



Guidelines for Competitive Discipline Chairs Central Ontario Region

The Regional Committee for the Central Ontario Region of Canadian Pony Club chooses up to six Competitive Discipline Chairs each year, during its elections at the Annual General Meeting in November. These positions are created through COR's Rules and Regulations, under section 2.3.15, which reads as follows:

2.3.15 Competitive Discipline Chairs – one each for the following activities:

Dressage
Prince Philip Games (PPG)/Mounted Games
Quiz
Rally
Show Jumping
Tetrathlon
Le Trec

Each of whom shall:

- 2.3.15.1** be responsible for the operation of their Discipline Committee, including providing clinics and competitions within the Central Ontario Region and ensuring that such activities are conducted in compliance with the policies and rules established by Canadian Pony Club.
- 2.3.15.2** be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the Central Ontario Region taking part in National and Zone activities relating to their respective discipline
- 2.3.15.3** represent the Central Ontario Region on the National Committee established for their respective discipline by Canadian Pony Club.
- 2.3.15.4** **prepare a report, an annual financial statement and a proposed budget for the following year, for the Regional Annual General Meeting.** (proposed revision October 2011)

These Guidelines are intended to offer further information to Chairs, particularly those new to the position. However, in the event of any discrepancy between these Guidelines and COR Rules, the Rules are the first reference.

Term of Office

1. The term of office for each Regional Discipline Chair is one year from the time of the AGM until a new election is held. Chairs may be re-elected and there is currently no restriction on the number of consecutive years an individual may serve as a Competitive Discipline Chair.

Meeting Attendance

2. Regional Discipline Chairs are required to attend all Regional meetings. While it's understood that situations will arise in which a Discipline Chair cannot attend a Regional meeting in person, all efforts should be made to do so. There is also the option to join most meetings via teleconferencing. As per section 3.6 of the COR Rules, "Unless a prior agreement is reached with the members of the Regional

Executive Committee, each member of the Regional Committee who is elected as per section 2.4a may by ordinary motion at a Regional Committee meeting be declared to have resigned if they do not attend a minimum of 50 percent of Regional Committee meetings during any period of 6 or more consecutive months, or if they fail to attend three consecutive meetings.”

Financial & Fiduciary¹ Responsibilities

3.
 - a) Discipline Chairs are fully accountable to the Regional Executive, the Regional Committee, and the National Discipline chair of their particular discipline for all activities planned and decisions made.
 - b) Discipline Chairs must be financially responsible.
 - c) Discipline Chairs are responsible for creating a budget for their particular discipline for the upcoming year. This budget is to be approved by the Regional Executive and Regional Committee and then submitted to the Regional Treasurer, by October 31st, so it can be included in upcoming year’s budget. This budget must be prepared by the current holder of the Discipline Chair position, even if this person does not plan to remain in the position in the following year. The budget should include any costs regarding awards, clinics, Zone, National or International COR-hosted events, as well as forecasting how many of our members would be travelling to Zone, National and International events and any expenses associated with this travel (e.g., subsidization of chaperones). This would allow COR to produce a realistic budget, rather than "just numbers out of a hat".
 - d) Since Discipline Chairs are therefore responsible for keeping to their budgets as much as possible, they and the COR Treasurer must ensure that all expense requests, receipt reimbursements flow through and be approved by them.
4. If a new Discipline Chair is elected, this person may review the budget and bring forward updates/changes at the first Regional meeting he/she attends. However, the Regional Committee may choose not to change the budget for that year.
5. Once their budgets are approved, Discipline Chairs and their committees are authorized to make purchases and spend this money as budgeted, and will report back to the Regional Committee in a timely manner regarding plans for activities and confirm money to be spent. Unexpected purchases or unbudgeted expenditures should be brought forward to the Regional Committee for consideration.

¹ Fiduciary – relates to the duty of trust that a person who takes on a role or duty on a committee owes to those who appointed or elected them to carry out their responsibilities in good faith and in a manner that is in the best possible interests or all parties.

National Liaison

6. The Regional Discipline Chairs will be COR's liaison on the National Discipline Committees and to the appropriate National Discipline Chair. All discipline-specific concerns, queries, discussions between COR and the National representative should flow through the Regional Discipline Chair. The Regional Discipline Chairs should use the knowledge and objectivity of the National Discipline Chair when advice or other opinions and information are sought/needed.
7. Regional Discipline Chairs are required to keep the Regional Executive and the Regional Committee informed and updated about news from National regarding their discipline, scheduled Zones, National or International events or competitions for, or affecting, their discipline, as well as any issues that arise, or may arise, in their discipline. In other words, the Regional Discipline Chairs are the conduits through which information should flow up and down the line; they should never be a plug or filter for information that needs to be disseminated.

Discipline Committees

8. The Regional Discipline Chairs head the various Regional Discipline Committee for their discipline, the other members of which are the Branch Discipline Chairs. It is recognized that not all Branches will have Branch Chairs for all disciplines, since they do not all participate in every discipline. In this situation, Branch DCs may become the member of the Discipline Committee.
9. As per COR's Rules & Regulations (section 2.3.1.3), ***the Regional Chair is to be an ex-officio member of all committees formed by the Central Ontario Region.*** The Regional Chair may waive his/her right to attend the Discipline Committee meetings, but should be kept in the loop on significant discussions and meeting dates/times.
10. Discipline Committee meetings should follow the standard CPC and COR meetings protocol (minutes, votes when consensus not reached, etc.), using *Call to Order* as the reference manual. Minutes of these Discipline Committee meetings must be forwarded in good time (within 10 working days or sooner) to the Regional Chair.

Updating Rules

11. The Discipline Chairs, along with their branch counterparts, are to ensure that the discipline rules are reviewed and updated on a "regular basis" to capture National CPC changes, EC changes and to ensure that COR rules are still valid according to COR needs. This must be done at least once every 2 years; the review may be done annually, if the Discipline Chair wishes or changes from National, EC, etc., require attention.

12. Proposed changes to rules or the way placings for year-end awards or National teams/candidates are determined should be submitted as recommendations to the Regional Committee for approval. If an issue arises when the Regional Committee is not meeting, then Regional Discipline Chairs must seek the approval of the Regional Executive.
13. As with all other decisions of the Regional Executive, these should then be put forward at the next meeting of the Regional Committee for acceptance or reversal, recognizing that there may be special circumstances in which the decisions of the Regional Discipline Chairs and the Regional Executive have consequences that cannot be reversed.
14. Regional Discipline Chairs are responsible for updating hard and electronic copies of their discipline rules and working with COR's webmaster to ensure the copy of the discipline's rules on the website is the most up-to-date version. The COR Discipline Chairs will provide to COR's webmaster an editable copy of all Discipline Rules.
15. The Regional Committee shall put forward any rule changes proposed during a Regional meeting to the Chairs of the affected Discipline(s) for consideration or discussion with their associated Discipline Committee prior to rule changes being effected, where possible.

Communication with Regional Committee

16. It is the responsibility of the Discipline Chair to communicate with the branch discipline reps and the regional and branch youth reps, via conference call(s) or e-mail(s) or face-to-face meetings to receive and co-ordinate their feedback and, if necessary, compile numbers who support, or do not support, a specific rule change. *The Regional Discipline Chairs should abide by the decision of their Committees, as determined either by consensus or majority vote.*
17. The Regional Discipline Chairs are responsible for keeping the Regional Executive and the National Discipline Chair in the loop about discussions, disagreements, etc., that might have serious effect on the discipline over the year.
18. Discipline Chairs should also communicate and work with their fellow Regional Chairs (e.g., Testing, Education, Membership) to keep them within the loop on events or concerns affecting their area of interest (e.g., if a discipline holds a clinic, the Education Chair should be in the loop to coordinate with his/her plans and to be included in information when seeking grants, etc.).
19. Discipline Chairs are responsible for keeping track of all COR and Discipline perpetuating awards, trophies, plaques by keeping an up-to-date list of award recipients each year, and ensuring trophies/awards/plaques are returned in good time for engraving and preparation for the COR Annuals Awards Banquet

/Presentations. Copies of the lists of awards and recipients shall be given to the COR Secretary and also to Properties. Costs for engravings, year-end ribbons and year-end gifts should be included in each Discipline's budget.

Resignation or Loss of Discipline Chair

20. In the situation where a Discipline Chair is for whatever reason, unable to fulfill the responsibilities of his/her role, the Regional Committee shall assume the role of Discipline Chair for the purpose of carrying out the tasks assigned under these guidelines until a new Discipline Chair is elected by the Regional Committee.

21. The Regional Committee shall make all reasonable efforts to find a replacement for the Discipline Chair, unless the normal elections are less than 60 days away.

Application of this Guideline

22. Nothing in this Guideline supersedes or replaces COR's or National's official Rules & Regulations. It is meant to be an accompaniment to the rules, and an elaboration; if anything in this document seems to conflict with COR (or National) rules, the official rules apply.