

## BRANCH / CENTRE RENEWAL

## Application through HorseReg

Loyalty Character Sportsmanship

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#### **Branch and Centre renewal process**

Before a Branch or Centre will be allowed to accept members for the following year, they will have to go through the process of sanctioning their branch or centre through HorseReg. This process will replace the annual charter renewal form, the branch activity summary and the annual centre renewal form. This document describes how the **renewal** process works.

#### Application process for new branches and Centres

For **new** branches and centres the region will still need to receive the new branch application form as available on the CPC website here:

https://www.canadianponyclub.org/documents/New Branch Application Form(2018-11-10).pdf or the CPC centre application for consideration, available on the CPC website here: https://www.canadianponyclub.org/documents/New Branch Application Form(2018-11-10).pdf

#### Renewal process for branches and Centres

Branch DCs and Centre administrators receive a link to renew their registration with the Canadian Pony Club. As noted, this has to be completed prior to them being able to receive memberships for their branch or centre for the following year.

#### **Timelines**

This new renewal process for the branch charter may not line up perfectly with the AGMs our branches host. Some branches may want to accept memberships prior to their AGM. In that case branches will have an opportunity to update the names of their board members (if changes have occurred after the renewal application) at a later date.

The **annual financial report** will no longer be due at the same time as the branch renewal. Financial reports will need to cover the period from January 1 to December 31<sup>st</sup> and can be uploaded into the HorseReg system during the month of January of the following year and is due by **January 31<sup>st</sup>** of the following year.

The required format for the financial report for our branches is available on the CPC website here: <a href="https://www.canadianponyclub.org/documents/CPCFinanceSystemGuideBook2025">https://www.canadianponyclub.org/documents/CPCFinanceSystemGuideBook2025</a> FINAL.pdf



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### Starting the renewal process

This is the link to start your renewal process:

https://horsereg.com/#!/memberships/canadian-pony-club-sanctioning-affiliates

Under the HorseReg system this process is referred to as a sanctioning registration process for your club (either a branch or a centre) or sanctioning affiliates.

#### You will see the following start page:

2026 Branch Charter Renewals and Centre Contracts are now exclusively accessible online with Horsereg.

The Branch sanctioning process will include information regarding Branch board members and annual planned activities.

\*\*Be advised that 2025 Annual Financial Reports will need to be uploaded by January 31st of 2026\*\*

Centres will be required to upload their insurance documents and pay the Centre fee.

Once applications are complete and approved, 2026 registration will be activated for the Branches and Centres.

Start my sanctioning registration

Next you will be directed to a page where you can opt to start a new registration or continue/finish an ongoing registration.



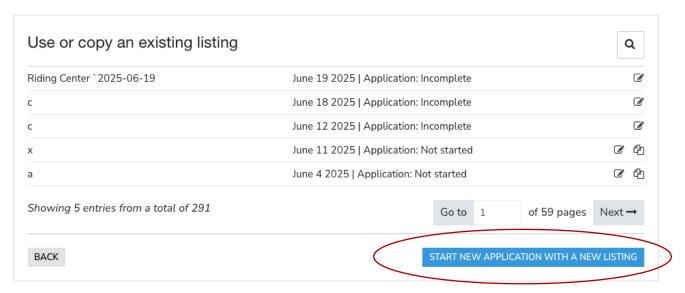


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You will be presented with the option to use or copy an existing listing, but as this will be a first application for all our branches and centres you will need to opt for the option to "start new application with a new listing"



#### **Basic Information**

First is requested the very basic information for your branch or centre. This includes the name of your branch or centre, its mailing and email address and a possible website and logo.

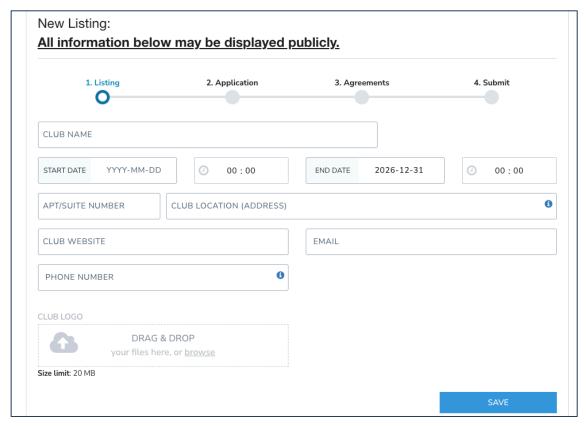
The end date for your application will automatically set to the end of the year. Start date will need to be the current date.



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As you click "save" you will be presented with the question whether this is a renewal for a centre or a branch.





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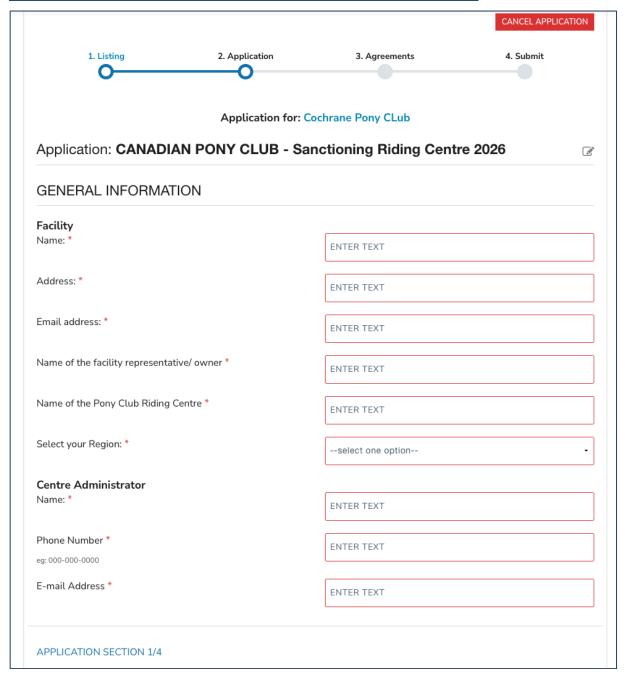
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#### Riding centre renewal

For a riding centre renewal there will be 4 different sections to fill out to complete the application.

#### Section 1: Information around the facility and the centre administrator





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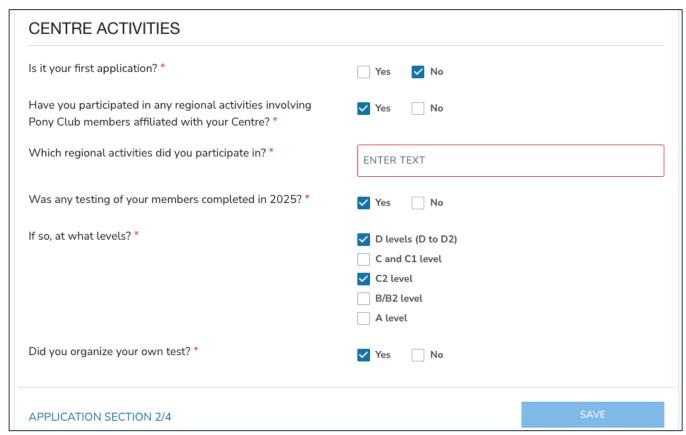
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#### **Section 2: Centre activities**

Participation of the centre in regional activities and testing



Including further details around testing and regional activities upon a positive response to these questions.



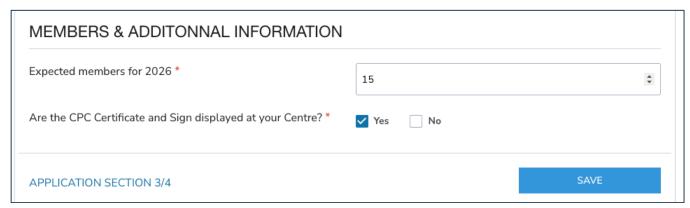


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#### Section 3: Membership expectations



#### Section 4: Acknowledgement and insurance documentation

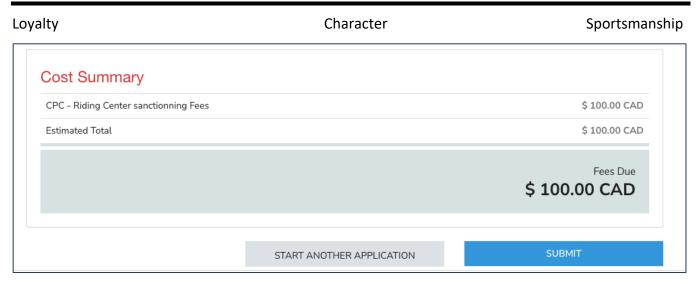


Our centres will then be referred to the payment page and can pay their centre fee online through the HorseReg system.



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You will then be directed to the cart where you can enter your credit card information, submit and complete.



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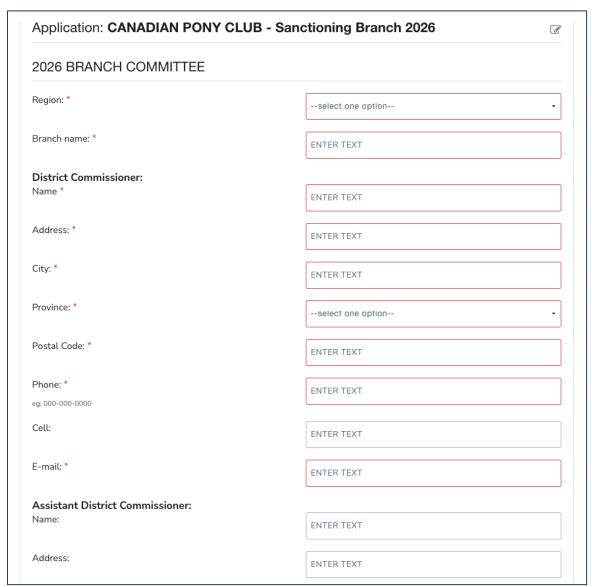
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#### Branch renewal

For a branch renewal there will be 6 different sections to fill out. These sections request information about the branch, its board and branch activities.

#### Section 1: Information the branch's committee members

As noted below this requests the complete contact information for DC (mandatory) and ADC but also summarized contact information (email and phone number) for the treasurer and secretary and optional committee members such as youth rep, risk management officer, test rep and additional positions.





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#### Section 2: Constitutional checklist

Checklist for policy adherence

BRANCH CHARTER RENEWAL CHECKLIST	
Our Branch was represented at a minimum of one regular Regional meeting in 2025 *	Yes No
Our Branch was represented at the Regional AGM in 2025. *	Yes No
Our Branch held an Annual General Meeting with elections in the last 6 months in accordance with the CPC, Regional and Branch governing documents. *	Yes No
Our Branch has Branch AGM and regular meeting minutes on file. *	Yes No
Our Branch has submitted the AGM and regular meeting minutes to the Region. *	Yes No
Our Branch will have at least 5 members from at least 3 families sign up with our Branch *	Yes No
Our Branch Rules and Regulations have been approved and are on file with the Region. *	Yes No
I acknowledge that I will have to submit a financial report for the branch by January 31, 2026 for our branch to remain in good standing *	Yes No
APPLICATION SECTION 2/6	



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#### Section 3: Membership and membership fees

Indicate the number of members you expect for the next year and what fees you will charge, if any (branch fees only, don't include National or Regional fees)

MEMBERSHIP INFORMATION	
Projected number of Active Members for 2026 *	ENTER NUMBER
2026 Membership fees: (per member) Branch Fees (excluding Reg/Nat fees) *  Exceptions (e.g. discount for families):	ENTER TEXT
APPLICATION SECTION 3/6	

#### Section 4: Banking information

BANKING INFORMATION	
Financial Institution: *	ENTER TEXT
Account Numbers: *	ENTER TEXT
List of signing officers: *	ENTER TEXT
APPLICATION SECTION 4/6	

#### **Section 5: Activity information**

The information under this section is meant to provide the national office with a general overview of activities that are planned by the branch in the coming year.



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Please note that a copy of your activity report plus further changes and additions to this activity report will always need to be shared with the region. For more information on sanctioning branch activities please read our CPC sanctioning policy on the website:

https://www.canadianponyclub.org/documents/2023 CPC Sanctioning Policy.pdf

Branch activities are divided into different types of activities and in this application, we only request reporting on events that are organized by the branch itself.

#### We differentiate between:

Regular theory / stable management lessons

Regular theory or stable management lessons are taught by a (group of) the same instructors over the course of the year. They would address the complete Pony Club program and prepare members for the Stable Management portion of the testing program

Regular mounted lessons

Regular riding lessons are taught by a (group of) the same instructors over the course of the year. They would address the complete Pony Club program and prepare members for the riding portion of the testing program

Clinics

Clinics are generally taught by someone to address one specific aspect of the Pony Club program, normally within a short timeframe such as a day or a weekend, often taught by a coach that doesn't provide regular lessons for the branch. (e.g. a vet or a high-level dressage coach)

Camps

Lessons and social events provided to the members over a longer period of time, this can include stable management and / or riding lessons and may or may not include an overnight option.

Testing

While testing is optional, branches should always encourage its members to test

Competitions / shows

Competitions or shows can focus on one specific discipline (e.g. quiz or show jumping) or it can encompass multiple disciplines (e.g. championships)

Other events such as fundraising and social events



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BRANCH ACTIVITY PLANNING & REPORTING	
STABLE MANAGEMENT/THEORY LESSONS	
Does your branch host regular theory or stable management lessons? *	Yes No
MOUNTED LESSONS	
Does your branch host regular riding lessons? *	Yes No
CLINICS	
Does your branch host any mounted or unmounted clinics? *  Please note that this does not include participation in clinics hosted by other branches, the region or outside organizations such as barns, schools, universities or veterinarians. Only consider clinics that your Branch organizes themselves.	Yes No
CAMPS	
Does your branch host any camps? *	Yes No
TESTING	
My Branch organizes testing for the following levels *  Branches can organize testing up to C2 level, although it is recommended for C2 to be tested at a Regional test. Testing for B level and up cannot be performed at the Branch level and is not included in this survey.	<ul> <li>□ D levels (D to D2)</li> <li>□ C and C1 level</li> <li>□ C2 level</li> <li>□ None, but we participate in Regional testing up to C1 level</li> <li>□ We participate in Regional testing for C2 level</li> <li>□ None of our members are testing</li> </ul>
How often does your Branch organize testing?* *	select one option ▼
Branches can organize testing up to C2 level, although it is recommended for C2 to be tested at a Regional test. Testing for B level and up cannot be performed at the Branch level.	
How much money does your branch expect to spend on examiners for testing next year *	select one option
COMPETITIONS	
Does your branch host any shows or competitions? *	Yes No



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undraising *	Corporate sponsorship
ease select all fundraising activities your Branch engages in.	Grant applications
	Gaming Grants (BC and AB only)
	Raffles / 50-50 ticket sales
	Bingo / lotteries
	Silent auctions
	Community service (highway clean up, volunteering at
	events, bottle drives)
	Product fundraisers (Pizza, coupon books, chocolates,
	popcorn, gift cards etc)
	Bake sales, garage sales
	Volunteering at shows or clinics
	No fundraising
	Other
Please give an estimate of the hours spent on fundraising *	ENTER NUMBER
ocial events *	Year end / wrap up party
lease select all social events your Branch engages in	Christmas party
	Trail rides
	Hunts
	Sports outings such as winter sports (skating), yoga,
	bowling, etc
	Arts events (paint night, pottery, drawing)
	None
	Other
D. C.	
Other Pony Club events	Badge sessions
	Parent meetings
	Workbees (painting/maintaining equipment and grounds)
	None
	Other

Depending on the answers to the previous questions, the branch may be requested to provide further details around these activities.



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In the case of regular lessons (mounted and unmounted) we would like to know how often you teach these lessons and what type of instructors you use.

STABLE MANAGEMENT/THEORY LESSONS	
Does your branch host regular theory or stable management lessons? *	✓ Yes No
Stable Management / Theory lessons are hosted on the following schedule	
During the start of the year (January to April) *	select one option
During the summer months (May to September) *	select one option
During summer vacation (July/August) *	select one option
During the fall months (October to December) *	select one option
How many instructors do you use for stable management lessons *	select one option
What type of instructors do you use for stable manage	ment lessons*
How often do you use volunteer instructors (not paid) *	select one option
How often do you use active members (paid) *	select one option
How often do you use horsemasters (paid) *	select one option
How often do you use paid instructors (carry insurance) *	select one option
Where do you host stable management / theory lessons* *	At a public facility (e.g. library, community hall, ag grounds)
	At a private facility (eg. barn)
	At a member's home or barn
	Online
	Other
How many hours of stable management / theory lessons do you provide on a yearly basis *	ENTER NUMBER
How much money did you spend on stable management/ theory lessons last year* *	ENTER TEXT
How much money do you expect to spend on stable management/ theory lessons this year *	ENTER TEXT



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For mounted lessons this also includes the type of riding your teach.

Where do you host riding lessons *  Which riding disciplines do you teach? *	At a public facility (e.g. community grounds, ag grounds)  At a private facility (eg. barn)  At a member's property  Other  Dressage / Flat  Hunter / Jumper  Cross country  PPG  Other
How many hours of riding lessons do you provide on a yearly basis* *	ENTER NUMBER
How much money did you spend on riding lessons last year *	ENTER TEXT
How much money do you expect to spend on riding lessons this year? *	ENTER TEXT
Any additional comments or questions around riding lessons?	ENTER TEXT



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For clinics we would also like to know what types of clinics you host

CLINICS	
Does your branch host any mounted or unmounted clinics? *	✓ Yes  No
Please note that this does not include participation in clinics hosted by other branches, the region or outside organizations such as barns, schools, universities or veterinarians. Only consider clinics that your Branch organizes themselves.	
What type of clinics do you host *	Unmounted Theory (e.g. vet and first aid, saddlery, feeding) Unmounted Hands on (e.g. grooming, conformation, leading and tying) Facility tours (stables, race tracks, veterinary facilities, etc) Flat / Dressage Hunter / Jumper Cross Country PPG / Mounted games Tetrathlon (incl. swimming, shooting) LeTrec Working Equitation Western disciplines Other Team sports (polocross, horseball)
How many unmounted / stable management clinics do you provide on a yearly basis *	ENTER NUMBER
How many mounted clinics do you provide on a yearly basis *	ENTER NUMBER
Any additional comments or questions around clinics?	ENTER TEXT



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For camps, again, you will need to state what type of instructors are involved.

CAMPS	
Does your branch host any camps? *	✓ Yes
How many camps does your branch host on a yearly basis? *	ENTER NUMBER
Do you host any overnight camps? *	Yes No
Which type of camps do you organize? *	<ul> <li>□ Theory / Stable management camp</li> <li>□ Riding and Stable management camp</li> <li>□ Riding camp</li> <li>□ Other</li> </ul>
How many days (total) do you host camps? *	ENTER NUMBER
What type of instructors do you use for camps? How often do you use volunteer instructors (not paid) *	select one option
How often do you use active members (paid) *	select one option
How often do you use horsemasters (paid) *	select one option  ▼
How often do you use paid instructors (carry insurance) *	select one option
Any additional comments or questions around camps?	ENTER TEXT



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For our shows / competitions please note whether you also host open shows (note that shows open to non members will require additional insurance)

COMPETITIONS	
Does your branch host any shows or competitions? *	✓ Yes No
What type of shows do you host? *	Quiz Dressage shows Show Jumping shows Hunter shows Rally PPG Tetrathlon Other:
How many shows do you organize on a yearly basis?* *	ENTER NUMBER
Do you host any shows open to non-members? *  Please note that all open shows have to be sanctioned by the Region and additional insurance is required.	Yes No
What type of open shows do you host? *	Dressage shows Show Jumping shows Hunter shows Rally PPG Tetrathlon Other:
How many open shows do you organize on a yearly basis? *	ENTER NUMBER

#### Section 6: Membership fee collection

Under this last section you can indicate whether you would like to use the HorseReg system to collect your branch fees. Please note that in order to be able to do so, the branch will need to set up a PaySafe account that can transfer these fees from the HorseReg system into the branch's bank account.

For a description on how to set up a PaySafe account please consult the HorseReg support information here:



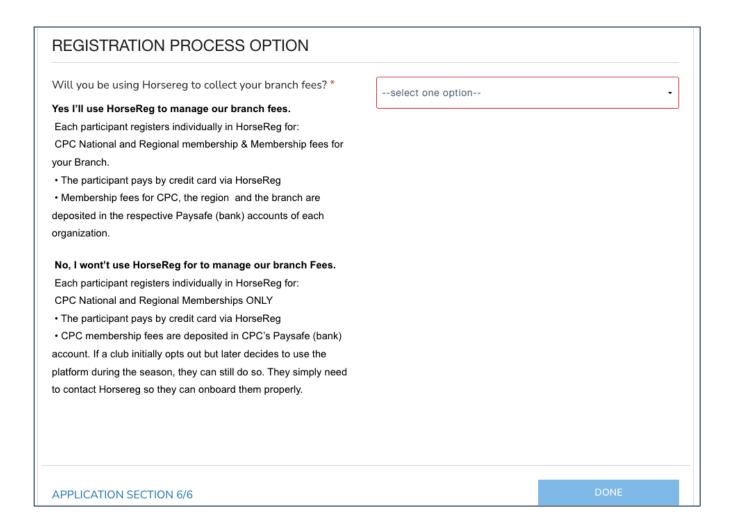
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#### https://support.interpodia.com/knowledge/how-to-set-up-my-paysafe-account

If you are not sure yet, you can skip this step (opt for 'no') and setup this payment system at a later time. Please be aware that payments of membership fees through Horsereg will be charged a processing fee of 6% + \$0.50 plus applicable taxes. Branches can choose to have these fees paid by the member or by the Branch.



After finishing entering all necessary information, you are directed to the last page with a cost summary (no costs for branches at this time).



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Cost Summary

Branch sanctioning application 2025 \$ 0.00 CAD

Estimated Total \$ 0.00 CAD

Fees Due \$ 0.00 CAD

#### Acknowledgement

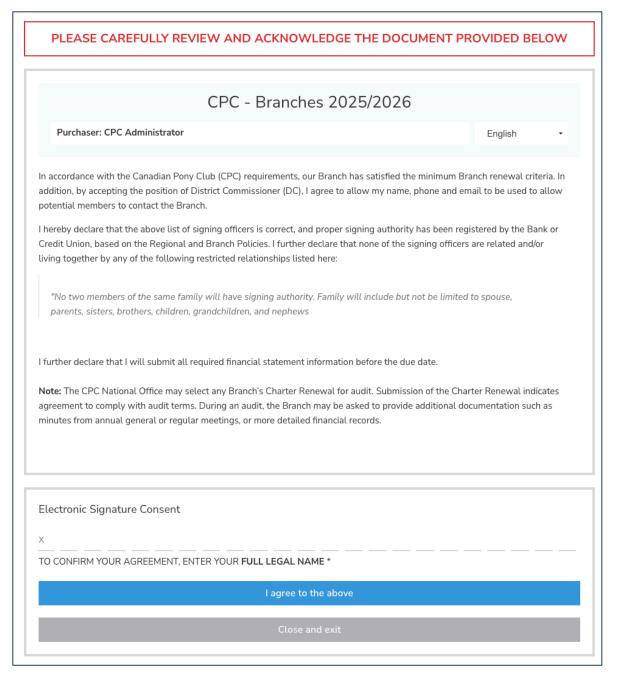
Finally, the applicant - DC - will sign the agreement.



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You will then be directed to the cart, showing a \$0.00 charge, where you can submit and complete.



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## **Approval process**

Approval of the branch and centre renewal documentation will be done by the National administrator. A copy of the application is sent to the region to inform them of the application and give them an opportunity to comment on the application, if needed.

As soon as the application is approved a club dashboard will be set up for the year and the centre / branch can start receiving memberships.