the region and its branches / centres on communications coming from the national organization relating to their discipline and to inform the National discipline chair about regional matters relating to their discipline.
- v) will support the national discipline chair in carrying out their duties



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Additional discipline chairs may be appointed if the Region engages in such a competitive discipline in a significant way, e.g. PPG, Tetrathlon and Working Equitation.

8. **Communications Representative**, who shall:

- i) help to promote the interests of the Alberta South Region through encouraging or assisting in having regional or branch activities reported in local media.
- ii) collect interesting regional and branch information and or photographs and use them to prepare at least three regional newsletters each year.
- iii) assist branches with local promotions or branch newsletters.
- iv) collect information as required to keep the regional and/or branch web pages up to date
- vi) prepare an annual communications report for the Regional Board of Directors

9. **Membership Chair**, who shall:

- i) work with the National Registration system to keep track of all Regional participant information and fees
- ii) maintain accurate Regional participant records
- iii) submit all participant information to the region and Canadian Pony Club Inc. as required.

10. **Risk Management Officer**, who shall:

- i) work with branches to maintain CPC standards and reduce risk to registrants.
- ii) share knowledge and assists branches in understanding their responsibilities including filing of accident/incident reports
- iii) collect, collate and submit a report to the regional board and if required to the national office
- iv) assist the Regional Chair in sanctioning activities.

11. **Gaming chair**, who shall

- i) be charged with the administration of AGLC fundraising activities for the ABS region
- ii) be responsible for the financial responsibilities of the regional casino account



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- iii) ensure that the books of the casino account are audited as required
- iv) ensure that all AGLC requirements for maintaining a licence with the AGLC are followed, this includes a yearly report of the officers of the Alberta South Region and an annual financial report.
- v) Advise/consult Branches on fundraising activities, especially if an AGLC license would be required