



CANADIAN PONY CLUB



National Branch Recognition Policy

Policy for the sanctioning of Branches at the National level

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1. INTRODUCTION

- 1.1 The purpose of this policy is to establish clear requirements, expectations, rights and responsibilities of Branches to be sanctioned by the Canadian Pony Club (CPC). This policy supports effective governance, safe program delivery, correct membership administration and compliance with CPC standards.
- 1.2 This policy is intended to complement National Bylaws and shall be interpreted in conjunction with them.
- 1.3 Definitions - Definitions contained in the CPC Bylaws shall apply to this policy, including:
 - a) *Region* - An incorporated or unincorporated organization recognized by CPC to promote and implement CPC objectives within an assigned geographic region.
 - a) *Registrant* - An individual who is registered with the Canadian Pony Club through a Branch or Centre.
 - b) *Branch* - A CPC-sanctioned organization operating within the Region.
 - c) *Centre* - A licensed facility authorized to deliver CPC programming.
 - d) *Good Standing* - Status assigned to a Branch that satisfies all requirements established by CPC and the Region.
 - e) *Notice* - Any notice required by this Policy shall be delivered electronically to the most recent contact information provided by the Branch and shall be deemed received on the date transmitted

2. BRANCH SANCTIONING

- 2.1 Application - Organizations seeking Branch status must submit to their Region:
 - a) A completed 'new branch application form'.
 - b) Their branch rules and regulations (when different from the default).
 - c) A List of the Branch Executive committee members.
 - d) Any other information required by CPC.
- 2.1.1 Applications shall be reviewed and submitted to the CPC by the Regional Board. Branch sanctioning becomes effective upon approval by Ordinary Resolution of the CPC National Board or delegated authority.
- 2.1.2 The Region shall encourage the formation of Branches with a minimum of five (5) Registrants.
- 2.1.3 Before a Region recognizes a new Branch or Centre, the Region must check with the National Office to be sure the name is available. A Branch name may be reused after it has been inactive for 10 years.
- 2.1.4 Where Branches are located close to regional boundaries or are far removed from other Branches in the Region where they are physically located, they may, with the approval of both Regions involved, choose to join the nearest neighbouring Region. This policy is intended only for rare exceptions. It may not be used to allow any branch to flip back and forth between 2 Regions.



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2.1.5 Each Branch of the Canadian Pony Club will have a set of Rules & Regulations (R&Rs). Branch R&Rs must be approved by the Regional Board. National will provide a template to assist the Branches in constructing their R&Rs.

2.1.6. If a Branch does not wish to submit their own version of Branch R&Rs, the Default Rules and Regulations, which are available on the web site, will be their R&Rs.

2.2 Branch Renewal - Branches shall renew their status annually in accordance with timelines established by CPC.

As a condition of renewal and continued in good standing status, a Branch shall:

- Renew their Branch status through the HorseReg sanctioning process as described in the Branch/Centre Renewal Application available on the CPC website.
- Continue to satisfy all eligibility requirements for Branch Membership.

2.4 Failure to Renew - Where a Branch fails to meet renewal requirements, the CPC may request additional information or require corrective action. As a last measure the CPC may suspend the Branch or disband the Branch in accordance with CPC governing documents.

2.5 Branch affiliation with a Region – To maintain Branch status, a Branch shall

- be sanctioned by the CPC; and
- maintain membership in good standing with a Region recognized by CPC.

Notwithstanding section 2.5(b), CPC may grant an exemption and recognize a Branch directly where:

- no recognized Region exists to serve the Branch;
- a Region has ceased operations, been suspended, or is undergoing reorganization;
- the exemption is necessary to protect the interests of registrants, volunteers, or the continuity of CPC programming;
- a dispute affecting the Branch's Regional membership is under review by CPC or through an applicable dispute resolution process; or
- other exceptional circumstances exist that, in the opinion of CPC, justify continued recognition of the Branch.

Any exemption granted by CPC shall be for a specified period, may be subject to conditions established by CPC, and may be renewed, amended, or revoked at CPC's discretion.

3. RIGHTS OF BRANCHES

3.1 Branches in good standing are entitled to:

- Participate in CPC programs and activities.
- Receive National and Regional services and support.
- Access CPC-provided insurance coverage and related insurance services, subject to the terms, conditions, limitations, and requirements established by CPC and its insurers.
- Use CPC educational materials and programming.



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4. RESPONSIBILITIES OF BRANCHES

4.1 Governance - Branches shall

- 4.1.1 Maintain an active executive committee responsible for the management and oversight of the Branch.
- 4.1.2 Operate in accordance with applicable national and regional governing documents and membership requirements.
- 4.1.3 Notify CPC and the Region of any changes to Branch officers.
- 4.1.4 Host at least one AGM per year. Where Registrants of the Branch (Youth and Horsemasters) are voting members, each holding one vote. Registrants under the age of majority will be represented by a parent or caregiver
- 4.1.5 Cooperate with information requests made by CPC or the Region.
- 4.1.6 Not appoint/elect a DC who is substantially interested in leasing, renting, or selling horses, or riding instruction for personal profit or otherwise earns a substantial income from such matters if the Branch is dependent upon the use of any such goods or services which may be controlled by that person. Only in exceptional cases the Region may waive this condition in writing.

4.2 Registrant administration –

- 4.2.1 Branches must be open to all prospective registrants who meet the minimum requirements. It is particularly against CPC policy to restrict registration in Branches only to those boarding at a certain facility or using a particular coach.
- 4.2.2 Branches with only Horsemasters are acceptable, however they may not refuse Youth Registrants (Registrants under the age of 25).
- 4.2.3 Branches are entitled to refuse Horsemasters.
- 4.2.4 Branches will use CPC-approved registration systems and processes, ensure registration information is accurate and current, and that only properly registered individuals participate in Branch programs and activities.

4.3 Program delivery - Branches shall support and deliver CPC-approved programs and promote education, certification (testing), safety and horse welfare.

4.4 Safe Sport responsibilities - Branches shall implement CPC Safe Sport requirements, ensure required screening is completed, respond appropriately to concerns and complaints, and promote participant safety and welfare.

4.5 Financial Accountability - Branches shall maintain sound financial management practices, keep accurate records and appropriate oversight of their financial affairs. This includes two-to-sign for every transaction over \$500. The Branch will provide an annual financial report to the CPC to remain 'in good standing'.

4.6 Reporting - The CPC Board may establish and amend specific reporting requirements, templates, forms, deadlines, and submission. Branches shall submit reports in the format prescribed by CPC. A copy will be forwarded to the Region.



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5. GOOD STANDING

- 5.1 A Branch must continue to satisfy the eligibility requirements and shall be considered in good standing when it:
- a) Maintains active membership status with its Region.
 - b) Has Registrants.
 - c) Has paid all fees required.
 - d) Complies with CPC bylaws and policies.
 - e) Delivers CPC programs appropriately.
 - f) Submits all required reports and documentation.
 - g) Cooperates fully with investigations or disciplinary proceedings.
 - h) Is not under suspension.
- 5.2 A Branch without Registrants will be considered 'inactive'. A Branch has the right to request that it be declared inactive in anticipation that it will start up again. Inactive Branches will be reviewed annually by the Region.
- 5.3 Where a Branch does not meet CPC requirements, the CPC will generally seek resolution by informing the Region of the situation and requesting corrective action to be imposed by the Region, unless immediate action is deemed necessary due to member safety, Safe Sport obligations, insurance coverage, legal obligations, or significant risk. When the situation is not resolved within 60 days the CPC will suspend or disband the Branch.

6. SUSPENSION OR DISBANDING OF BRANCHES

- 6.1 A Branch may be suspended or disbanded for failure to comply with CPC requirements, maintain required standards, cooperate with investigations, or protect the interests of participants and the organization.
- 6.2 During suspension, the Branch loses access to CPC services and authority to conduct CPC-sanctioned activities unless specifically authorized. The Region will be charged with the protection of the Branch's Registrant's interests during suspension.
- 6.3 Branches may be disbanded when:
- a) they are not sanctioned by the CPC;
 - b) eligibility requirements are no longer met;
 - c) the Branch is inactive for more than two years;
 - d) the Branch is dissolved;
 - e) the Region requests that the Branch to be disbanded after the Branch has failed to remedy deficiencies and remains non-compliance with CPC or Regional bylaws, policies or other requirements;
 - f) the Branch is no longer a member of a Region and has not been granted an exemption by the CPC;
 - g) disbanding is otherwise warranted under CPC policies.
- 6.3 Prior to disbanding, CPC shall provide written notice and an opportunity to respond.



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- 6.4 When a Branch is disbanded, it shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to the Region within six months. Branches have the right to request disbanded status from the Region.

7. APPEALS

- 7.1 A Branch may appeal a decision resulting in loss of good standing, suspension or disbanding in accordance with CPC's Dispute Resolution and Appeals Policy

8. MISCELLANEOUS

- 8.1 This policy shall be reviewed by the CPC Board at least every three years or earlier as required by legislative or organizational changes.