



# CANADIAN PONY CLUB

## Activity and Event Sanctioning Policy

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### Activity and Event sanctioning in Canadian Pony Club

#### Why do we need sanctioning?

The Activity and Event Sanctioning Policy ensures that activities and events carried out under the umbrella of Canadian Pony Club (CPC) are run safely and in compliance with CPC policies and procedures such as: the CPC Operations Manual, Risk Management guide and insurance documentation, discipline rulebooks and other pertinent rules as posted on the CPC website.

Organizers are also bound by any additional rules, regulations and procedures their Region has put in place, as long as these don't contravene National rules.

Without sanctioning your event is not covered by CPC's third-party liability insurance and you will be held personally liable for any incident at a non-sanctioned event.

#### What are the benefits of sanctioning?

##### Use of the CPC name

As part of the CPC organization, you are allowed to use the CPC name to be able to call your event a 'Pony Club' event, as long as you meet all the requirements. Without sanctioning your event will not be allowed to carry the Pony Club name in any way.

##### Use of the CPC infrastructure

You will be able to utilize all the CPC infrastructure that is in place at the National, Regional and Branch level.

Infrastructure available to you from the National level includes

- the use of CPC rule books,
- the use of available scoring forms and software
- the use of CPC and EC dressage tests at no extra cost to your event (EC normally charges a fee for the use of their tests).
- opportunities to attract sponsors that would require a charitable tax receipt
- the use of the National, Regional or Branch logos on prizelists, ribbons and prizes.
- access to promotional channels such as social media and websites

Infrastructure available to you from the Regional level includes

- access to promotional channels such as social media and websites,
- access to CPC volunteers and officials,
- available prizelists and/or scoresheets to help you run your show efficiently,
- access to equipment that is owned by the Region such as dressage rings, jumps and PPG props.

Infrastructure available to you from the Branch level includes

- use of the club structure and its protections that are already in place with regards to (financial) risk and liability,
- access to the Branch (or Regional) bank account to run the finances for your event through,



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- the use of any of your Branch's facility agreements and other licenses or memberships in place,
- use of possible Branch equipment such as office equipment, walkie talkies, stopwatches, jumps, dressage rings and PPG props,
- any discounts vendors may be willing to offer to a Pony Club event,
- access to promotional channels such as social media and websites.

### What type of events need sanctioning?

Every event or activity organized in the name of Canadian Pony Club, its regions and branches needs to be sanctioned by the Canadian Pony Club, this includes clinics, lessons, fundraisers, meetings and social events.

The Canadian Pony Club distinguishes between three types of events with their own sanctioning process and requirements:

#### **CORE EVENTS – Events that are central to our operations.**

The core events of CPC consist of education, testing and showing, including the organization of these types of events and activities. These events and activities are open to members only.

Examples of core events central to our operations are regular (un)mounted lessons and mounted and unmounted camps. Other examples include participation in and organization of Pony Club competitions in the core disciplines of Dressage, Show Jumping, Rally, Quiz, PPG or Tetrathlon, as well as participation in and organization of testing for members. Regular board meetings, member and parent meetings and AGMs are also considered core events.

Basic requirements have to be met, such as making sure all participants are members in good standing, the use of competent and knowledgeable coaches and having a qualified lifeguard present when the activity involves the use of a pool.

#### **SUPPORTING EVENTS – Low risk events that are supplementary to core operations.**

Low risk events that are not part of our core operations include fundraising events and social events. These types of events can be sanctioned without additional insurance requirements as long as there is no increased risk to participants.

Fundraising events may involve the general public. Examples of low-risk fundraising events are running a concession, product fundraisers (gift cards, plants, coupon books etc.), organizing a tack sale, hosting a bingo night or raffle, stall cleaning at a show or collecting empties for recycling.

An important condition for sanctioning is that any and all additional requirements are adhered to. For instance: in case of a raffle or bingo, a license from your provincial gaming organization is required, for events where food is served the CPC 'safe food handling guidelines' have to be met.

Social events that are low risk and, although not considered core programming, are commonly organized in our organization to form social bonds between members. Examples are Christmas parties limited to members and their families, year-end parties and the organized attendance (as spectators) at a horse expo or horse show.



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### Decision tree

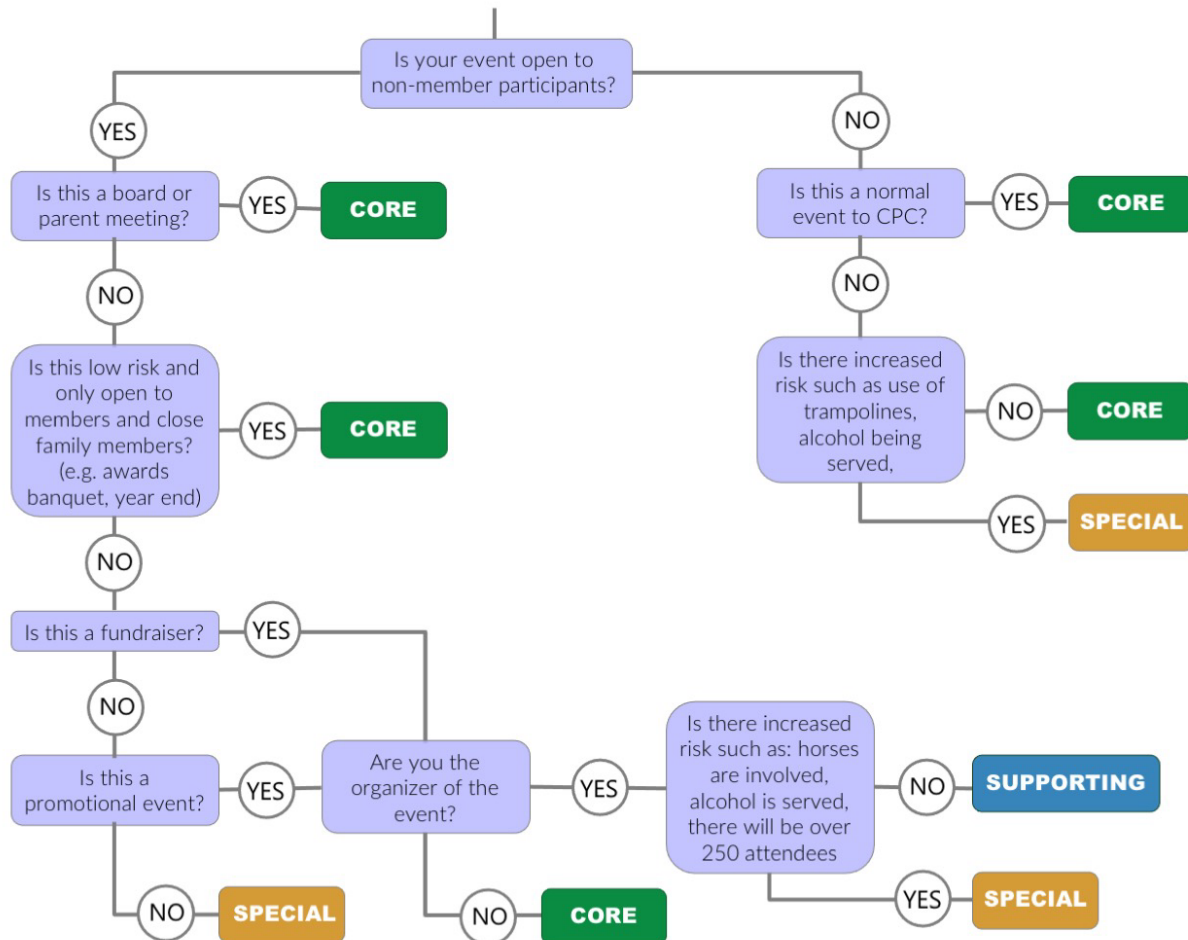


Figure 1 Decision tree for determination of activity risk level and sanctioning steps

### SPECIAL EVENTS – High risk events

Examples of events that are considered high risk are horse shows that are open for participation by non-members, events that attract a large number of attendees, events where alcohol is served, events with fireworks or trampolines.

These events can be sanctioned by the CPC provided that additional independent insurance is in place that names the CPC as an additional insured on the certificate. Proof of this additional insurance has to be provided to the Region in order for the event to be sanctioned.

Whenever additional insurance is required to sanction your event it is the organizers' responsibility to make sure that all requirements in the insurance policy are met.



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When hosting an open event, it must be noted on the prizelist or invitation that the event is “run in accordance with CPC rules and policies and that these rules and policies apply to all competitors, spectators, coaches, and volunteers”.

### What type of events cannot be sanctioned?

Events that are far removed from CPC’s core activities or contravene the CPC’s core values will not be sanctioned (such as political rallies, discriminatory events, religious events).

Events that are open to non-members need to have the goal of attracting more members or raising funds for the organization. Any other events open to non-members will not be sanctioned.

Impromptu gatherings of Pony Club members are a great way to make friends. However, these spontaneous get togethers after a lesson or getting together at a restaurant after a show are not considered sanctioned events, regardless of whether a CPC (board) member initiates the gathering.

Events that carry especially high risk will not be sanctioned by the CPC. Examples are rodeos, chariot racing and chuckwagon racing or any type of mounted activity that precludes the wearing of helmets.

### What are the rules around travel to and from an event?

Travel to and from events or hitching a ride with a friend to and from an event is not considered part of the event and as such not sanctioned.

Trips to tack shops or other “field trips” where the Pony Club provides transportation can be sanctioned by the CPC, but it must be clearly stated on the activity form that transportation is part of the event.

When volunteers provide this service, they must have a valid driver’s license and registration and insurance on the vehicle. When CPC provides transportation through volunteers this is NOT open to non-members. When organizers hire a professional transporter, they have to determine that insurance and proper licensing is in place.

### Who can apply for sanctioning?

Only Branches or Regions that are in good standing with the CPC can have their events sanctioned.

### How do we sanction our events?

The way to sanction events is dependent on what type of event you are organizing.

Branches have to submit a preliminary overview of planned activities as a part of their branch charter renewal at the start of the calendar year. Here they will share their plans for the upcoming year with the National office to the best of their ability.

A copy of this report will have to be submitted to the Region as they play a central role in the sanctioning of events. Updates to the branch activity reports throughout the year will have to be provided to the Region as well.



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### Sanctioning Process







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Whenever planning a non-core event, a separate sanctioning process is to be followed, and the mere submission of the regular activity report will not suffice. For more details see below.

### CORE events

For Branches:

- ✓ These events are noted on the Branch's activity report that is shared with and acknowledged by the Region. For a template of Branch's activity reports, please refer to Appendix 1. Regions are free to use another (digital) form to gather this information, as long as the minimum information as reflected in appendix 1 is gathered.
- ✓ Updates are to be provided to the Region 2 weeks prior to your activity or event. Regions are encouraged to find a convenient way to approve/acknowledge these events in an expedient way (email, google form, google docs)

For Regions:

- ✓ These events appear in the Regional meeting minutes, which will be shared, upon request with the National office.

### SUPPORTING events

For Branches:

- ✓ These events are individually announced to the Regional executive and explicit approval has been acquired by the Region. If the Region is in doubt about the requirements surrounding these types of events, they will consult the National Office prior to sanctioning the event. See Appendix 2 for a form that can be used to request sanctioning.
- ✓ A sanctioning request has to be forwarded to your Region 4 weeks prior to your activity or event
- ✓ Prior to sanctioning the Region will request proof that all requirements are met, if applicable, such as a valid raffle license.

For Regions:

- ✓ These events appear in the Regional meeting minutes. If the Region is in doubt about the requirements surrounding these types of events, they will consult the National Office prior to sanctioning the event.

### SPECIAL events

For Branches:

- ✓ These events are individually announced to the Regional executive and explicit approval has been acquired by the Region.
- ✓ A sanctioning request has to be forwarded to your Region 6 weeks prior to your activity or event



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- ✓ The CPC will require the organizers to purchase additional insurance to cover these types of events and proof of additional insurance need to be provided to the Region. See Appendix 2 for a form that can be used to request sanctioning.
- ✓ Prior to sanctioning the Region will request proof that all other requirements are also met, if applicable, such as a liquor license.

### For Regions:

- ✓ These events appear in the Regional meeting minutes. The Region is responsible for making sure all requirements for hosting this type of event are in place.

### Notes on participants, volunteers and spectators

The CPC makes a clear distinction between events and activities that are organized for members only and events and activities that are open to non-members. It is important to understand the concept of 'participation' vs 'spectating' and the position of volunteers and organizers in an event.

#### Participants in an event

Participation is ANY direct involvement in an activity which is not CLEARLY limited to being a spectator. In lectures and a few other activities, there may be little or no difference between a spectator and a participant, however they are expected to be separated during an event.

#### Volunteers and officials in a sanctioned event

Volunteers, organizers and officials will likely be actively involved in activities for the CPC. They are there to support and enable the event but are not actively participating in the event as a participant.

The following ground rules should be adhered to:

- All volunteers that take on a significant role during an activity have to be known to the CPC. This means that they have to be entered into the CPC HorseReg database as volunteers. An application with HorseReg will need to be done yearly. For volunteers that take on a small task (such as jump crew, timer or gate person) a sign on sheet on the day of the event will suffice.
- Certain volunteer positions require additional certifications (e.g., criminal record checks for DCs, first aid certificates for volunteer coaches and vulnerable sector checks for chaperones). For a volunteer to be assigned these types of tasks the organizers must determine that the required certifications are in place. These certifications can be uploaded in the HorseReg system for volunteers.  
*For more information on certification requirements for volunteers consult our Safe Sport policy.*
- Any volunteer, instructor or official who rides or handles horses as part of their volunteer duties in any Pony Club activity MUST be a member of their PSO.
- Officials such as examiners and judges are only allowed to carry out tasks according to their job description. Examiners will need to be registered as volunteers with the CPC as well. This is not required for third party judges or other show officials that are hired on an ad hoc basis. Officials have to be made aware of CPC safety practices and discipline rules.





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### Spectators at an event

Spectators are normally welcome at CPC events. Prospective members are invited to attend Pony Club activities as spectators only before deciding to sign up with Pony Club.

The following ground rules should be observed when welcoming spectators at sanctioned events:

- When hosting an activity/event where horses are present, a clear separation of participants and spectators will have to be in place.
- In all cases involving horses, spectators must be separated from the participants by a physical barrier such as being in an observation room in an indoor arena or outside the fence of an outdoor ring.
- Even for stable management sessions where horses are involved in any way (grooming, conformation sessions, etc.), or activities such as farrier demonstrations involving tools which could cause injury, there must be a physical barrier between the participants and the spectators.
- Spectators should be made aware of the possible risks of being around horses (e.g., through signage).
- Spectators at testing events have to stay at least 20 metres away from the riding phase of the test, this includes the warm-up area. They are not allowed in the barn area during the test.
- Consult the Discipline competition rules for any additional requirements around spectator and spectator safety.
- Spectators will have to be asked to leave the premises whenever they do not comply with the CPC code of conduct.

### The role of the Region

The Region plays a key role in sanctioning Pony Club events. The Branches will need to send their Branch activities reports and sanctioning requests to the Region. Regions are free to set up their own system of activity reporting or they can use the form under Appendix 1 for reporting and updates.

It is important that the Regional executive understands the liability and stipulations in place for organizing events and activities within our organization. When in doubt: contact the National office immediately.

The Region will appoint an officer (e.g., the Chair, Vice-chair or specifically appointed risk management officer in the Region) to receive Branch Activity reports, assess them and report back to the Branch and the Region if there are any issues or questions around any of the activities that are listed.



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## Appendix 1 – Branch Activity Report & Activity Updates

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*Send a first copy of this form to the Region when you finish planning activities for your Branch, but by January 31<sup>st</sup> at the latest. Add as much detail as possible. You can group sessions. For example: Commencing Feb 1 and continuing every Sunday until April 30*

*For **updates** to events, you can also use this form - Updates must be provided to the Region 2 weeks prior to any core activity or event, 4 weeks prior to your activity or event if this is a fundraiser or social event with a low risk profile, 6 weeks prior to your event for special (higher risk) events.*

Branch		Month/Year	
Contact name / DC			

### Unmounted Sessions – Lessons, clinics, camps

Date	Activity	Location	Instructor(s)

### Mounted Sessions – Lessons, clinics, camps

Date	Activity	Location	Instructor(s)

### Hosted events – Shows, playdays, rallies, testing

Date	Activity	Location	Instructor(s)
ANY EVENTS OPEN TO NON-MEMBERS:			

### Other – Fundraising, social events, meetings

Date	Activity	Location	Instructor(s)



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## Appendix 2 – Examples of activities

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### EXAMPLES OF ACTIVITIES

#### CORE

##### CORE events

Events that are core to our organization and for members only

##### Events for members only:

- Riding lessons
  - Stable management lessons
  - Theory lessons
  - Clinics
  - Camps
  - Shows/competitions
  - Testing
  - Trail ride
  - Visit a college
  - Visit a tack store
  - Stable management competition at a horse trials
- Parent meetings  
Board meetings  
AGMs

#### SUPPORTING

##### SUPPORTING events

Fundraising and social events

##### Fundraiser:

- Concession stand
- Product fundraiser (chocolates, gift cards, flowers)
- Tack sale
- Collecting empties
- Volunteering at a show
- Raffle / bingo (with license)

##### Social:

- Year-end / wrap up party
- Christmas party
- Bowling, movie night
- Spectate at a show

##### Promotional:

- Attend an expo

#### SPECIAL

##### SPECIAL events

Events that carry risk and / or are open to non-members

Open shows  
Events with fireworks  
Serving alcohol  
Events with trampolines

#### NOT SANCTIONED

Events not known to the Region  
Organized use of a pool where no lifeguard is present  
Horse auctions, rodeo type events, chuckwagon racing, chariot racing  
Any type of activity that precludes wearing a helmet such as vaulting  
Events co-hosted with a non-Pony club group  
Any event that does not adhere to CPC's vision, mission and values