

Canadian Pony Club



STARTING A PONY CLUB BRANCH

[Abstract](#)

This document will outline the steps required to start a new Pony Club Branch within the Canadian Pony Club organization.



CANADIAN PONY CLUB

STARTING A PONY CLUB BRANCH

2020

Loyalty

Character

Sportsmanship

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OVERVIEW

This document should help outline the goals, objectives and administrative tasks of those wishing to start a new branch within the Canadian Pony Club organization.

This is a wonderful organization to be apart of and the history and the accomplishments of our past and present members is extensive.

OUR COMMITMENT

It is the **vision** of the Canadian Pony Club to be the leaders in equestrian-focused education preparing citizens for life. It is our **mission** to build confident, competent and knowledgeable individuals through their passion for horses in a safe, friendly environment.

The **values** of the Canadian Pony Club shall be:

- a) **Community** – building lifelong friendships and developing strong ties to the wider equestrian community
- b) **Passion** - inspires commitment in members and volunteers
- c) **Fun** - keeps the joy in all that we do
- d) **Learning** – to acquire skills and knowledge about yourself, equine partners and the broader world
- e) **Achievement** – Being the best through personal and organizational growth
- f) **Respect** – for the horse, self and others.

The goals are;

- a) to encourage individuals to participate in equestrian sports and to enjoy all aspects of activity related to horses and riding;
- b) to provide instruction in equitation, horsemanship and in the proper care of horses; and to organize, sponsor, conduct and manage various activities relating to horses and riding;
- c) to promote the highest ideals of sportsmanship, citizenship and loyalty thereby cultivating strength of character and self-discipline;



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There shall be Branches of the Canadian Pony Club within each Region, to which the individual Members belong. The function of the Branch is to promote and implement the objectives of the Canadian Pony Club. The Branch is responsible to the Board of Directors for the satisfactory fulfilment of this function.

Each Branch shall be known by a designated name that has been approved by the Board of Directors. New Branches must be first recognized by the Regional Board then by the National Board. Check with your Regional Chair for the date of the next Regional Meeting and ask for the recognition of your Branch to be put on the agenda.

The District Commissioner shall hold office for a period of two years and is eligible for re-election upon completion of each term.

No person who is substantially interested in leasing, renting, or selling horses, instructing in equitation for personal profit or otherwise earns a substantial income from such matters shall be eligible for election as the District Commissioner of any branch which is dependent upon the use of any such goods or services which may be controlled by that person.

For the complete list of duties of the District Commissioner, please read the D.C.'s Handbook.

CHECKLIST

If you are interested in starting a Pony Club in your part of the country, there are several preliminary steps to take.

The following are a list of responsibilities for both the branch and the region you belong to. Please review both lists so you understand what role the Region will play in the start up process for your branch and what information is required from you.

BRANCH RESPONSIBILITIES

The following are a list of the criteria you need to meet before the Branch may represent themselves at a Regional Meeting for approval by the Region.

- Does the Branch have at least 3 people ready to serve on the executive? Ideally, a Branch should have 4 members on their Executive, but it is acceptable if absolutely necessary for one person to take on two positions.

While there is no minimum or maximum number of members required to form a new Branch, there must be one adult over 21 who is willing to take the responsibility of being District Commissioner (D.C.). An Assistant District Commissioner may also be elected. The



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District Commissioner shall hold office for a period of two years. Both the DC and the ADC must be 21 years of age before taking office. Most Branches also elect a Treasurer and Secretary.

The D.C. should contact the Regional Chair of the Pony Club for his/her Region, to ask any questions that might arise.

- Does the Branch have a minimum of 5 members ready to join?

You should be aware that statistics have shown that a new branch with 8 or more members has a much greater chance of success than a branch trying to start up with less than 8 members.

- Is the Branch prepared to open a bank/credit union account in the name of the Branch with 3 unrelated people listed on the authorization card, two of the three to sign the cheques? Paperwork confirming the account and authorized signatories is to be sent to the Region as soon as possible.
- Has the Branch contacted the Regional Chair to discuss what is involved in running a Pony Club Branch, reviewed the available information in this document and on the CPC web site?
- Filled out the New Branch Application Form and submitted it to the Regional Chair?

REGION RESPONSIBILITIES

Before accepting a new branch, the **region** will need make sure the following areas are covered.

- Has the Region cleared the name of the new Branch through the National Office?
- Has the Region provided the Branch with the Regional Rules and Regulations and the Branch has agreed to abide by them?
- Has the Branch been instructed in how to handle memberships and PTSO requirements?
- Has the Branch reviewed the Operations Manual?
- Does the Branch understand the Insurance Kit and the need for a Branch Safety Officer?
- Advised the Branch of the current colours in use by the other Branches so they can select the colour for their branch?

Once approved by the Region, the Regional Chair will sign and submit the New Branch Application form to the National office. At this time, the branch is approved by the region and free to begin operations and accepting memberships.



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APPROVED ... NEXT STEPS

So, the region has approved your Branch, you have selected the colours for your branch and have outlined you have an executive and at least 5 members interested. Now, you have to get to work.

OPEN A BANK ACCOUNT

You need to have 3 contact names listed on the account for the bank or credit union. Only 2 need to be signing officers and they should sign all cheques or at least all cheques over a set limit (like \$500).

You may need to ask your Regional Chair for a letter of status confirming that your branch is an active member of the region and outline the name of the District Commissioner in the letter. This may help you to open a community account or whatever they recommend for non-profit organizations.

This Bank Account information must be reported to the National office. There is an area on the New Branch Application where you can fill this out and re-submit this form again if you didn't have the information when you first submitted it.

MEMBERSHIPS

All of your potential members need to fill out the current year's membership form and become a member of your Provincial / Territory Sports Organization (PTSO).

The Regional Chair will advise you of the current combined Regional & National Membership fees. The Branch executive should then set a Branch fee that is on top of this fee (see Membership fees below). The members pay the total membership fee (Branch, Regional & National). Collect these fees along with the completed form (ensure it is all filled out, signed and includes the PTSO number) and submit to the Region's Membership Chair.

Submit the Regional and National fees to your Regional membership person, along with a copy of the membership forms and a copy of the Branch Summary List Form. All P.C. forms are available for downloading from our web site (www.canadianponyclub.org), or contact your Regional Chair for copies.

Each year, you should encourage your members to renew their CPC and PTSO memberships starting late October, early November. Regions must submit the National membership fees and Regional membership lists to National by December 30.

Membership Fees

Annual membership fees in local Branches vary, but are usually from \$100.00 to \$150.00 a year, depending on the needs and program of each Branch. This amount includes a Regional and National Fee. Each Branch must then remit a stated annual amount per child to the Region along with the



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membership forms. Some regions offer discounts for additional family members or other membership types. Be sure you understand the different levels of membership and remit the appropriate amounts.

If your branch wishes to offer different levels of memberships or programs, this should also be outlined so the members are aware of the options and the fees for each. i.e. some branches include riding lessons in their fees, some offer a non-riding membership fee that is less than the regular fee, etc. Be sure your membership fees at least are the equivalent of the Regional and National fees.

The Region retains a portion for operational expenses and sends the balance to the National Treasurer.

New Member Package

Once you have formed your branch and have sent off your membership list and fees to the Region, each new member in your branch will receive a package directly from the National Office. This package includes a letter of welcome from the Chair of Canadian Pony Club, a supply order form, a parent's information letter, a passport and a few stickers.

Members should be encouraged to use their passports to keep an accurate record of all activities.

When a member joins your Branch, they should be given a P.C. pin and a copy of the C/D Testing Procedures.

Each member should be encouraged to purchase either the USPC D Manual or the British Manual.

PROGRAM

Each Branch arranges its own program and stress is put equally on riding and stable management: The care of the horse, its feeding, tack, diseases, etc. Some Branches are able to ride all year round, but others have no winter facilities and confine winter meetings to lectures, visits, etc.

Workbooks or Study Guides are available for each level from D to B2 to help your members prepare for testing. These may be purchased from Supplies or they may be downloaded for free from our web site. These are under a password protected area on the CPC web site. The Regional Chair should provide you with this login which you can share with your members. It is valid for the current year.

The Badge Program is an educational program, which your members will enjoy. They can earn a wide variety of badges depending on their skills and interests. Please review the available badges on the CPC web site. These can be purchased via the National Supplies Office or via the online store.

DRESS REQUIREMENTS

All prospective Pony Club members must wear an ASTM/SEI approved hard hat with a securely attached harness (fastened) at all times when mounted at a Pony Club event, and boots with a heel. To



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own a horse or pony is definitely an advantage, but some Branches have ponies available for non-owners.

All members must wear a medical armband, with a completed, up-to-date medical card in the holder. The armbands are available through supplies or from your Region. Replacement medical information cards are available free from supplies or may be downloaded from our Website.

COMPETITION

Each Region in the Canadian Pony Club has its own competitions, such as Quizzes, Rallies, Prince Philip Games, Show Jumping, Dressage and Tetrathlon. Zone Competitions may be held in Dressage, Show Jumping and Rally with occasionally combined events occurring in a specific year. PPG and Tetrathlon hold National Championships every year. Every two years, an Inter-Pacific Rally is held to which teams from Canada, New Zealand, Australia and the United States are invited. PPG has an International Exchanges every year and Tetrathlon does as well but currently Canada is developing their program for future reinstatement into the International Rotation.

It is hoped that the competitive aspect of Pony Clubs will not be over emphasized. It is to be borne in mind that competition is not the aim of the Pony Club. What is hoped for is to provide a broad base of training in horsemanship and horsemastership from which able members will emerge to specialize in all phases connected with horses.

TESTING

As a member of the Pony Club, individuals will be tested according to their ability. The lowest level is a 'D', the next one up is 'D1', into 'D2'. About the age of 11 - 15 a member is generally tested for the 'C' level, then 'C1' into 'C2'. A member may try their 'B' test if capable after the age of 14. There are two 'B' tests: 'B' and 'B2'. The highest standing is 'A' level. This is done in two separate tests; the 'HA', or Horsemastership Test, and the RA Riding Test. These are not generally attempted before the age of 17. Each Region has a Testing Representative who should help any Branch with respective tests.

Some regions require your members be tested at a certain level to participate in some of the regional competitions. There are definite requirements for testing levels at the National and International levels but those are to be achieved over a period of time.

Streaming in different areas of testing is permitted at some of the levels. Streaming would be in stable management, flat rides, or show jumping and means you are passing a stage of that level but not the entire level.

Neither the passing of tests nor competitive riding are among the "Aims of Pony Club". However, both are used as a stimulating adjunct to encourage the achievement of new skills.



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In addition to this booklet, you will need to read the D.C.'s Handbook as well as the Canadian Pony Club Bylaws and the Canadian Pony Club Operations Manual & Policy Handbook. These three publications will be sent to each new branch along with their Branch Certificate, once the Branch has been accepted by the National Board.

SUPPLIES OFFICE

This office carries many of the books on the required reading list, plus all badges, educational materials and testing supplies. There is an online store where you can purchase some or all of these supplies as well. Both order forms or online stores are available on the CPC Web site.

National Supply House
262106 Poplar Hill Dr, Calgary, AB, T3R 1C7

Phone: 1.888.286.PONY

e-mail: info@canadianponyclub.org

Visit our website at www.canadianponyclub.org

ORIGIN

In 1928 the Institute of the Horse started a scheme of Sub-Bran­ches throughout England to encourage riding. Several of these started paper chases and gymkhanas for children and thus heralded the birth of Pony Club. The Institute of the Horse inaugurated a Junior Branch known as the Pony Club on November 1st, 1929. Under the new scheme, the country was divided into districts corresponding with the different Hunts, each under the control of a District Commissioner, assisted by a Branch Executive Committee. By 1930, a membership of 700 was recorded. In this year also was formed the first affiliated Overseas Branch in Gibraltar. In 1931, the number of Pony Club Branches had reached 59 with a membership of 4,442. In 1934, Pony Club came to Canada with the establishment of the Eglinton Pony Club.

In 1947, the Institute of the Horse and Pony Club amalgamated with the National Horse Association of Great Britain, and became known as the British Horse Society and the parent organization and headquarters of the Pony Club. Today the Pony Club is represented in 30 countries with approximately 2,000 Branches and 100,000 members.

HISTORY OF CANADIAN PONY CLUB

The Pony Club of Canada was started in 1934 by Brigadier McKee and Colonel Timmis. The first Branch was Eglinton, followed shortly afterwards by London and Saskatoon.



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The Canadian Pony Club is managed by a Board of Directors consisting of 13 elected Directors, one from each Region, plus a youth rep from West of the MB/ON border and a youth rep from East of the MB/ON border and the National Chair. This Board meets twice a year.

There are thirteen Regions across Canada: British Columbia Interior North, British Columbia Islands, British Columbia Lower Mainland, Alberta South, Alberta Central, Alberta North, Saskatchewan, Manitoba, Western Ontario, Central Ontario, St. Lawrence/Ottawa Valley, New Brunswick/Prince Edward Island and Nova Scotia.

Each Region is managed by a Regional Board consisting of the Regional Chair, Vice Chair, Secretary, Treasurer, District Commissioners, Discipline Chairs and Visiting Commissioners. Regions are encouraged to add youth reps to their board. Within each Region there are Branches of the Canadian Pony Club to which Individual members belong. In Canada alone, there are 135 Branches and approximately 2,000 members.