

Canadian Pony Club



OPERATIONS MANUAL & POLICY HANDBOOK

Operations & Policies
Revised April 2019



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

Table of Contents

OPERATIONS MANUAL.....	4
SECTION 1 - GENERAL POLICIES.....	5
I. BOARD MEETINGS.....	5
II. MANAGEMENT COMMITTEE.....	7
III. COMMITTEES.....	8
IV. BUDGETS AND FINANCIAL MATTERS.....	9
V. REPORTS.....	10
VI. COMMUNICATIONS, EDUCATION, TESTING AND DISCIPLINES.....	11
VII. CPC GUIDE ON CONCUSSION IN OUR SPORT (added SAM 2012).....	16
VIII. ANNUAL GENERAL MEETING.....	17
IX. CPC OFFICIAL WEB SITE (new 1998).....	17
X. NATIONAL ACTIVE MEMBER DIRECTORS (new 1998, Revised 2003/2007/2015).....	17
XI. MEMBERSHIP POLICIES (Revised April 2005).....	18
XII. MISCELLANEOUS GENERAL POLICIES.....	24
SECTION 2 – ADDITIONAL POLICIES.....	26
FINANCIAL POLICY.....	27
I. FINANCE COMMITTEE.....	27
II. SIGNING AUTHORITY.....	27
III. CREDIT CARD.....	27
IV. RECORDS.....	28
V. TRANSPARENCY.....	28
VI. PRIVACY AND CONFIDENTIALITY.....	28
VII. BUDGET PROCESS.....	28
VIII. TAX RECEIPTS.....	28
IX. BOARD OF DIRECTORS.....	29
X. DISCIPLINES.....	30
PARENTAL CODE OF CONDUCT.....	34
HARASSMENT POLICY.....	36



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty	Character	Sportsmanship
I. STATEMENT OF POLICY		36
II. PREVENTION.....		36
III. DEFINITIONS		36
IV. RESPONSIBILITY		38
V. COMPLAINT PROCEDURE.....		38
VI. REVIEW AND APPROVAL		39
CODE OF ETHICS		40
I. STATEMENT OF PRINCIPLE		40
II. CODE OF CONDUCT		40
PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT		42
I. PREAMBLE		42
II. PURPOSE.....		42
III. OVERVIEW		42
IV. SCOPE		43
V. EXCLUSIONS		43
VI. APPLICATION.....		43
VII. LEGAL ACTION		44
VIII. ALLEGATIONS		44
IX. APPEALS.....		47
NATIONAL AWARDS AND RECOGNITION POLICY		49
I. CPC NATIONAL PINS: CERAMIC, BRONZE, SILVER, GOLD.....		50
II. NATIONAL AND SERVICE AWARDS SUBMISSION FORM		52
PRIVACY OF INFORMATION POLICY		53
SPONSORSHIP POLICY STATEMENT		55
I. PHILOSOPHY		55
II. POLICY STATEMENT.....		55
III. GUIDELINES		55
IV. DELEGATION OF AUTHORITY		55
ELECTION PROCEDURES		56



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty	Character	Sportsmanship
BILLET POLICY		58
I. GOAL AND RATIONALE FOR BILLETING		58
II. GUIDELINES		58
III. PARTICIPANT'S HOME RESPONSIBILITY		58
IV. HOST REGION / BRANCH RESPONSIBILITIES		59
V. EXPECTATIONS OF BILLETED MEMBERS AND CHAPERONES / COACHES		59
VI. BILLETING ISSUES		60
ELIGIBILITY CRITERIA FOR NATIONAL / INTERNATIONAL COMPETITIONS / EXCHANGES		61
I. PREAMBLE		61
II. REQUIREMENTS FOR EACH LEVEL OF COMPETITION		61
DUTIES AND RESPONSIBILITIES		62
I. NATIONAL POSITIONS		62
II. NATIONAL DISCIPLINES		64
III. TESTING CHAIR		68
IV. EDUCATION CHAIR		69
V. COMMUNICATIONS CHAIR		69
VI. MEMBERSHIP SECRETARY		70
VII. WEBMASTER		71
VIII. REGIONAL AND BRANCH YOUTH REP ROLES		73
WALL OF FAME AND ALUMNI ACHIEVEMENT		74
I. CRITERIA FOR INCLUSION:		74
II. AWARD APPLICATION FORM		75
ACCOMODATION PROGRAM OF THE CPC EQUITY POLICY		77
I. BACKGROUND		77
II. PROCESS		77
III. THE ACCOMODATION COMMITTEE		77
WEBSITE OPERATING POLICIES		79
I. POLICY		79



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

OPERATIONS MANUAL

The purpose of this Operations Manual is to outline various policies and procedures that have been adopted by the National Board of Canadian Pony Club from time to time. It is intended that the policies and procedures be reviewed and updated regularly so as to meet changing needs in Canadian Pony Club.

It should be noted that the Operations Manual is not intended to deal with all situations that may arise but rather is a guideline to assist in dealing with situations that arise. In applying the Operations Manual everyone should always be guided by the best interests of Canadian Pony Club and its members and should constantly bear in mind the motto of Canadian Pony Club:

"LOYALTY - CHARACTER - SPORTSMANSHIP"

The Operations Manual is divided into two sections

Part 1

General Policies

- I. Board Meetings
- II. Management Committee
- III. Committees
- IV. Budgets & Financial Matters
- V. Reports
- VI. Communications, Education, Testing & Disciplines (revised 2009)
- VII. Annual General Meeting
- VIII. CPC Official Web Site
- IX. National Active Member Directors (Revised 2007)
- X. Membership
- XI. Miscellaneous General Policies

Part 2

- Financial Policies (revised 2009)
- Parental Code of Conduct (new 2003)
- Harassment Policy
- Code of Ethics/Code of Conduct
- Procedures for Handling Breaches of the Code of Conduct (Revised 2003)
- National Awards Information (revised 2009)
- Privacy Policy (new 2004)
- Sponsorship Policy (new 2004)
- Elections Procedures (new 2004)
- Billeting Policy (new 2008)
- Eligibility Policy (new 2008)
- Responsibilities and Duties (added 2010)
- Wall of Fame Info, Criteria & Application Form (added 2011)
- Accommodation Program of the CPC Equity Policy
- Website Policy



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

SECTION 1 - GENERAL POLICIES

I. BOARD MEETINGS

PROCEDURES

1. Those persons entitled to be present at meetings of the National Board are:
 - National Chair;
 - One National Director elected by each region;
 - National Active Member Directors (Revised 1998, 2003, 2015, 2016)
 - Past National Chair (as a non-voting member).
2. The following individuals are expected to attend and participate in Board meetings, as non-voting members, except in circumstances where the Board decides to meet in camera:
 - Administrator;
 - National Treasurer;
 - National Testing Chair; (Revised 2002)
 - National Chair for Disciplines; (Revised 2002)
 - National Education Chair; (Revised April 2018)
 - Invited persons (for example National Committee Chairs)
3. Observers may be invited to attend meetings of the Board of Directors subject to the following conditions:
 - Permission must be requested, in advance, to the National Chair, through the National Director who represents the region where the observer resides;
 - Observers will be physically separated from the rest of the Board;
 - Observers are not to be disruptive in any way and may or may not be allowed to participate, at the discretion of the National Chair;
 - Observers must be informed of the ground rules for attending meetings by the National Director who represents the region where the observer resides prior to attending such meeting and agree to observe such rules; and
 - Observers must leave the meeting when requested to do so by the National Chair.
4. An agenda shall be prepared and circulated approximately three (3) weeks before a meeting.
5. Those individuals reporting at meetings shall do so on an exceptional basis.
6. Advance notice shall be given to the National Chair, when possible, at least four (4) weeks in advance of a National meeting if a motion is to be material or significant with respect to the operations of Canadian Pony Club. In cases where sufficient notice has not been given, a motion may be tabled to obtain Regional input.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

7. In making appointments or electing positions, an individual must receive fifty percent (50%) of the votes cast, plus one (1), at a National Board meeting to be appointed or elected. If 50% of the votes cast plus 1 are not received by any individual, the individual receiving the fewest votes shall be removed from further consideration and ensuing votes shall follow in like manner, until an individual receives 50% of the votes plus 1. The Chair shall have one vote but shall not have a second vote in case of a tie. (Revised 1997)
8. A one-year term of office shall be interpreted as the time between one meeting at which the organization carries out its election of officers and the next meeting at which it elects its officers. The Chair's term shall run similarly over 2 years. (Revised 2003)
9. Procedures for Supervised Votes (new 2003)

In some cases, such as during an action to remove someone from office, a "supervised vote" may be requested by one or more of the parties involved. See Bylaw 14.03.

Supervision of such a vote is intended only to assure all parties involved that the procedures used to cast votes and the results of the vote are proper and accurate. Generally, a supervised vote is only needed where the parties do not trust each other enough to be able to accept a normal vote at a Branch or Regional meeting. Therefore, the only supervision involved is to be supervision of the voting procedures and vote counting. This does not include any supervision of meetings or discussions of any kind which may or may not precede such a "supervised vote".

Supervision of a vote does not require that the supervisor be in attendance during a meeting where a vote is taken. Supervised votes may be carried out by mail, fax, telephone, personal contact, electronic voting or any combination of these methods, provided that the supervisor may be assured that the proper people are voting.

Supervisors should be chosen from Pony Club Associate Members over the age of 18 who are not directly involved in the issue being voted on and who are not eligible to vote on the issue. In general, this will mean someone outside the Branch for a Branch issue and someone outside the Region for a Regional issue including any Regional action taken against a Branch.

The parties involved should attempt to agree on a supervisor who is acceptable to all parties. If the parties cannot agree on a supervisor, a supervisor will be appointed by the Regional Chair or their delegate for a Branch issue or by the National Chair or their delegate for a Regional issue including any Regional action taken against a Branch.

Regardless of how the vote is taken, the counting must be witnessed by a second person. For voting by mail, electronic vote, fax, or paper ballots at a meeting, this can be done by 2 persons counting the letters, electronic votes, faxes, or ballots. For votes by phone or personal contact, both the supervisor and witness must be able to hear the vote being cast.

All voting in a supervised vote shall be by secret ballot or other means such that the only the supervisor and witness have any ability to know who cast which vote.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

All costs for the supervisor are the responsibility of the party who requests a supervised vote. Travel costs if applicable and an estimated amount to cover other costs such as telephone and fax are to be paid by the party requesting the supervised vote IN ADVANCE. In order to avoid possible conflict with the parties involved, cost estimates shall be made by the selected supervisor and payment shall be made to the National Treasurer who shall then compensate the supervisor and handle any refunds of overpayments or requests for additional payments.

The party requesting the supervisor is also responsible for a non-refundable administration fee of \$50 payable in advance to the National Treasurer.

RESPONSIBILITY FOR ESTABLISHING ALL RULES

1. Ultimate responsibility for establishing rules for all Canadian Pony Club activities rests with the National Board of Canadian Pony Club.
2. Rule changes must be presented to the Risk Management Committee, then to the Management Committee prior to being presented to the National Board through the National Education Chair, National Testing Chair, National Chair for Disciplines or through an applicable National Committee Chair, but only after such rule change has been considered and approved by a majority of the appropriate National Committee, with each National Committee having a representative from each region of Canadian Pony Club.
3. The National Board in considering any rule change shall consider if any broader Canadian Pony Club policy or issue is involved and, in such circumstances, the National Board may make changes or may table rule changes for further consideration by the appropriate National Committee. However, in other circumstances it would be expected that the rule changes would be approved based on approval from the majority of regions.

OTHER RESPONSIBILITY

1. The National Board shall be responsible for all other matters except:
 - Each region shall be responsible for electing a National Director;
 - The Annual General Meeting shall be responsible for approving audited financial statements; and
 - The Annual General Meeting shall be responsible for electing an auditor.

II. MANAGEMENT COMMITTEE

PROCEDURES

1. The Management Committee shall follow the same procedures as the National Board excepting that meetings shall be conducted by telephone conference call or online conference system. (AGM 2016)



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

2. All National Management Committee Minutes shall be circulated to every member of the National Board of Directors, Regional Chairs, National Chair of Disciplines and Discipline Chairs and shall be presented to the Board at National Meetings for adoption. (Revised 1998)

RESPONSIBILITIES

1. The purpose of the Management Committee is to allow decisions to be made and action to be implemented when it is not convenient for the National Board of Directors as a whole to act.
2. The Management Committee shall be responsible for day-to-day monitoring of activities in Canadian Pony Club including monitoring of activities of all committees and expenditure of all budgeted amounts. The Finance Chair or Treasurer shall be available for consultation as an ex-officio member of the Management Committee. The Management Committee has authorization to spend up to \$1500, and in an emergency situation up to \$10,000, without Board approval. (revised AGM 2010)

MANAGEMENT COMMITTEE VACANCIES

1. If an individual elected to the Management Committee by the National Board of Directors resigns, a successor will be elected to fill the vacancy at the next Board meeting or by a phone poll of the National Board. (1998)
2. The Board will attempt to balance the Management Committee with East/West participation. (Revised 1998)

III. COMMITTEES

BUDGETS

1. Budgets, when approved by the National Board of Directors, shall become the responsibility of the Committee involved and the Committee shall be responsible for reporting to the National Board of Directors and to the Management Committee, both of whom shall be responsible for monitoring the expenditure of budgeted amounts where the National Board of Directors or the Management Committee consider advisable.
2. All Committees shall provide reports to the National Board of Directors or the Management Committee or the Finance Committee when requested by the National Board of Directors or Management Committee or Finance Committee.
3. No expenditures that exceed budgeted amounts shall be made by any Committee without express written approval by the National Board of Directors or the Management Committee up to its \$1500.00 limit. (Revised AGM 2010)
4. No funds will be advanced by the National Treasurer in respect of any Committee budget without the approval of the Chair of the Committee and proper documentation.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

COMMITTEE MEMBERS

1. Every region is entitled to be represented on each National Committee.
2. It is the responsibility of each region to advise each National Committee Chair of that region's representative on the applicable Committee.
3. Each National Committee Chair shall communicate with each member of that National Committee in all instances so as to provide input to the National Committee from all regions and so as to allow each regional representative to provide feedback to and get input from each region.

RESOLUTIONS

1. Resolutions approved by Committees will be dealt with by the National Board.
2. Before resolutions are presented by the Committees, each region must have a reasonable opportunity to consider the proposed resolution and advise the regional committee representative of the position of the region so as to ensure the reaching of a consensus or a majority opinion to be presented to the National Board of Directors.

Resignation Protocols (added AGM 2012)

Whenever a person decides to leave their position, they must provide a letter stating the effective date of the resignation. The letter should be sent to the National Office.

IV. BUDGETS AND FINANCIAL MATTERS

GENERAL BUDGET

1. The National Board of Directors is responsible for the approval of the budget.
2. The Management Committee may allocate extra funds to a limit of \$1500.00. (Revised AGM 2010)
3. The Finance Chair and Treasurer shall be vigilant in monitoring Canadian Pony Club activities and, when possible, shall alert Committee Chairs, the National Chair for Disciplines, the Management Committee, or the National Board of Directors of funding problems or budget deviations. (Revised 1997)

SIGNIFICANT BUDGET ITEMS

1. The National Board of Directors may approve significant funding expenditures (for example workshops, conferences, committee meetings, or events or competitions).
2. If a significant budget item is submitted to the National Board of Directors for approval it should generally be done so that the Committee Chair responsible will be in a position at a subsequent meeting of the National Board of Directors to present a detailed plan including objectives, agenda and budget to allow for further input from the National Board of Directors.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

3. The Committee Chair is responsible to report to the National Board of Directors, the Management Committee and the Finance Committee regularly so as to allow monitoring of progress.
4. The National Administrator and National Treasurer shall be available as resource persons to the Committee Chair in planning, organizing and implementing the activity relating to the significant budget item.

FINANCIAL POLICY

1. Funds raised, whether from membership fees or Canadian Pony Club activities or fundraising shall generally not be earmarked for expenditure in a certain way but shall form part of the general revenue of Canadian Pony Club.
2. A scholarship fund has been established as a specific exception to the above policy. This scholarship fund provides scholarships to members of Canadian Pony Club and are known as the Canadian Pony Club Award of Excellence.
3. The cheque signing limit for the National Treasurer is \$500.00. For cheques exceeding \$500.00 the National Treasurer must have a co-signer and the co-signer shall be one of the Chair, Vice Chair or the Finance Chair. (Revised 1996)
4. The National Administrator is authorized to sign contracts dealing with the normal operations of Canadian Pony Club. (Revised 2003)
5. If a flight is to be changed, and there is a cost involved, permission must be received from the National Office prior to making the change. (added SAM 2008)

V. REPORTS

1. All year end Regional, Discipline and Committee reports shall be sent to the National Office as soon as possible after the year end for inclusion in the Annual Report, which will be presented at the AGM. (Revised 2001)
2. Reports to the Board shall be considered at the Board meeting on an exceptional basis assuming that all members of the Board have read and reviewed the report and will raise any questions relating to concerns or problems.
3. Reports at the Annual General Meeting shall be on an exceptional basis with problems and concerns dealt with by way of question.
4. Reports to the general membership of Canadian Pony Club shall be through the National newsletter and the CPC Official Web Site so as to ensure direct contact with all members. Communications through National Directors and Regional Chairs shall, at the discretion of such individuals be circulated, as appropriate, within each region.
5. Regions that wish to have their R&R's approved must submit them to the National Office at least 40 days prior to the National Meeting.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

VI. COMMUNICATIONS, EDUCATION, TESTING AND DISCIPLINES

CHAIR AND COMMITTEE

1. The National Board of Directors shall elect/appoint National Chairs for all Committees. (Revised 2003)
2. Each Region shall appoint a representative to each Committee.
3. Each Committee Chair and each Regional Chair and National Director shall be responsible for insuring adequate and appropriate communications between all members of a Committee. If a Committee Chair is not receiving responses from a Regional Committee Member, the Committee Chair shall contact the Regional Chair or National Director from such Region. If a Regional Committee Member is not receiving communications from a National Chair that Regional Committee Member shall communicate with the Regional Chair or National Director from his or her Region who shall communicate with the National Committee Chair or the Management Committee as required.

NATIONAL CHAIR FOR DISCIPLINES

1. All Discipline Chairs (Dressage, Prince Philip Games, Quiz, Rallies, Show Jumping, and Tetrathlon) shall communicate to the National Board through the National Chair for Disciplines.
2. The National Chair for Disciplines shall not have Regional Committee representatives but shall have a Committee consisting only of the National Chair for Disciplines and the six National Chairs for Dressage, Prince Philip Games, Quiz, Rallies, Show Jumping and Tetrathlon.
3. The National Chair for Disciplines shall be responsible for coordinating activities of the individual disciplines nationally and for insuring that National awards are available for National competitions.

NATIONAL AND INTERNATIONAL COMPETITIONS

1. All Regions hosting National Championships will receive a block grant to assist in running the event. The amount to be set from time to time by the Board. (Revised 1999) In order to have access to the hosting grant, a National Championship must have entries from at least three provinces. (revised AGM 2014) The host Region must submit an application form and post event report in order to access the hosting grant for each National Discipline Championship. The first 50% will be released after the completed application has been received by the Discipline Chair and the second 50% will be released after the post event report has been received by the Discipline Chair. (revised AGM 2018)
2. All National and International Competitions are awarded at the discretion of the Board. (Revised 1999)



CANADIAN PONY CLUB

OPERATIONS MANUAL &

POLICY HANDBOOK

Loyalty

Character

Sportsmanship

3. Any invitations issued by, or received by, any Canadian Pony Club organizations to host or participate in an international event - invitational or otherwise - require prior approval of Canadian Pony Club. (Revised 2000)
4. For the current sanctioned international exchanges (Inter Pacific, Quiz and Tet), Canadian Pony Club will pay ½ the airfare and land fee for the Coach and Chaperone. For IMGE, because they go every year, Canadian Pony Club will pay ¼ of the airfare and land fees for the Coach and Chaperone. (Revised 2019)
5. For all other invitational international exchanges, CPC will establish an annual budget item to help defray the travel costs of the coach and/or chaperone. The coach and/or chaperone will receive a maximum of \$500 in advance of the trip (not to exceed the cost of the ticket). Any funds left in the budget at the end of the year will be distributed on a prorated basis to the maximum of the cost of the ticket. (Revised 2009)
6. For National Teams competing internationally, Chaperones must be 25 years of age or older. It is strongly recommended that the Coach be 25 years of age or older but must be a minimum of 21 years of age. (AGM 2006)
7. Where all members of an international team are of the same sex, it is recommended that the Chaperone be of the same sex as the team members but at least one of the Coach and/or Chaperone must be the same sex as the team members. (AGM 2006)
8. When a CPC International team is not completely filled, the Discipline Chair must approach the Board for a decision on whether the CPC will participate in that international competition, prior to advising the candidates. (Added AGM 2010)
9. The Board requires that all International Teams be approved by the Board/Management Committee prior to names being released. (SAM 2010)
10. Each Discipline with an International Exchange must submit a plan for funding the coach/chaperone travel to Management Committee prior to selecting the team. (Sam 2010)

SAFETY (new 2002)

1. Canadian Pony Club requires medical armbands to be completely filled in and worn visibly at all mounted Pony Club competitions and testings.

As of January 1, 2012, all CPC members must wear their own, properly filled out, up to date medical armbands at all mounted Pony Club activities including but not limited to Branch, Regional, Zone, National and International Pony Club activities.

2. As of January 1, 2003, ASTM/SEI or the British BSI approved helmets are compulsory for all Pony Club members while mounted for any Pony Club activity. (Revised 2003)



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

Approved helmets are compulsory for all Pony Club Members while mounted at any Pony Club activity. Approved helmets are limited to those certified as meeting one or more of the following standards:

- ASTM F1163-2004a with SEI mark
- AS/NZ 3838
- CE VG1 01.040 2014-12 (Revised SAM 2016)

See Appendix 1 for more information on acceptable helmets. (April 2019)

3. **Safety Officer:** A person appointed by the organizer of a competition to prepare, distribute and implement a safety plan AND to coordinate emergency responses during a competition.

This person is not a medical officer and should not participate directly in providing emergency care, but rather should arrange for and facilitate the response by appropriate personnel and then record and document any incident(s). This person should not be assigned to any other function pertaining to the hosting of the competition. For more information, refer to the current Risk Management Guide.

4. In the interest of safety, it is strongly recommended that members riding in saddles that do not have a hinged stirrup bar that allows the bar to lay flat, use safety stirrups or break-away stirrups for all mounted activities.
5. Criminal Records Check (added AGM 2012, revised SAM 2014, & SAM 2016)

Criminal Record (CRC) and Vulnerable Sector (VSC) Checks are required to be on file at the National Office for all instructors, coaches, chaperones, team managers, and volunteers, who are in positions of trust with members, plus any supervisors of overnight activities. Examples of volunteers in positions of trust may include, but are not limited to, an individual scribing with a member at quiz or testing, a parent or grandparent helping young members find their next station at testing, all adult members of a billeting household, and/or a parent tasked by the pony club to transport members other than their own to or from a pony club activity.

CRC/VSCs will be kept on file up to 3 years from issue date (5 years for issue dates prior to Jan 1, 2015). Coaches and chaperones (team managers) attending National or International CPC activities or events must have CRC and VSC on file at the National Office prior to applying for the volunteer position. The CRC/VSC must be an original or notarized copy. The original may be returned upon request; however, a copy will be retained at the national CPC office. The competition or activity must fall within the 3-year period. CRC/VSCs must be renewed every 3 years, or on request from CPC.

It is recommended that each Branch have 1 or more persons with their CRC/VSC. That person must be available to fulfil the requirements of a chaperone.

The purpose of this is to ensure that no members are left alone in the company of a person who has not had their CRC/VSC.



CANADIAN PONY CLUB

OPERATIONS MANUAL &

POLICY HANDBOOK

Loyalty

Character

Sportsmanship

Where an individual is unable to provide a clear Police Record/Vulnerable Sector Check, the individual will not be considered eligible for positions within Canadian Pony Club which involve direct contact with, or supervision of, active members or which involve activities related to those events reported on the criminal record.

6. Canadian Pony Club (CPC) wishes to ensure a safe experience for our members at all CPC sanctioned events. The lack of experience by young people around stallions and the unpredictability of the interaction between stallions and other horses could lead to serious injury to the young people handling/riding their horses. Therefore, stallions are not allowed to participate at any events/competitions/testing where the event/competition/testing is sanctioned by CPC, regardless of any other licenses in effect. CPC rules will take priority where they differ from all other rules. (added AGM 2012)

7. Appropriate safety equipment e.g. an ASTM/SEI rated helmet, is required for all mounted activities. In some cases, other safety equipment is strongly recommended. In some cases, body protector vests are required. Going forward, if members are looking to purchase a new vest, it is strongly recommended that they purchase a Beta Level 3 vest (purple label). (Revised AGM 2016)

However, to insure all safety equipment meets the minimum safety standards e.g. fit and condition, under no circumstance does the Canadian Pony Club support the loaning of such equipment between members nor does it sanction the purchase of such equipment by branches, regions or national for the purpose of lending out to members. (revised November 2015)

A body protector vest is mandatory for the warm-up and the cross-country test. A body protector vest may also be worn for the warmup and during other tests. Body Protector vests must meet or exceed and be appropriately labelled ASTM approved standard F1937 or BETA Level 3 body protector standard. (Revised April 2019)

8. Drug and Alcohol Policy (Added SAM 2016)

The use of illegal substances that can affect judgement, health and safety, is forbidden for the duration of any Canadian Pony Club activity. Adult use of alcohol, cannabis and tobacco must conform to local laws and applicable safety regulations and should show concern for the present health and future habits of Pony Club members. All Adults attending Canadian Pony Club functions are expected to exercise discretion and responsibility. (Revised April 2019)

Competitors, coaches, chaperones and team managers may not use drugs or alcohol during or 12 hours prior to competition. Persons responsible for active members (including, but not limited to chaperones, judges, coaches, instructors, team managers and examiners) must make responsible choices about the use of alcohol or other substances that may adversely affect their judgement or ability to carry out their assigned duties for the duration of their responsibility.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

All adults who use tobacco must conform to local laws and safety regulations. In addition, adults should not use tobacco where exposure to smoke might affect Pony Club Members. Activity organizers may designate an area where adult smoking may be allowed.

Any underage Pony Club member found to be using, in possession of, or under the influence of alcohol, tobacco, or other age restricted or illegal substances during a Pony Club activity shall be disqualified and barred from further participation in that activity. Any adult Pony Club member found to be using, in possession of, or under the influence of illegal substances during a Pony Club activity shall be disqualified and barred from further participation in that activity. Any adult attending, participating, assisting with, officiating or chaperoning at any Pony Club activity whose behavior is inappropriate or creates a potential hazard to the safety and/or well-being of Pony Club members, officials, horses, or other individuals may, at the discretion of the officials in charge of the activity, be asked to leave and be barred from the remainder of the activity.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

VII. CPC GUIDE ON CONCUSSION IN OUR SPORT (added SAM 2012)

CPC Risk Management Committee has reviewed the “Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, Nov 2008.”

After this review our recommendations to Organizers, Coaches and Parents are as follows:

1. If a rider has any blow to the head, face, neck or other part of the body that causes an impulsive force to the head, they should be screened for acute symptoms of concussion.
2. Symptoms to screen for include: loss of consciousness, seizure, amnesia, headache, pressure in head, neck pain, nausea or vomiting, dizziness, blurred vision, balance problems, sensitivity to light or noise, feeling slowed down or in a fog, “Don’t feel right”, difficulty concentrating or remembering, fatigue, confusion, drowsiness, emotional or irritable, sadness or anxiousness.
3. Any athlete with a suspected concussion should be immediately removed from riding, should not be left alone or allowed to drive, and should be referred for medical assessment.
4. Same day return to riding should only be allowed with medical clearance that there was not a concussion.
5. When a concussion is diagnosed CPC recommends that parents and coaches follow the Graduated Return to Riding Protocol (table 1) allowing at least 24 hours for each stage. This is adapted from the Consensus Return to Play Protocol and time frames may be extended for children under 10 where recovery can be more complicated.

TABLE 1. Graduated Return to Riding Protocol

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Each Stage
1. No activity	Complete physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% MPPHR; no resistance training	Increase HR
3. Sport-specific exercise	Light flat riding, walk/trot in controlled setting	Add movement
4. Non-contact training drills	Progression to more complex riding on flat	Exercise, coordination, and cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities (lessons and jumping)	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal competitive riding	

THIS CHILD’S BRAIN IS MORE IMPORTANT THAN THIS COMPETITION, TEST, OR LESSON.

This guide is to intend to support the existing rules regarding falls and shall not be used to overrule the decision of an official, examiner, instructor or safety officer to not allow a participant to continue.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

VIII. ANNUAL GENERAL MEETING

AGENDA

1. The Agenda for the Annual General Meeting shall be distributed and placed on the Web Site at least one month before the Annual General Meeting. (Revised 1998)
2. A summary financial report together with unaudited financial statements shall be presented at each Annual General Meeting and shall be available, to any interested Pony Club member, on request to the National Office, before or after the Annual General Meeting.
3. Only Corporate Members carry a vote at National Annual General Meetings. (Revised 2003)

IX. CPC OFFICIAL WEB SITE (new 1998)

www.canadianponyclub.org

The National Web Site is our official communications vehicle. Regions should check the site frequently and pertinent information should be distributed in the Region.

The Board of Directors, the National Chair for Disciplines and Discipline Chairs shall have their names and contact information as part of our web site.

Supplies order forms and information shall form part of our site.

X. NATIONAL ACTIVE MEMBER DIRECTORS (new 1998, Revised 2003/2007/2015)

1. The Board has 3 Directors who are Active Members. One must come from east of Manitoba and one must come from west of Ontario. The third member will be from the East or West depending on the year. (Revised AGM 2016)
2. Each Region has the right to nominate one candidate from amongst its Active Members.
3. The nominees will be brought forward to the November SAM and the Board will elect one of the candidates from the east and one from the west in alternate years.
4. The National Active Member Directors are elected in November, but do not take office until the following January 1. (Revised 2003)
5. If a National Active Member Director ceases to be an Active Member, they will also cease to be a Board Member.
6. A nominee for the position of National Active Member Director must have enough years left in P.C. to complete a 3-year term. (Revised AGM 2016)
7. The incoming AMD will not carry a vote in their first year. The voting dynamic of one vote from the East and one from the West will remain the same. (Added AGM 2016)
8. When a National Active Member Director needs to be replaced, their replacement shall be elected to serve the remainder of that term by the Board as per Bylaw 11.17. (Revised Nov. 2007)



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

9. National Active Member Directors must have passed their 18th birthday before taking office. They may be under 18 at the time of their election. (Revised 2003)
10. The Active Member Directors will host a Youth Meeting at National Quiz each year. The organizers of the Quiz are asked to set aside a specific time and location for these meetings. Regions will encourage all of their team members to attend these meetings. Organizers of other National Championships are encouraged to run youth meetings at their competition, if interest warrants. (January 2005)

XI. MEMBERSHIP POLICIES (Revised April 2005)

Equity Policy Statement (added AGM 2012)

Membership in the Canadian Pony Club shall be open to eligible persons without regard to nationality, race, religion, culture, gender, ability or sexual orientation.

Guidelines

1. Members who have restricted inclusion in competition or participation as a result of their condition (permanent disability as identified by formal documentation from a qualified diagnostician) may apply to be exempt from a rule(s) providing the exemption does not give them an unfair advantage over their competitors.
2. Members who participate under an exemption must not compromise the safety of themselves or others.
3. The Exemption Committee will only consider requests that meet the fundamental stated requirements of a program.

Please see the end of Part 2 for the Accommodation Program which accompanies this policy.

Section 1 - General Policies

1. It is the policy of Canadian Pony Club that all Branches must be open to all prospective members who meet the minimum requirements. It is particularly against our policies to restrict membership to only those members boarding at a particular facility or using a particular coach. (Revised 2003)
2. Centres may restrict their membership to those boarding at the Centre, if they wish. (Revised AGM 2010)
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. (Revised 2003)
4. That for all Pony Club activities where age is a requirement, and it is not specifically designated elsewhere in the National Bylaws or Policies, the official age is the member's age prior to January 1 of the current year. (Revised 2011)



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

- | Loyalty | Character | Sportsmanship |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|
| <p>5. In order to apply for membership in Canadian Pony Club, a child must have reached their 6th birthday before submitting their application. (November 2004)</p> <p>6. Applicants will be considered members of Canadian Pony Club when their properly completed, signed and paid membership application is received, dated, and signed by their District Commissioner or Membership Secretary. The Branch has two weeks to get the applications to the Regional Membership Chair. The information must be entered into the National Membership database within a further 2 weeks. Failure to meet these deadlines may result in penalties to the branch and/or region.</p> <p>7. In the case of Centre Members and Horsemaster Members, applicants will be considered members of Canadian Pony Club when their properly completed, signed and paid membership application, plus a copy of their PSO membership card is received, dated, and signed by the Regional Membership Secretary. (Revised AGM 2019)</p> <p>8. The National Membership Secretary will verify all memberships as needed.</p> | | |

Section 2 - Affiliate Membership (Revised November 2013, November 2014)

1. There will no longer be an affiliate membership category.
2. Active Members may join PC on or after their 6th birthday and may remain Active Members until the end of the year in which they turn 25.

Section 3 - PTSO Membership

1. All Active and Horsemasters members must be members of the Equine Provincial Sport organization in the Province or Territory indicated by their mailing address on their Canadian Pony Club Membership Form, prior to participating in any Canadian Pony Club Sanctioned activity. **They will not be permitted to participate in any activities until the appropriate Branch representative receives acceptable proof of membership in their Equine Provincial Sport Organization.**
2. Equine Provincial Territory Sport Organizations (PTSO)
Alberta Equestrian Federation, Horse Council of British Columbia, Manitoba Horse Council, New Brunswick Equestrian Federation, Newfoundland Equestrian Association, Nova Scotia Equestrian Federation, Ontario Equestrian, P.E.I. Horse Council, Fédération Équestre du Québec, Saskatchewan Horse Federation (Revised 2018)
3. As all provinces have authorized the CPC to collect memberships on their behalf, if the member's PTSO application and payment are processed through the branch, the branch may use their receipt of the application as TEMPORARY proof of PTSO membership for a period of one month. Continued participation is contingent upon actual confirmation from the PTSO.
4. When the National Membership Secretary receives membership registrations, he or she will confirm the CPC member's PTSO membership directly with the PTSO and notify the branch and region about the PTSO membership status by email.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

5. Borrowed Horses and PTSO membership

When Canadian Pony Club (at the Branch, Regional or National level) borrows a horse or pony for a sanctioned PC activity, the owner of the horse must be a PTSO member.

If an individual borrows a horse, it is recommended that the owner have PTSO membership but Canadian Pony Club will not be verifying it, as this is a private arrangement between individuals.

Section 4 - Associate Members (Revised AGM 2006)

1. Anyone who wishes to vote at a branch election must apply to be an associate member.
2. Anyone who accepts an election to a Branch Executive Committee, Regional Committee or National Committee is considered to be an Associate Member.
3. Examiners, coaches or any other volunteers may become Associate members by completing the appropriate form.
4. Charging a fee to become an associate member is discouraged.
5. A list of Associate Members will be sent to the National Office no later than Jan. 15. Updates and additions may be submitted at any time.
6. Associate Membership does not include any membership privileges other than those which are specifically granted in the CPC Bylaws, Operations Manual, or in approved Regional or Branch Rules and Regulations. Branch Associate Members may become Horsemasters members upon filling in the proper form and paying the registration fee. See section below for a list of duties and privileges of Horsemasters members.

Section 5 - Centre Members (Added AGM & SAM 2010)

1. Applicants may join CPC through a recognized Centre by filling in the Canadian Pony Club Centre Member Registration Form.
2. A copy of the member's PTSO Membership Card must accompany the application.
3. Applications must include both the Regional and National Fees.
4. Regions have the right to ask for additional qualifications to attend Regional functions, such as providing volunteers to help run the activity.
5. In most other cases, Centre Members will have the same rights and responsibilities as all other Active Members. Please see the Centre's Handbook and Centre's Contract for more information.
6. The Centre Administrator is entitled to sign CPC Centre Membership Application forms as the Centre representative and may also sign CPC activity or competition entry forms, applications for testing, applications for National or International competitions, and applications for member awards or scholarships in the place reserved for a Branch District Commissioner. (added January 2011)



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

7. The Centre Administrator is allowed to attend all Regional Meetings and will carry one vote. When the CA is unable to attend the meeting in person or via conference call, the CA may send an alternate delegate, who will carry the vote, as long as the Regional Secretary is notified in advance and the Regional R&R's allow for Branch Alternate Delegates. (Revised April 2019)
8. The Active Members in a Centre may choose one member, by any method agreed upon by the group, to represent their group. This Active Member will receive communications from the Regional Youth reps and will pass them onto the Active Members in their Centre. This person, to be known as the Centre Youth Rep, may be nominated, or may volunteer to fill the position of Regional Youth Rep and if elected or selected by the Regional Committee, may carry a vote at Regional Meetings as soon as they are 18 or over. Where Regional Rules and Regulations allow, the Centre Youth Rep, may be chosen or elected by the Branches/Branch Youth Reps to the post of Regional Youth Rep. (AGM 2019)

Section 6 - Horsemasters Program for Adult Equestrians

(Added Nov 2014, Revised Nov 2015, Revised Feb. 2017)

No Region or Branch/Centre will be required to participate.

Canadian Pony Club develops young horse people in both riding and stable management skills. We develop character, loyalty and sportsmanship. We teach leadership, responsibility and the value of teamwork. All of this is developed through a program that teaches the care of horses and ponies, riding and mounted sports. Safety of the members and their horses and ponies is one of the prime considerations during all activities.

Canadian Pony Club has developed a program for Adult Volunteers who understand and support the aims and objectives of Pony Club. They will follow the Pony Club standards to learn more about riding and horse care, share their knowledge with the Active Members, and enjoy meeting and sharing time with like-minded adults. As they develop their own skills, they will be encouraged to help with teaching the younger members and may also wish to become part of the examiners' list in their Region.

The Active Member must always be given priority where space or time may be limited.

Criteria (updated 2017)

1. Must be an Associate member of a CPC approved Branch, if joining a Branch. May join a Centre without being an Associate Member.
2. Must be a Pony Club Parent, or Alumni, or someone willing to volunteer at Branch\Centre and Regional activities.
3. Membership in the Horsemasters Program is a privilege, not a right. All members are expected to be familiar with all our policies and to adhere to our rules and philosophies.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

4. Must be at least 21 prior to Jan.1 of the year in which they wish to become a member. May not be both an Active Member and a Horsemasters member at the same time.
5. Must have a current PTSO membership in the Region in which they reside, prior to joining.
6. Must pay the Branch/Centre, Regional and National fees, as set out by the Branch/Centre, Region and National from time to time.
7. Members of the Horsemasters Program will have access to lessons, clinics and camps (mounted and unmounted) offered by the Branch/Centre or the Region, providing the needs of all Active Members have already been met. The cost of such activities will be set by the Branch/Centre or Region hosting the activity.
8. HM Members will be expected to give back to PC with volunteer hours. Branches/Centres and Regions may set an acceptable number of volunteer hours that will be expected for each HM.
9. Branches/Centres and Regions are encouraged to invite HM members to any activities deemed appropriate.
10. DC's/Centre Administrators will collect the fees and applications and submit them to the Regional Membership Chair just as they do for Active Members.

Added Sam 2015

11. Adults who are not Horsemasters Members may not participate in any clinics, lessons, camps or other activities provided for the Active Members. This does not include volunteers who are supervising activities, or open horseshows.
12. Regions are encouraged to offer a HM Division in their Regional Discipline Championships, where ever possible.
13. Prospective HM members may attend one Pony Club activity prior to joining. The activity cannot be longer than 1 day, the prospective member must have their PTSO membership and they must sign the non-member Risk Form.
14. National Championships may offer a HM Division if suitable numbers can attend and if facilities and/or borrowed horses allows for this.
15. National Quiz offers a HM Division. See Quiz Handbook for details.
16. HM Members will have full access to the testing system, where Branches/Centres and Regions allow. Fees for National Testing will be the same as for Active Members. Branches/Centres and Regions may set their own fees for testing. Testing requirements will be as written in the Testing Procedures and other Testing documents. Horsemasters are not required to test.
17. As CPC is now offering a full program to our HM Members, starting in 2017, they will pay the same National Fee as Active Members. Regions and Branches/Centres may still set their own fees.



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

18. As HM Membership grows in the Regions, each Region is encouraged to add a HM rep or chair to their Regional Committee and make the appropriate amendment to their R&R's. The Regions are encouraged to grant the HM rep voting privileges.
19. HM members in any Region may join together to form a Regional Group to plan events for all HM in the Region, as well as form teams for Regional and National events. Active members should be invited to participate whenever appropriate.
20. Testing
 - a) Horsemasters are welcomed to test under the same requirements as active members.
 - b) New Horsemasters never having been CPC members in the past, similar to new active members, may make one use of the Multiple Level First Test (MLFT).
 - c) New Horsemasters who are returning to CPC membership may return to testing:
 - i) at the level achieved as an active member
 - ii) choose a lower level to resume testing
 - iii) make one use of the MLFT if the Horsemaster has not been an active member for at least 10 years. (Added April 2018)
21. Branches with only Horsemaster Members may retain the Branch Charter, providing that Active Members are always welcome to join (Added April 2018). In order to start a HM only Branch there must be at least 4 members, each willing to take on a position on the executive committee.

Section 7 - Active Members in Good Standing (revised November 2015)

The following criteria must be met if a person is to be considered a Member in Good Standing of Canadian Pony Club:

From the Bylaws

4.01 "Members in Good Standing" shall be those Members who:

1. Are not in arrears of any fees or other financial obligations to any part of the Pony Club;
2. Are not under disciplinary restrictions or suspension by any part of the Pony Club.

Plus

3. Have a current PTSO Membership in the province in which they reside.
4. Have a current CPC Membership Form on file with the Branch and Region. (Revised November 2016)

Section 8 - Suspensions

1. Immediate suspension of members: (Revised AGM 2006)

Immediate suspension under Bylaws 5.02, 5.03 & 5.04 shall occur only where there is risk of immediate harm. Immediate harm may consist of:



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

1. Sexual misconduct
2. Physical violence
3. Theft or any other indictable offense

Legal authorities shall be involved where appropriate or necessary. All other cases should be handled using the Procedures for Handling Breaches of the Code of Conduct. All suspensions must be reported to the National Office with appropriate documentation within 24 hours.

2. Suspension of Branches (Revised AGM 2006)

A branch shall be suspended from Canadian Pony Club for:

1. Repeated or intentional disregard of National or Regional policies.
2. Delinquency of fees.
3. Lack of a DC.
4. Inactivity
5. Illegal activities

Suspension for illegal activities may be immediate; however, before suspension for other reasons, the branch must receive:

1. A verbal warning.
2. A written warning.

- Sufficient time must pass between the warnings to allow correction of conduct.
- If a Branch is suspended, the members become the responsibility of the Region.
- The national office should be notified within 24 hours by phone, fax or e-mail when a verbal warning is issued, and must be notified within 24 hours after issuing the written warning.

3. Lifting a suspension: (SAM 2005)

Notice of lifting of a suspension must be in writing and anyone who was notified of the original suspension must be notified of the lifting.

XII. MISCELLANEOUS GENERAL POLICIES

1. It is strongly recommended that all persons instructing at Pony Club lessons have a minimum of Emergency First Aid training. At the very least, there must be an adult present who has a valid 1st Aid Certificate. (Revised 2003)

2. Junior Instructors/Coaches - Safety is the number one priority.

For all Instructors/Coaches of mounted activities, where the Instructor/ Coach is under 18, there must be an Adult Instructor/Coach in charge of the activity. The Adult and the Juniors must both have at minimum, Emergency First Aid training.

- a) Junior Riding Instructors/Coaches must be:
 - i) 14 years old or over and C2 or above

or



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

ii) 16 years old or over and C1 or above

b) Junior Assistant Riding Instructors/Coaches must be:

i) 14 years old or over and C or above

and

ii) under the direct supervision of an Adult Instructor/Coach.

Refer to the current National Education Handbook for further information regarding the development of Junior Riding Instructors. (Revised 2004)

3. No person 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, shall be ineligible for election as the District Commissioner or Assistant District Commissioner of any branch which is dependent upon the use of any such goods or services which may be controlled by that person. (Revised 2003)
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 Regional Committees involved, choose to join the nearest neighbouring Region. This policy is intended only for rare exceptions. It should be not used to allow any branch to flip back and forth between 2 Regions. (New 2003)
5. Each Region and Branch of Canadian Pony Club will have a set of Rules & Regulations. Regional R&R's must be approved by the National Board. Branch R&R's must be approved by the Regional Committee of that Region. National will provide a template to assist the Regions and Branches in constructing their R&R's. (SAM 2005)
6. If a Branch does not wish to submit their own version of the Branch Rules and Regulations, the Default Rules and Regulations, which are available on the web site, will be considered to be their R&R's. (SAM 2005)
7. Restrictions on committee members receiving compensation for services in all regional and branch rules and regulations shall be interpreted such that Directors or Committee members at all levels in the Pony Club may be reasonably compensated for their services if providing such services is not a normal part of the duties of their Pony Club office and that they or their family members are not involved in making the decision to use those services. (SAM 2005)

For all Regional activities where National funds are being requested, and the question of a potential conflict of interest arises, such as, but not limited to, Discipline Chairs hiring themselves or immediate family members to deliver an activity/program, an explanation of the situation must be submitted by the Regional Executive to Management Committee for pre-approval of funding eligibility. (MC 2010)



CANADIAN PONY CLUB

OPERATIONS MANUAL & POLICY HANDBOOK

Loyalty

Character

Sportsmanship

SECTION 2 – ADDITIONAL POLICIES

The following policies are included as addendums to complete the full operations manual & policy handbook.

- Financial Policies (revised 2009)
- Responsibilities and Duties (added 2010)
- Parental Code of Conduct (new 2003)
- Harassment Policy
- Code of Ethics/Code of Conduct
- Procedures for Handling Breaches of the Code of Conduct (Revised 2003)
- National Awards & Recognition Policy (revised 2009)
- Privacy of Information Policy (new 2004)
- Sponsorship Policy (new 2004)
- Elections Procedures (new 2004)
- Billeting Policy (new 2008)
- Eligibility Policy (new 2008)
- Wall of Fame Info, Criteria & Application Form (added 2011)
- Accommodation Program of the CPC Equity Policy



CANADIAN PONY CLUB

FINANCIAL POLICY

Loyalty

Character

Sportsmanship

FINANCIAL POLICY

I. FINANCE COMMITTEE

1. As required by the bylaws, there will be a finance committee. It will consist of the Finance Chair, the treasurer, and one other director. The Chair of Canadian Pony Club will be an ex officio member.
2. An audited financial statement shall be presented to the Board of Directors as well as to the Annual General Meeting at the April meetings of Canadian Pony Club.
3. The National Board shall be responsible for all financial matters relating to the operations of Canadian Pony Club including:
 - Preparation of budgets;
 - Establishing membership fees;
 - Financial accounting and reporting; and
 - National Fundraising;

All subject to the policies and procedures set forth in the Operations Manual under the part dealing with budgets and financial matters.

II. SIGNING AUTHORITY

1. The treasurer will be authorized to issue cheques for bills or invoices with supporting documentation, up to \$500.00 with only his/her signature. Cheques in the amount of \$500.00 or more shall require a second signature. That second signature will be the Finance chair or others as determined by the finance committee. Normally the National Chair and the National Vice Chair shall have signing authority.
2. The normal practice for two signature cheques, will be to have cheques signed by the treasurer and the finance chair.
3. Any cheque made payable to the treasurer or an immediate member of his/her family shall require two signatures regardless of amount.
4. No two members of the same family will have signing authority. Family will include but not be limited to spouse, parents, sisters, brothers, children, grandchildren, nephews, nieces.

III. CREDIT CARD

1. The treasurer shall be the authorized user for the CPC credit card. All payments for this card shall require two signatures, regardless of size. (Revised April 2018)



CANADIAN PONY CLUB

FINANCIAL POLICY

Loyalty

Character

Sportsmanship

IV. RECORDS

1. Records shall be kept by the treasurer. He/she shall provide the members of the finance committee with a financial accounting at the end of every month. This accounting will be the balance sheet, the income statement and a budget statement.
2. This statement will be distributed to the Board of Directors or others at the direction of the finance committee. Individual copies may be requested by any member of the Board of Directors at any time.

V. TRANSPARENCY

1. It is generally regarded that the financial records of Canadian Pony Club are open documents and information will be provided to any member of the Board of Directors. Similar requests by a discipline chair or a Regional Chair may also be granted.

VI. PRIVACY AND CONFIDENTIALITY

1. The finance committee – with the consent of the Board of Directors and/or the Management committee – reserves the right to restrict the distribution of some items. These restrictions will, in general, be caused by requirements of employee confidentiality and/or legal requirements.

VII. BUDGET PROCESS

1. The budget year for Canadian Pony Club runs from January 1 to December 31.
2. The yearly budget is set at the Board of Directors meeting at the Annual General Meeting (April) prior to the budget year. Modifications to the budget may be made at the following Semi-Annual meeting to take into account budgetary surpluses or shortfalls that might have occurred since the AGM.
3. Every person charged with a budget will submit a budget request to the treasurer at a date prior to the AGM. The date will be determined by the finance committee. The finance committee will view the requests and prepare a recommended budget for presentation to the Board. The final decision as to the budget will be determined by the Board of Directors.
4. From time to time, it might be necessary to increase a budget. The Finance Committee will be authorized to increase budgets – or create new ones – to a maximum of \$500.00. Any increase in excess of \$500.00 has to be approved by the Management Committee.
5. Unused budget allocations are not carried over from one year to the next but are returned to general funds.

VIII. TAX RECEIPTS

1. Canadian Pony Club is a registered not-for-profit organization with the Federal Government and issues tax receipts for donations. Receipts are only issued by the treasurer.



CANADIAN PONY CLUB

FINANCIAL POLICY

- | Loyalty | Character | Sportsmanship |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2. | Donation cheques should be made payable to Canadian Pony Club and sent to the treasurer. He/she will issue a tax receipt. If the donation is to be used to support a Regional or Branch function, the treasurer will then grant the money back to the Region or Branch. No handling fees are retained. No tax receipt can be issued without a cheque being presented to the treasurer. | |
| 3. | Tax receipts are issued for the donation of money. While it is legal to issue tax receipts for the donation of goods, the valuation of the donated good is very difficult in some cases. To prevent problems, if a person wishes to donate a good, the Branch/Region should purchase the good at fair market value and then the donor can donate the purchase price back to the Region/Branch. | |
| 4. | It is not possible to issue tax receipts for the donation of services. This is a Federal Government regulation. | |
| 5. | Tax receipts cannot be issued if the donation is for personal gain. Some, but not all, examples of this type of donation would be: <ul style="list-style-type: none">a. Horse show fees.b. International fees.c. International or national travel expenses.d. Cost of uniforms. | |

IX. BOARD OF DIRECTORS

Payment to Members of the Board of Directors

1. No remuneration shall be paid for services to any Director, Officer or National Committee Members of Pony Club. Directors, Officers and National Committee Members may be reimbursed for reasonable out-of-pocket expenses.

Payment of individual AGM/SAM Expenses

1. Canadian Pony Club pays travel expenses for authorized participants.
2. Canadian Pony Club pays airfare at the rate that Canadian Pony Club can book flights, i.e. the lowest possible fare. If an individual wants to upgrade their ticket in any way, they must pay the difference themselves. (updated Jan. 2017). If an individual books their own flight, we will pay a maximum of Canadian Pony Club's booking cost. People who choose to fly on points for Canadian Pony Club activities will be reimbursed only for the booking fee. (Revised AGM 2006)
3. Canadian Pony Club will pay mileage at a rate determined by the finance committee. The maximum amount of mileage is equivalent to the cost of airfare.
4. In addition, Canadian Pony Club will pay the basic room costs of the Chairman, Past Chair, Active Member Directors, Test Chair, Education Chair, Treasurer, and Administrator plus any other employee as determined from time to time. Upgrades are the responsibility of the individual.



CANADIAN PONY CLUB

FINANCIAL POLICY

Loyalty

Character

Sportsmanship

5. At the option of the Board of Directors and/or the organizers of the meeting, Canadian Pony Club will pay the basic room costs and travel of invited guests.
6. Canadian Pony Club will pay a meal allowance only to the three Active Member Directors. Setting the amount of the per diem rate will be the responsibility of the Board and/or the management committee.
7. Canadian Pony Club does not pay meals, taxi, entertainment or personal telephone for National Directors representing Regions. However, any member may obtain a tax receipt for rooms plus meals etc. To do so, all expenses are added up. The individual submits a claim - receipts required - to Canadian Pony Club along with a check rounded up to the nearest \$ 5.00. Canadian Pony Club will then pay the amount of the claim and issue a tax receipt for the amount of the donation.

X. DISCIPLINES

Conflict of Interest

1. For the purposes of this document, conflict of interest shall be restricted to financial considerations.
2. No chair shall appoint themselves or a member of their immediate family to any position that shall receive an honourarium without the direct pre-approval of the Management Committee. Immediate family is as defined in Section II #4. It is understood that all volunteers may claim reasonable expenses, and nothing in the preceding shall alter that.

International Gift Packages

1. For all sanctioned exchanges, team members will receive a saddle pad (or other appropriate item) and a trading package. The cost of the trading package will be taken from Supplies. The composition of this package will be determined by the Supplies Person and the appropriate Discipline Chair. (Revised 2003)

Budgetary Practices.

Movement of funds

1. The chair cannot move funds between budget items within his/her budget without approval. He/she may not create new funding areas without the approval of the finance committee. He/she may not move funds from one budget area to another without approval of the finance committee.

Hosting Grants

1. Money for each discipline's highest level of competition will be placed into the hosting budgets. All disciplines will receive a grant for awards and other expenses, which will be directly granted to the hosting Region(s). To be split 1/4 for Zones if that is highest level offered or 1/2 for Westerns/Easterns or all for Nationals. (2005)



CANADIAN PONY CLUB

FINANCIAL POLICY

Loyalty

Character

Sportsmanship

The host Region must submit an application form and post event report in order to access the hosting grant for each National Discipline Championship. The first 50% will be released after the completed application has been received by the Discipline Chair and the second 50% will be released after the post event report has been received by the Discipline Chair. (revised AGM 2018)

Travel to Championships

1. Part of the budget of each competitive discipline chair, will be funds to allow him/her to attend one National Championship. **Suspended for 2018.**

Program Funds

1. Each competitive discipline chair has funds earmarked for program development within his/her discipline. The Regions can apply for discipline grants from a minimum of 1/13 of the available grant to a maximum of \$500.00 per Region per discipline based on the number of applicants as determined by the respective discipline chair. When the budget is presented, the discipline chair should provide the Board of Directors with a broad outline of how he/she proposed to distribute these funds. The Board shall have the right to veto the proposal. (Revised 2001)

Program Funds Distribution: (new 2009)

- a. The deadline for receiving post event reports and all accompanying documentation is September 30.
- b. It is up to the Regional Discipline Chair to check with the National Discipline Chair to make sure the paperwork has been received.
- c. If it has not been received, it is up to the Region to resend the package.
- d. If the Regional Discipline Chair cannot contact the National Discipline Chair, they must report the problem to the Chair for Disciplines.
- e. All grant cheques will be written and sent to the Regional Treasurer during the first week of November.
- f. After that, no further grant cheques will be sent out. There are no exceptions.

Program grants have been suspended indefinitely.

Right of Appeal

1. In all cases, the treasurer reserves the right to place any expense claim before the finance committee for approval of payment.

Travel to Conferences, Meetings, etc.

1. That for travel to CPC activities where CPC pays all or part of the airfare, the Board requests that all flights be booked through the CPC Travel Agent or, if a person wishes to book their own flight, they should be aware that they will not be reimbursed until after their participation at the activity. (Revised April 2015)



CANADIAN PONY CLUB

FINANCIAL POLICY

Loyalty

Character

Sportsmanship

People who choose to fly on points for Canadian Pony Club activities will be reimbursed only for the booking fee. (Revised AGM 2006)

2. The Canadian Pony Club will maintain an operating fund of a minimum of approximately \$40,000 or 25% of head fee revenue (whichever is greater) at year end. (Nov. 2004)
3. If it should become necessary to withdraw from a National Competition prior to the deadline date for applications, application fees will be refunded except for an administration fee set by the hosting Region. Entry fees are non-refundable after the deadline date for applications, except for documented medical circumstances, less the administration fee. Regions may send a qualified replacement. (Added April 2014)
4. Once a membership has been processed into the National Membership Database, there is no refund of the National Membership Fee. (Revised April 2015)

Discipline Bank Accounts

1. All Canadian Pony Club bank accounts will be under the direct control of the National Treasurer. No independent Discipline bank accounts will be allowed.

Payment of mileage

1. The rate of payment of mileage will be determined by the Finance Committee. It is recognized that mileage payments are designed to pay for the cost of gasoline and do not reflect the true cost of operating an vehicle. Mileage is currently set at \$.25 km.

Testing

1. HA/RA tests are hosted by a Region. Canadian Pony Club pays for transportation to and from the test for the examiners, accommodations for the examiners, honourariums and meals outside of the test day. The Region is responsible for meals for the examiners and candidates during the test. i.e. lunch will remain the responsibility of the host Region.
2. Regions are encouraged, with the agreement of the examiners, to make use of the examiners by hosting a senior Regional test immediately before or after the HA/RA test. The extra test will be at no additional cost to CPC.

Regional Relations

Grants

1. Canadian Pony Club issues grants to its Regions for a variety of purposes including, but not limited to, grants to assist in the hosting of National Championships and other special grants. In all cases, these grants shall be made payable to the Region.

Disbanding of Branches

1. When a Branch disbands, its remaining assets become the property of its Region.



CANADIAN PONY CLUB

FINANCIAL POLICY

Loyalty

Character

Sportsmanship

Regional and Branch Signing Authority.

1. Regions and Branches should follow the signing authority guidelines as outlined in this policy.
2. Regions will have the right to establish their own limit on single signature cheques. Single signing authority is not recommended. Branches and Regions should require at least two officers with signing authority. Ideally, Branches and Regions should have three officers with signing authority, with the Treasurer and one other to sign all cheques.

Regional Records

1. There is, in reality, only one Pony Club. Therefore, while Regional and Branch Records are primarily the responsibility of the Region and Branch, the Finance Committee of Canadian Pony Club retains the right to demand the disclosure of all details of such records including detailed bank statements in case of problems or if they wish to perform a random verification of records.
2. The Canadian Pony Club strongly recommends that all Regional bank accounts be under the direct control of the Regional treasurer. If a Region chooses to set up a temporary bank account for the purpose of running a championship or large horse show, the person or persons controlling that bank account must make a complete financial report to the Regional treasurer. The details of this report must meet the requirements of the Regional Treasurer. The signing authority on the separate bank account must meet the criteria set forth in section above. The Regional Treasurer should have signing authority to enable him/her access to the banking records. The Canadian Pony Club discourages the practice of giving separate bank accounts and separate signing authority.
3. Individual Branches within a Region must file a financial report consisting of an Income Statement and a Balance Sheet with their Region by the end of the calendar year. This report shall be for the information of the Region. A copy of this report must be attached to the Branch Report/Charter Renewal form.
4. Regions must file a financial report consisting of an Income Statement and a Balance Sheet with the Canadian Pony Club by the next Annual General Meeting of Canadian Pony Club at the conclusion of the current calendar year. This report shall be for the information of the Canadian Pony Club.
5. All Branches are required to complete the Branch Report/Charter Renewal form completely and accurately, immediately following their AGM, and submit it to their Region no later than December 31.

Policy Updates and Amendments

Updates and amendments to this policy will be done from time to time by the finance committee. The Management Committee and the Board of Directors reserve the right to approve or reject any updates and/or amendments.



CANADIAN PONY CLUB

PARENTAL CODE OF CONDUCT

Loyalty

Character

Sportsmanship

PARENTAL CODE OF CONDUCT

The Canadian Pony Club motto, “Loyalty, character, sportsmanship,” is intended to represent the goals of the organization for active members and should therefore also be the basis for parents’ standards of conduct. The Pony Club is a volunteer organization and depends on parents to help, where fairness should take precedence over competitiveness and teaching by example will foster caring and respect for all. Parents should therefore agree to abide by the following guidelines:

I will:

- Be a positive role model for my child and other members by respecting coaches, officials, volunteers and leaders; their authority and decisions; the rules and regulations under which the Canadian Pony Club operates.
- Agree to discuss any disputes/appeals at a suitable, agreed-upon time with the correct officials, within the appropriate level of the Pony Club organization, without resorting to hostility or violence.
- Always remember that Pony Club activities are intended to be educational, safe and fun to benefit the active members rather than parents.
- Demand a drug, alcohol and tobacco-free environment for Pony Club activities.
- Respect the horses and ponies and show humane care for them at all times.
- Respect the property and equipment used in any activities, considering safety uppermost in all situations.
- Be knowledgeable about the rules of the discipline or competition my child is taking part in and encourage my child to know, be familiar with, and follow these rules.
- Promote the physical and emotional well-being of my child, other members and horses ahead of any personal desire to win or succeed in any activity.
- Teach my child that taking part, learning and showing sportsmanship in all competitions, testing situations, clinics, etc. are more important than winning.
- Praise all active members equally for trying hard and competing fairly.
- Inform officials as soon as possible if myself or my child is unable to fulfill commitments or attendance at events.
- Help my child and others to understand the satisfaction of cooperation, group work and team spirit in achieving personal goals and growth, and good results.
- Volunteer my services and skills, whether equine-related or not, whenever possible.



CANADIAN PONY CLUB

PARENTAL CODE OF CONDUCT

Loyalty

Character

Sportsmanship

I will not:

- Force my child or other members to take part in activities with which they are not comfortable or disrespect the decisions of coaches/officials concerning the skills and abilities of my child or other members.
- Undermine the authority of coaches/officials by interfering with, or coaching any members from the sidelines, unless I am deemed an official coach at an activity.
- Dispute the decisions of coaches/officials and volunteers during an event or in front of my child or other active members.
- Engage in or condone unsportsmanlike behaviours such as booing, taunting, using profane language, refusing to congratulate winners, etc.



CANADIAN PONY CLUB

HARASSMENT POLICY

Loyalty

Character

Sportsmanship

HARASSMENT POLICY

I. STATEMENT OF POLICY

1. There will be zero tolerance of harassment in the Canadian Pony Club Inc.
2. The Canadian Pony Club Inc. is committed to providing an environment in which all individuals are treated with respect and dignity.
3. The Canadian Pony Club Inc. is committed to the education of its members in respect to harassment.
4. This policy applies to employees, directors, officers, volunteers, coaches, officials, and members (and/or their parents) of the Canadian Pony Club Inc.
5. For the purposes of this policy, harassment can occur in the following places:
 - a. at sporting events, competitions, and in training or education sessions;
 - b. at the Canadian Pony Club Inc.'s business functions, such as meetings, conferences, training sessions, and workshops;
 - c. during travel related to Canadian Pony Club Inc. business;
 - d. over the telephone; or
 - e. elsewhere if the person harassed is there as a result of their responsibilities in the Canadian Pony Club Inc.
6. Investigations under this policy shall follow the process described in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct".
7. Work related job performance reviews and decisions based on those reviews are not included under this policy

II. PREVENTION

1. The Canadian Pony Club Inc. is committed to the eradication of harassment through educational programs including information and training.

III. DEFINITIONS

1. **Abuse:** Abuse can be physical, emotional or sexual.
 - **Physical Abuse** - using physical force or actions that result, or could result in injury
 - **Emotional Abuse** - a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation, intimidation or rejection.
 - **Sexual Abuse** – a sexual solicitation or advance made by a person in a position to grant or withhold a benefit or advancement to the person where the person making the solicitation or



CANADIAN PONY CLUB

HARASSMENT POLICY

Loyalty

advance knows or ought reasonably to know that it is unwelcome; or retaliation or a threat of retaliation for the rejection of a sexual solicitation or advance by a person in a position to confer or withhold a benefit or advancement to the person.

Character

Sportsmanship

2. **Harassment:** Behavior including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a. written or verbal abuse or threats;
- b. physical assault;
- c. unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- d. displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e. practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- f. hazing or initiation rites;
- g. leering or other suggestive obscene gestures;
- h. intimidation;
- i. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- j. conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k. false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- l. sexual harassment, as further described below.
- m. acts of retaliation towards an individual making an harassment complaint as described below.

3. **Sexual Harassment:** One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature:

- a. when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;



CANADIAN PONY CLUB

HARASSMENT POLICY

- | Loyalty | Character | Sportsmanship |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| | <ul style="list-style-type: none">b. when submission to such conduct is made either implicitly or explicitly a condition of employment or of qualification for any Canadian Pony Club Inc. team, privilege, or activity;c. when submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee or any benefit of any kind which may be granted or withheld from any Canadian Pony Club Inc. member;d. when such conduct has the purpose or the effect of interfering with a person's work or competitive performance or creating an intimidating, hostile or offensive work or competitive environment. | |
| 4. Retaliation: Retaliation or threats involving harassment or discrimination cases are not tolerated in the Canadian Pony Club Inc. and will be treated as harassment. Retaliation constitutes the following: <ul style="list-style-type: none">a. Acts designed to punish an individual who has reported discrimination or harassmentb. Threats designed to dissuade an individual from reporting discrimination or harassmentc. Acts or threats to punish an individual who has rejected sexual advances | | |
| 5. Discipline in Training: Discipline is an indispensable part of high performance sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority: <ul style="list-style-type: none">a. set and communicate performance and training standards to all participantsb. ensure that training involving touching or other physical contact occur in an appropriate setting and only after informed consent has been sought and receivedc. be consistent and non-harassing in taking any corrective or punitive actiond. use non-harassing terminology; address individuals by name and avoid the use of derogatory, slang or offensive terms | | |

IV. RESPONSIBILITY

1. The Canadian Pony Club Inc. Board of Directors is responsible for this policy, and the National Chair is responsible to ensure its implementation.
2. The Canadian Pony Club Inc. will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

V. COMPLAINT PROCEDURE

1. All complaints of violations under this Harassment Policy shall be handled under the procedures set down in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct". Sections of the Canadian Pony Club Inc. Code of Conduct which may be violated by a



CANADIAN PONY CLUB

HARASSMENT POLICY

Loyalty

breach of this policy include but are not limited to sections Operation of the Organization, points (b), (c), (d), (e), (h), (k), (l), and Provision of Programmes and Disciplines, points (a), (c), (d), (e), and (i).

Character

Sportsmanship

2. Due to the particularly sensitive and private nature of many harassment complaints, wide distribution of evidence could in itself constitute further harassment. Therefore, care must be taken in maintaining reasonable privacy throughout the complaint process. In particular, the number of people who are given access to sensitive evidence should be kept to a minimum and Branches or Regions when considering a harassment complaint as required by Canadian Pony Club Inc. Bylaw 6.02 may be asked to do so without evidence if the alleged violation occurred outside the normal scope of their authority.
3. A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the "complainant") is encouraged to make it known to the person responsible for the conduct (the "accused") that the behavior is unwelcome, offensive, and contrary to this policy.
4. If confronting the accused is not possible, or if after confronting the accused the conduct continues, the complainant should proceed as indicated in the Canadian Pony Club Inc. "Procedures for Handling Breaches of the Code of Conduct".

VI. REVIEW AND APPROVAL

1. This policy was approved by Canadian Pony Club Inc. Board of Directors on November 11, 2001.
2. This policy shall be reviewed by Canadian Pony Club Inc. Governance Committee annually.



CANADIAN PONY CLUB

CODE OF ETHICS / CODE OF CONDUCT

Loyalty

Character

Sportsmanship

CODE OF ETHICS

Adopted: Annual General Meeting April 10, 1999

The Code of Ethics consists of two parts:

1. Statement of Principle which is an interpretative guide in applying the
2. Code of Conduct which is mandatory and enforceable.

I. STATEMENT OF PRINCIPLE

The motto of the Canadian Pony Club is: **Loyalty, Character, Sportsmanship**. Therefore, at all times and in all ways pertinent to the Club, the members, volunteers, and employees shall honour and conduct themselves with the purity and intent of this motto. The Canadian Pony Club

1. as an affiliate of Equestrian Canada, adopts its Code of Ethics.
2. cares about members of all ages and recognizes and respects the personal integrity of each member, volunteer and employee and their freedom to strive for quality and excellence.
3. Is committed to upholding the welfare and safety of horses.
4. is committed to voluntarism and acknowledges the importance of appropriate role models.
5. supports the equal and just treatment of its members, volunteers and employees.
6. commits to the highest quality of educational programmes, within its resources, in the care, management, riding and competitive activities of horses that reflect positively on the quality, safety and unique nature of the equestrian disciplines to which it is committed and that reflect the highest ideals of competence, safety and knowledge available to the Club.

II. CODE OF CONDUCT

The following represents the ethical and moral commitments and understandings of the Club as they relate to the: 1) operation of the organization, 2) provision of programmes and disciplines and 3) execution of competitive activities.

Operation of the Organization

Members, volunteers and employees agree

- a. to focus efforts solely on the aims and goals of the Club with no interest in personal gain;
- b. to operate the Club in the best interest of all people that it serves;
- c. to be accountable for their own behaviour, decisions and directions;
- d. to respect the integrity of those who serve the Club;



CANADIAN PONY CLUB

CODE OF ETHICS / CODE OF CONDUCT

Loyalty

Character

Sportsmanship

- e. to do nothing to violate the trust of those elected to the Club's positions of responsibility;
- f. to approach all issues with an open mind;
- g. to foster honest, fair and open communication;
- h. to communicate with others with dignity and respect;
- i. to keep in confidence all information that is confidential;
- j. to make informed decisions in the best interest of the Club;
- k. to promote the ideals of the Club;
- l. to save the Club and its reputation from harm, litigation and tarnish;
- m. to promote the ideals of the Club in any and all material that exposes it to the public.

Provision of Programmes and Disciplines

Members, volunteers and employees agree

- a. to maintain and foster a safe and supportive learning environment;
- b. to encourage the individual nature of progress for both members and horses;
- c. to support creativity and personal initiative in the advancement of each member and horse.

Competitive Activities

Members, volunteers and employees agree

- a. to uphold the spirit of sportsmanship and character in accordance with the motto;
- b. to care, protect and save from harm the horse in all forms of competition and travel;
- c. to conduct themselves in a manner reflective of the ideals of the Club;
- d. to never wilfully act in the detriment of other competitors or the equestrian sport;
- e. to behave with fairness and due consideration to other competitors, judges, volunteer and organizers of an equestrian competition.
- f. to know, understand and comply with all team and discipline rules upon competing or joining a team;
- g. to know and follow the established procedures for filing protests;
- h. to act with fairness, and according to established guidelines, when it is necessary to implement disciplinary action;
- i. to accept with grace the results of disciplinary action.



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Adopted by the Board of Directors March 31, 2000

Revised November 11, 2001

Further Revised November 8, 2003

I. PREAMBLE

The Canadian Pony Club supports the principles of Alternative Dispute Resolution (ADR) and is committed to techniques of negotiation, mediation and arbitration as effective ways to resolve disputes. Parties in dispute are encouraged to work together without outside help to reach a mutually agreeable settlement. Opportunities for mediation, whereby an independent and neutral third person helps parties in a dispute reach a mutually agreeable settlement by facilitating negotiations between them, may be pursued at any point of negotiations where it is appropriate and where the disputing parties agree that such a course of action would be mutually beneficial. In the event that a dispute persists beyond negotiation and mediation, opportunities for arbitration may be pursued.

II. PURPOSE

The purpose of these Procedures is to provide conflict resolution arbitration to be used in initiating and resolving complaints and disputes for any alleged or perceived breaches of the Code of Conduct.

III. OVERVIEW

***This section outlines the authorities that the National Board has through CPC bylaws and policies.*

The Canadian Pony Club Bylaw 7.03, article (a) and (c) provides the Board of Directors the authority to govern the activities and affairs of Pony Club, to deal with all matters that may arise, and to establish policies with respect to Regions and Branches.

The Canadian Pony Club Bylaw 11.04 (b) provides Regional Committees the authority to monitor Branches' activities and Bylaw 12.12 (e) provides Branch Executive Committees the authority to resolve local controversy.



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

The Code of Ethics adopted by the Canadian Pony Club includes a Code of Conduct, a statement of the standard of behavior which is expected of members, volunteers, and employees. The Code of Ethics is mandatory and enforceable.

This Disciplinary Policy is a set of procedures describing how the Canadian Pony Club will determine if there has been a breach of the Code of Conduct, and, if so, how it will deal with such a breach.

***This also protects decision-makers in appeals. Better to be generous, then not fair enough. If an appearance of conflict of interest is likely, then it is better to refer the issue to the next level than retain control.*

All time-frames may be extended, with written notice to all parties, to accommodate extenuating circumstances.

***Be sure the reasons are justifiable and that everyone is kept informed.*

IV. SCOPE

These Procedures apply to all members, volunteers and employees of the Canadian Pony Club while engaging in activities directly involving the Club at the branch, regional or national level. Anyone, from within or outside the Club, may report a breach of the Code of Conduct.

***Since we deal with youth, it is important that we protect them by accepting allegations from interested outsiders.*

V. EXCLUSIONS

These Procedures are superseded by the procedures in the Participation Agreement for issues that must be resolved during competitions.

***Be sure to review this Agreement that gives our representatives special authority "in the field".*

If a breach of the Code of Ethics is alleged against a party in their capacity of employee, the allegation is addressed to the party's immediate supervisor and all employment standards shall prevail in the consideration of the Allegation.

***There may be laws and standards that these Procedures do not address for employee / employer relations.*

VI. APPLICATION

In the application of these Procedures, all efforts must be made to be fair, transparent, and discreet. Persons affected by the process must have a reasonable opportunity to present their case. Decision-makers must listen fairly to both sides and make decisions which are not tainted by bias.



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

Bylaw 5 deals with suspension of membership. Article 5.02 gives District Commissioners the authority to suspend membership at the Branch level; article 5.03 gives Regional Chairs the authority to suspend membership at the Regional level; and article 5.04 (c) allows the Board of Directors to suspend immediately and, if warranted after further investigation, terminate the membership of any member for cause including but not limited to behavior likely to bring discredit to Pony Club. These procedures allow, in the cases of very serious allegations, for the suspension of members and volunteers pending a final determination of penalties.

****Very serious allegations only. This will not be supported if used frivolously. It would leave the decision-makers vulnerable to appeal.**

Communication to a Regional Committee is made by contacting any one of the Region's Officers (Chair, Vice Chair, Director, Deputy Director, Secretary, or Treasurer). Communication to the National Board is made by contacting the Director representing the applicable Region or if they are the accused or are unavailable, any other Director.

****The person contacted is merely a messenger and is obligated to**

VII. LEGAL ACTION

No action or legal proceeding will be commenced against the Canadian Pony Club in respect of a dispute, unless the Canadian Pony Club has failed to participate in accordance with this policy.

VIII. ALLEGATIONS

Format:

Any allegation of a breach of the Code of Conduct must be made in writing and signed by the individual making the allegation. The allegation must include the name and position of both parties, the applicable section of the CPC Code of Conduct, the date that the breach is alleged to have occurred, and a description of all relevant details including negotiation and mediation measures pursued.

****Mediation is encouraged before an allegation is accepted and these Procedures are pursued.**



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

The recipient of the allegation must, within one week, notify all involved parties in writing that an allegation has been received and forward a copy of the allegation to them. In cases of very serious allegations, the recipient may immediately suspend the membership or volunteer status of the accused following the provisions of section 5 of the CPC Bylaws and shall notify the Regional Committee and National Board of that action. Unless removed by the National Board, the suspension shall remain in effect until a final determination of penalties is reached.

Minors:

Where the complainant or the accused is a minor that minor may choose a parent, guardian, or other adult, who may speak or act on behalf of the minor complainant or minor accused during all parts of this process. The first recipient of any accusation must inform each minor who is either a complainant or an accused that they have this right.

If the designated adult chosen to represent a minor is not the minor's custodial parent or legal guardian, written consent signed by at least one custodial parent or legal guardian must be provided to the recipient authorizing the chosen designated adult to act on behalf of the minor.

If the recipient is attempting an informal resolution of an allegation, the recipient may speak to a minor complainant or accused directly concerning the allegation PROVIDED THAT prior to speaking to the minor the recipient shall inform the minor that he/she may have a Designated adult present during the meeting.

If the complainant is a minor, the complaint may be brought forward by a designated adult. The designated adult will have the right to act on behalf of the complainant throughout the complaint process, including: making a complaint, receiving all notices on behalf of the complainant, and being present at all dealings with the complainant.

If the accused is a minor, a copy of the written allegation and of any decisions arising from the allegation shall be forwarded to a parent or guardian of the accused if such person is known.

Character

Sportsmanship

****"Involved" includes: accused, accuser, and anyone else named.*

Copies can be sent to other stakeholders at Regional and National levels if appropriate and discreet. EACH recipient, Branch, Regional and National levels, must complete the notification of all parties within a week.

***Minors who make a complaint or who are accused of a breach of the Code of Conduct have the option of*

whether or not they wish to be represented by a designated adult

***HOWEVER if the person accused is a minor, their parents or guardian if known must be notified of the complaint and the final decision regardless of whether or not the minor wishes it.*



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

The accused's designated adult will have the right to act on behalf of the accused throughout the investigation process, including: responding to a written complaint, receiving all notices of behalf of the accused and being present at all dealings with the accused.

Branch Consideration:

If the allegation concerns a branch issue, it is made to the District Commissioner of the Branch with which the accused member or volunteer is affiliated. The District Commissioner shall act as the formal recipient of the allegation and shall preside over the Branch's considerations of the allegation which may be done by the full Branch Executive Committee or a subcommittee assigned by the Branch Executive Committee for that purpose. In the event that the District Commissioner is accused, the allegation is made to the Regional Committee as described above. The Regional Committee shall appoint a representative to preside over the Branch's consideration of the allegation and to act as the recipient in place of the accused District Commissioner.

***Presides just over consideration, not over other DC responsibilities.*

Regional Consideration:

If it is determined that the allegation is beyond the scope of local controversy and is thus of a regional nature or involves regional members or volunteers, the allegation must be made to a Regional Officer. The Officer receiving the allegation will contact the Regional Chair who will be the formal recipient of the allegation and will preside over all the Region's considerations of the allegation which may be done by the full Regional Committee or a subcommittee assigned by the Regional Committee for that purpose.

If the Regional Chair is the accused, this responsibility shall be transferred to the Regional Vice Chair or if one does not exist to the Regional Director if they are not also the Regional Chair in which case to the Regional Treasurer.

National Consideration:

If it is determined that the allegation is beyond the scope of regional controversy and is thus of a national nature or involves national members or volunteers, the allegation must be made to a National Director. The Director receiving the allegation will in turn contact the National Chair who will be the formal recipient, unless the National Chair is the accused, in which case the National Vice-Chair will be contacted. The recipient will preside over all the National Board's considerations of the allegation. The National Board will consider the allegation through a meeting of the Board or Management Committee.

***The Management Committee is charged with governing Pony Club between meetings of the Board. It has representation from the East and West and the Finance committee. They generally meet through conference calls.*



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

Investigation of Allegation:

The recipient of the allegation has the discretion to select the format of the investigation into its validity based on the severity of the allegation and considering all elements of procedural fairness. The investigation into the allegation may include, but is not limited to, a documentary review; a

***The more assistance you get in investigating, the less vulnerable you are to appeal.*

telephone, in-person, or documentary hearing; a combination of these formats; and consultation with impartial internal or outside assistance

Determination of Validity of Allegation:

The final outcome of this process must be completed within 1 month for issues which are not appealed, regardless of whether it is brought up at the branch, the regional or the national level. An additional month must be allowed for each level of appeal (i.e., an issue first raised at the regional level would have a month to be dealt with, and if it is appealed to National, then a second month would be added to the total to allow National to deal with it.) The extenuating circumstances rule [found in #3, Overview] will still apply.

***CPC's focus is on education, so penalties should be more positive and remedial than negative and punitive.*

IX. APPEALS

Grounds For Appeal:

Appeals may only be made on the grounds of procedural error, which includes, but is not limited to, making a decision without authority, failing to follow procedures, making a decision that cannot be supported by evidence, and making a decision which was biased. Appeals must be made within two weeks of the issuance of a decision.

***All appeals are between 2 parties: The one filing the appeal and the decision-maker i.e. Branch, Regional Committee or National Board.*

Format of Appeal:

Either party to the initial allegation and/or an appeal may appeal in writing, accompanied by an appeal deposit of \$100 in trust to the Canadian Pony Club, to the next level of Pony Club. The appeal must include the names and positions of all parties and a description of all relevant details including the grounds on which the appeal is based.

Appeals of Branch decisions on the initial allegation are made to the Regional Committee. Appeals of Regional decisions on the initial allegation or a subsequent appeal are made to the National Board. Appeals of decisions on the initial allegation or a subsequent appeal made by the National Board are arbitrated by a mutually acceptable, knowledgeable, independent, neutral third party to determine a binding settlement.



CANADIAN PONY CLUB

PROCEDURES FOR HANDLING BREACHES IN CODE OF CONDUCT

Loyalty

Character

Sportsmanship

The Regional Committee, National Board or third party receiving the appeal must, within two weeks, notify all involved parties in writing that an appeal has been received and forward a copy of the appeal to them.

Investigation of Appeal:

The Regional Committee, National Board or third party receiving the appeal has the discretion to select the format of the investigation into its validity.

***Remember that the appeal looks at the process undertaken to date.*

The investigation into the appeal may include, but is not limited to, a documentary review; a telephone, in-person, or documentary hearing; a combination of these formats; and consultation with impartial internal or outside assistance.

Determination of Appeal:

If the investigation into the issues of the appeal determines that a procedural error has been made, a decision is also rendered as to remedies that may include the overturning of the original decision, a new investigation, or a change in penalties.

***Error may include a decision not supported by evidence, not just a*

If the appeal is successful, the deposit shall be returned and any and all costs incurred through appeal shall be borne by the unsuccessful party. If the appeal is unsuccessful, any and all costs incurred through appeal shall be deducted from the appeal deposit, the balance of which will be returned. Any costs incurred through appeal in excess of the deposit will also be borne by the unsuccessful party. Decisions on appeals must be made within six months of receipt of the appeal.

***The procedures outlined in this document are intended for internal Canadian Pony Club dispute resolution.*

As indicated in the Legal Action section, these are not legal proceedings. Costs for hiring anyone including lawyers are not anticipated nor are they to be included in "costs incurred through appeal". Costs to be included are travel, phone, printing, accommodations, and similar items.



CANADIAN PONY CLUB

NATIONAL AWARDS AND RECOGNITION POLICY

Loyalty

Character

Sportsmanship

NATIONAL AWARDS AND RECOGNITION POLICY

Canadian Pony Club Award of Excellence

3 (cash) awards yearly to members at the A/B2 Level (2 @ \$1000) and C2/B Level (1 @ \$500) by way of applications to CPC and decided by committee. Applicable to post-secondary studies. The current Governor General of Canada is the patron of CPC. The certificate will be signed by the National Chair, to be presented along with the cheque from CPC payable to the college or university. Awarded at the AGM.

Honourary Life Directors

Recommendation by and voted on by the current Board of Directors, for former National Directors who have displayed exemplary service to CPC. Certificate and Gold Life Member pin to be awarded at next AGM or SAM.

Honourary Life Members

Recommendation by and voted on by the current Board of Directors to recognize individuals who have displayed exemplary volunteer service at the Branch, Regional and National levels of Canadian Pony Club. Certificate and Silver Life Member pin to be awarded at next SAM or AGM. (Revised 2004)

Regions wishing to propose someone for an Honourary Life Member or Honourary Life Director, must send prior notice to the Board along with a written submission, one month prior to the National meeting at which they want to present the motion.

Anyone who has 30 years or more as a volunteer at Branch, Regional or National level combined will be eligible to be proposed as a Honourary Life Member. (added 2018)

Examiner Emeritus

Recommended by and voted on by Testing Committee, as necessary, for retired National Examiners who have displayed exemplary service to CPC. Plaque/certificate awarded at AGM or SAM.

National Chair's Award

Awarded yearly at the AGM to individual(s) displaying exemplary service to CPC, at the National Chair's discretion.

Branch Recognition

Branches will be recognized Regionally in 5-year increments and Nationally in 25-year increments at AGM's.



CANADIAN PONY CLUB

NATIONAL AWARDS AND RECOGNITION POLICY

Loyalty

Character

Sportsmanship

Branch & Regional Volunteer Pins

1. Five Year Volunteer – to be awarded at the Branch level to volunteers who have served the Branch for at least 5 years in any capacity.
2. Ten Year Volunteer – to be awarded by the Region to volunteers who have served at the Branch or Regional level for at least 10 years in any capacity.

These pins may be purchased from the National Office for presentation to the volunteers.

I. CPC NATIONAL PINS: CERAMIC, BRONZE, SILVER, GOLD

To be awarded twice yearly at the National AGM & SAM.

CERAMIC LEVEL

(1) Pony Club Graduate & Alumni: Upon graduation from CPC at the age of 25, regardless of level achieved, issue a certificate acknowledging member along with a ceramic CPC pin. Pins also available for individual purchase by alumni.

BRONZE LEVEL

(1) Pony Club 15 Year Volunteer: Upon recommendation from the national board or a region of CPC, to the national office, issue a certificate along with a bronze CPC pin acknowledging at least 15 years of volunteer service at any level of the organization.

SILVER LEVEL:

(1) 25 Year Service Award: Upon recommendation from the national board or a region of CPC, to the national office, issue a certificate along with a silver CPC pin acknowledging at least 25 years of volunteer services at any level of the organization. (Examples of activities may include: DC, tester, committee chair, treasurer, etc. and any combination of volunteer commitment)

GOLD LEVEL:

(1) National Directors: Gold CPC pin to be presented to each new director at their first National Board Meeting.

(2) Special Service Recognition: Gold CPC pin to be presented with awards already in place, i.e. Examiner Emeritus, Chair's Award, etc. In addition, allow the National Chair to award the gold pin, upon visits to regions and on their recommendation (100-word submission by the region at least 30 days prior to visit) to volunteers who have displayed extraordinary service at the regional level of Canadian Pony Club.

Membership Pins

10 Year Member: Awarded to anyone who has completed 10 years in CPC, along with a certificate of recognition.



CANADIAN PONY CLUB

NATIONAL AWARDS AND RECOGNITION POLICY

Loyalty

Character

Sportsmanship

15 Year Member: Awarded to anyone who has completed 15 years in CPC, along with a certificate of recognition.

These names are generated automatically from the membership database by the National Administrator.



CANADIAN PONY CLUB

NATIONAL AWARDS AND RECOGNITION POLICY

Loyalty

Character

Sportsmanship

II. NATIONAL AND SERVICE AWARDS SUBMISSION FORM

REGION _____

Regions are encouraged to submit names of people in their Region who have been active in any combination of Branch, Regional and National activities for at least 15 or 25 years.

There is no restriction on the number of names each Region submits. The Regional Chair will sign to verify that all the people listed have been involved for 15 or 25 years or more.

Pony Club 15 Year Volunteer- Bronze Pin and Certificate

Name	Branch	Main Interests/ Involvement

Pony Club 25 Year Volunteer- Silver Pin and Certificate

Name	Branch	Main Interests/ Involvement

Signature of Regional Chair _____

Please submit lists at least 4 weeks prior to the next National meetings. If you need more space, please type additional names on a separate sheet of paper.



CANADIAN PONY CLUB

PRIVACY OF INFORMATION POLICY

Loyalty

Character

Sportsmanship

PRIVACY OF INFORMATION POLICY

(New April 2004)

Where the term 'Canadian Pony Club' is used in this policy, it shall mean the Board of Directors and all employees or volunteer staff who may require information in the performance of the duties which have been assigned to them.

1. The Canadian Pony Club collects the following potentially private information from each member:
 - Name
 - Birthdate
 - Postal Address
 - Provincial Sports Association Membership Number (Active & Horsemasters Members only)
 - Canadian Pony Club Test Level (Active & Horsemasters Members only)
 - Gender (Active & Horsemasters Members only)
 - Phone Number
 - Email address
 - Alternate address for parents if not the same as the member (minors only)
2. The above information is or may be used by the Canadian Pony Club at Branch, Regional, or National level to:
 - Identify members and their branch/regional affiliation
 - Verify membership in an appropriate Provincial Sports Association as required
 - Record CPC Test levels achieved
 - Contact the members and/or their parents as required
 - Confirm eligibility for special CPC activities
 - Perform various statistical analyses
 - Prepare a Directory of office holders for CPC internal use only.
 - Publicize the Canadian Pony Club and provide contacts for public inquiries.
3. When the above information is used to confirm membership in a Provincial Sports Organization, only the minimum amount of information should be shared. In most cases, the name, postal code, and birthday will be sufficient. In some cases, the full address may be required.
4. When the above information is used to confirm eligibility for an activity, only the information required to perform that confirmation is to be made available to the activity organizer. Normally, this would be name, branch affiliation, CPC Test Level, and possibly birth date, gender, or age.
5. When any of the above information for Active Members or Horsemasters Members is used for publicity purposes, only the name and branch affiliation will be used.



CANADIAN PONY CLUB

PRIVACY OF INFORMATION POLICY

Loyalty

Character

Sportsmanship

6. When the above information is used to provide Canadian Pony Club contacts for the public, it shall be restricted to only adult Associate Members who hold office in the Pony Club.
7. Individual members or, if under 18, their parents, are entitled to request and receive reports showing all of the above information which is available about themselves at the Branch, Regional or National level.
8. District Commissioners are entitled to request and receive reports showing all of the above information which is available at either the regional or national level for the members registered in their own branch only.
9. Regional Chairs, Regional Directors, or Regional Membership Secretaries are entitled to request and receive reports showing all of the above information which is available at the national level for the members registered in their own region only.
10. When riding, members are required to wear a Medical Information “armband” which contains detailed information about their medical condition. This armband is the private property of the member and no Canadian Pony Club representative is entitled to see the contents except in the case of an emergency where the information on the armband is required to insure the safety of the member. The information will not be used or disclosed to anyone except as required in dealing with the current emergency situation.
11. For some testing activities and for some competitive events, particularly for those which require considerable travel, applicants may be asked to provide their medical insurance number and information about allergies, disabilities, or other specific conditions which may affect their ability to complete all aspects of the activity. When such information is provided, it shall not be used except as required during that activity.
12. Some testing and competition application forms require additional information related to the applicant’s relevant experience outside the Canadian Pony Club. This includes but is not restricted to employment experience, first aid certifications, and achievements in competitions. Such information will be used only to determine the suitability of the applicant for the particular activity they wish to take part in and/or to choose between applicants where there are more applicants than may attend the activity.



CANADIAN PONY CLUB

SPONSORSHIP POLICY

Loyalty

Character

Sportsmanship

SPONSORSHIP POLICY STATEMENT

I. PHILOSOPHY

In order to enhance CPC's financial stability, the Board of Directors recognizes the value of accepting sponsorships.

II. POLICY STATEMENT

It is the policy of the Board of Directors that CPC accepts sponsorships deemed beneficial to CPC and supportive of its mission.

III. GUIDELINES

The National Sponsorship Committee shall negotiate each CPC National Sponsorship contract after consultation with:

- a. The Board of Directors
- b. Finance Committee
- c. The Appropriate Committee/s that may be affected
- d. Legal counsel, as required

All Potential Sponsorships shall be submitted to the Board of Directors for approval.

Canadian Pony Club does not accept sponsorship from companies that provide tobacco or alcohol.

Canadian Pony Club does not provide advertising opportunities for gambling establishments.

IV. DELEGATION OF AUTHORITY

The Board of Directors shall have the responsibility for implementation of this Policy.



CANADIAN PONY CLUB

ELECTION PROCEDURES

Loyalty

Character

Sportsmanship

ELECTION PROCEDURES

(New April 2004)

This elections procedure is recommended for use at all levels in the Canadian Pony Club. Changes may be made for any election as desired by those who are voting, however in case of an appeal of the election results, adherence to this procedure will be used as the measure of whether or not the election result is upheld.

- Voting should be by secret written ballot.
- There must be more than one scrutineer (vote counter) and each must be at least 18 years of age.
- No person who is a candidate in the election may be a scrutineer
- Preferably no scrutineer should be a person who is entitled to vote in the election.
- Only one vote for a single position is to be conducted at any one time. Ballots must be set aside or destroyed before the next vote is taken to reduce the chance that they might be mixed with ballots from a different vote.
- Where voting is for multiple identical positions, for example the election of 4 Visiting Commissioners from a slate of 6 candidates, all ballots must be cast and collected at the same time. If possible, voters should include names of their choices on a single ballot. In the case above, that would mean each voter would write 4 names on their ballot.
- In order to further minimize the chance of mixing ballots from different votes, where practical the ballots should be different colours for each vote or if not, they should be marked distinctly for each vote by the scrutineers before the ballots are distributed.
- Votes are to be collected and counted by the scrutineers.
- Each scrutineer should do his or her own independent count. All scrutineers must agree on the count and must recount the ballots if there are any differences.
- When agreement on the count is reached, the scrutineers tally the vote and report results to the meeting chair.
- The meeting chair announces the result of the vote.
- Any person who cast a vote may if they so wish inspect and count the ballots themselves at this time. During any such inspection, the person shall be supervised by both scrutineers. In order to insure proper supervision and security of the ballots, only one voter at a time may do such an inspection and each one may do so only once.
- If a voter doing such an inspection wishes to challenge the acceptability of any ballot or the count, they may do so.



CANADIAN PONY CLUB

ELECTION PROCEDURES

Loyalty

Character

Sportsmanship

- If such a challenge is made, a decision must be made immediately as to whether the ballot(s) in question are or are not valid and/or that the count is correct. If all parties do not agree as to the validity of one or more ballots, the matter is to be decided by a show of hands vote among those who cast votes in the election under question. In case of a tie vote, the Chair of the meeting shall have a deciding vote, even if it is a second vote.
- The agreement as to the count, whether due to the lack of a challenge or the result of a decision following a challenge shall be deemed permission to destroy the ballots. The ballots may then be destroyed and there may be no further challenge to either the validity of a ballot nor the count totals.
- Once the count is final, those results should be included in the meeting minutes including the vote counts.
- Unless specified differently in the applicable regional or branch Rules & Regulations:
 - For an election where a single person is to be elected:
 - The winning candidate must get more than half of the votes cast.
 - If no candidate gets a majority, the candidate with the lowest number of votes is dropped and the voting is repeated with one less candidate.
 - For an election where several persons are to be elected to identical positions (as for multiple Visiting Commissioners):
 - Each winning candidate must get a vote from more than half of the voters.
 - If on any ballot fewer than the maximum number of candidates get sufficient votes, the candidates who did get sufficient votes will be declared elected, the candidate with the lowest number of votes will be dropped, and the voting is repeated if necessary.
- If no candidate gets a majority or if not enough candidates to fill all positions get sufficient votes in a multiple election and there is a tie between 2 or more of the candidates for the lowest number of votes, there may be further discussion among the voters and the vote will be repeated until either someone has a majority, all positions are filled, or some single person has the fewest votes.
- Within 30 days of an election, an appeal of the result to a higher level in the Pony Club may be made on the basis of a material error of procedure which may have affected the result. Errors of any kind which could not have affected the results (for example allowing 2 ineligible persons to vote in an election which was decided by 3 or more votes) are not acceptable grounds for appeal.



CANADIAN PONY CLUB

BILLET POLICY

Loyalty

Character

Sportsmanship

BILLET POLICY

Approved April 6, 2008

The rationale for developing the Billet Policy, is to provide hosting and participating Regions/Branches, with guidelines when they provide or access billeting for Pony Club Members.

This Billeting Policy is intended solely as a minimum standard and Regions/Branches are advised to Review and assess the guidelines to suit their particular situation Billeting is to be considered a privilege; abuse of this privilege can lead to suspension of further billeting opportunities.

All personal information is to be maintained as required by the Canadian Pony Club Privacy Policy.

I. GOAL AND RATIONALE FOR BILLETING

1. To foster friendships and camaraderie amongst Pony Club members from different
2. communities
3. To reduce costs for Pony Club members, parents and Regions/Branches

II. GUIDELINES

As with most activities, there can be some risks involved when billeting your member or providing billeting opportunities for visiting members. Steps must be taken to minimize the risks to the extent practicable.

III. PARTICIPANT'S HOME RESPONSIBILITY

1. Provide the host Region/Branch with the name, gender and age of all members being billeted.
2. Provide a list of allergies, any significant medical illnesses/concerns or other important considerations for all participating members, to the host Region/Branch and the chaperones.
3. Chaperones should have the full emergency contact information for each participating member.
4. Provide a list of participating members who are to be billeted together. It is strongly recommended to billet members together – two or more to a family.
5. Provide the name of the National/Region/Branch chaperone, and contact information.
6. Participating members to be billeted must be able to look after their own equipment and clothing.
7. Participating members must be given the name and contact information of the chaperone and/or coach.
8. Participating Regions/Branches should ensure that members who have had past problems, such as a history of violence, vandalism, or behavioral issues etc. are not eligible to be billeted unless these issues have been adequately addressed. If a member has had previous problems, it is the



CANADIAN PONY CLUB

BILLET POLICY

Loyalty

Character

Sportsmanship

responsibility of the participating Region/Branch to address whether billeting is appropriate for the member. If billeting is not appropriate the member should not be included in the billet list.

IV. HOST REGION / BRANCH RESPONSIBILITIES

1. Host Regions/Branches should make assessments of their participating billet families. Regions/Branches shall acquire names, ages, gender of all people residing at Billet Family residence at time of billeting. Host Regions/Branches shall contact National office to ensure there are no adverse reports regarding the billet family. If there is any reason to believe that there might be a problem with a particular family - whether food, accommodations, supervision, special circumstances, etc., then the host Region/Branch should take steps to address the situation. This may be done by investigating the concern and helping the family rectify the issue or by removing the family/household from billeting. The host Region/Branch is responsible to respond if there is reason for concern.
2. It is strongly recommended to billet same gender and age group members together (two or more to a family), or with a local member. At no time should a single member be billeted with a childless family.
3. Families are to provide comfortable and safe sleeping accommodations for the visiting members.
4. Families must agree to provide meals (breakfast, lunch and dinner), snacks and drinks for the participating members where required.
5. Families are to provide timely transportation to and from locations as directed by the Host Region/Branch.
6. Billed members are not to be left unattended. It is the responsibility of the host family to arrange for care of the billeted member when required by the Region/Branch.
7. Complete Billet lists will be provided to only the chaperone upon arrival. The list shall include names, addresses and phone numbers of host families and the name, allergies, significant medical conditions or important considerations of the billeted member.
8. Prior to the start of the event, host families must be aware of and agree to host a billet with allergies, significant medical conditions or other relevant information that pertains to the well-being of the billet.
9. Ensure that the host family obtains the name of the chaperone and contact information for their billeted member.

V. EXPECTATIONS OF BILLETED MEMBERS AND CHAPERONES / COACHES

1. ALL billeted members are to possess the name and contact number of their Chaperone.
2. A thank you note or small gift is appreciated as a way of thanking the host family.



CANADIAN PONY CLUB

BILLET POLICY

Loyalty

Character

Sportsmanship

3. Participating members are expected to be well behaved, respectful and cooperative and abide by the host family rules.
4. Participating members and Chaperones/Coaches shall sign the Canadian Pony Club participation agreement which outlines responsibilities and expectations.

VI. BILLETING ISSUES

1. A major problem is defined as:
 - a. A situation that puts the member at risk or in harm's way,
 - b. A behavioral incident that includes damage to property, bullying, or abuse to either another member or the billeting family.
2. Problems created by a billeted member and/or a host family should be brought to the attention of his/her chaperone/coach and the hosting organizing committee. Disciplinary action should be addressed by the billeted member's Region/Branch.
3. Host Region/Branches shall forward a report of incidents to the National Office. A list shall be maintained by the National Office.
4. Region/Branches should implement a system to keep track of problems associated with members, chaperones and coaches. A copy must be forwarded to the National Office. The list shall be maintained over the years so that the knowledge is not lost with changes in administration.



CANADIAN PONY CLUB

ELIGIBILITY CRITERIA FOR NATIONAL / INTERNATIONAL COMPETITIONS / EXCHANGES

Loyalty

Character

Sportsmanship

ELIGIBILITY CRITERIA FOR NATIONAL / INTERNATIONAL COMPETITIONS / EXCHANGES

(revised June 2009)

Eligibility criteria to be included as competency guidelines for National Championships and International Exchanges within discipline rules.

I. PREAMBLE

- We want our riders to be safe.
- We want our riders to capably represent their branch, region, and the Canadian Pony Club.

II. REQUIREMENTS FOR EACH LEVEL OF COMPETITION

1. Membership – Active members, participating and in good standing
2. Age – prior to January 1st as per discipline rules.
3. Rating as per discipline rules as of application closing date.
4. Qualifying period prior to closing date of entries as per discipline rules.
5. Number and nature of qualifying event(s)/activities.
6. Verification of results of qualifying activities.
7. Minimum performance standard.
8. Any required documentation – as per international requirements or host.
9. For International Competitions/Exchanges – Letter of reference from DC, Coach plus one other (coach, official) attesting to:
 - Maturity
 - Coachability
 - Ability and experience at the level on non-owned horse
10. For National Competitions - Supporting documentation must be submitted to the Regional Discipline Chair (Regional selection committee where applicable).
11. Due to the nature and format of National competition the following supporting documentation is required for National riding disciplines:
 - Three letters from individuals familiar with the requirements and the applicant (not a family member) e.g. DC, coach, competition official, examiner, addressing the following: Rider maturity, ability to take direction from a coach/chaperone other than their own, experience riding a horse unfamiliar to them in competition.
12. Documentation of Medical fitness, if applicable, from a medical practitioner.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

DUTIES AND RESPONSIBILITIES

I. NATIONAL POSITIONS

(including excerpts from the Canadian Pony Club Bylaws 2007)

- 8.05 The Officers of Pony Club shall carry out the duties that are ordinarily and properly associated with their respective offices. Officers' duties shall be established in terms of references approved from time to time by the Board of Directors with reference to the following fundamental duties:
- a) **The National Chair shall:**
 - (i) oversee the administration of Pony Club;
 - (ii) preside at all national meetings;
 - (iii) be an ex-officio Member of all committees;
 - (iv) represent Pony Club at all levels across Canada; and
 - (v) be a member of the Management Committee.
 - b) **The National Vice-Chair shall:**
 - (i) act in the absence of the National Chair, and in such case, shall exercise all of the powers and duties of the National Chair;
 - (ii) be responsible for the co-ordination of national Pony Club activities and the co-ordination of Pony Club activities between Regions; and
 - (iii) be a member of the Management Committee.
 - c) **The Finance Chair shall:**
 - (i) be charged with all financial responsibilities of Pony Club;
 - (ii) be responsible for books of account to be maintained, and available for inspection by any member of the Board of Directors, any member of a Regional Committee, or any member of a Branch Executive Committee at such time and in such place as is reasonable;
 - (iii) ensure that such books of account are audited as required;
 - (iv) be responsible for preparing and presenting to the Board of Directors a proposed budget for the following fiscal year, or subsequent fiscal years as determined by the Board of Directors;
 - (v) be responsible for fund raising in accordance with the budget approved by the Board of Directors; and,
 - (vi) be a member of the Management Committee.
 - (vii) provided that some or all of such activities, except for item (vi) may be delegated to a financial assistant or treasurer, who need not be a Member of the Board of Directors;



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

d) The Secretary shall:

- (i) give notice of all national meetings;
- (ii) take minutes at all national meetings;
- (iii) circulate minutes of all national meetings;
- (iv) maintain a list of Members of Pony Club; and
- (v) maintain appropriate minute books open to inspection by any member of the Board of Directors, any member of a Regional Committee, or any member of a Branch Executive Committee at such a time and place as is reasonable;

provided that some or all of such activities may be delegated to an assistant, who need not be a Member of the Board of Directors.

e) National Active Member Directors

The National Board has 3 Active Member Directors. One must come from east of Manitoba and one must come from west of Ontario. Each Region has the right to nominate one candidate from amongst its Active Members. The nominees will be brought forward to the November SAM and the Board will elect one of the candidates. The National Active Member Directors are elected in November, but do not take office until the following January 1, and serve a three-year term. If a National Active Member Director ceases to be an Active Member, they will also cease to be a Board Member. When a National Active Member Director needs to be replaced, the Board shall elect their replacement to complete their term, as per bylaw 11.17. National Active Member Directors must have passed their 18th birthday prior to January 1st of the year of their first National Meeting. They may be under 18 at the time of their election.

Duties and responsibilities include:

- attending National AGM and SAM
- attending own regional and branch meetings if possible
- stating the opinions, concerns and ideas of the active membership to the National Board to assist in the development of meaningful and useful programs
- coordinating a national youth conference, or some form of forum for Regional Representatives to share and exchange ideas with each other and the National Active Members.
- publishing an e-newsletter for Regional Representatives, or providing information to update the Youth Representatives/Active Members section of the CPC website
- holding youth meetings in conjunction with National Quiz

f) Administrator

- Secretarial skills: typing, minute taking, letter writing, general office skills
- Computer skills: word processing, data base, spread sheets, graphics, www web
- Communication skills
- Organizational skills



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

- Be self-motivated
- Be knowledgeable about Pony Club and the horse world
- Be politically objective

Duties will include:

- Take and distribute minutes
- Create National Directory
- Serve as National Membership Secretary
- Set up National Meetings, send out proper notice
- Facilitate communications: Phone answering, letters, email, general correspondence
- Collect, analyze and disseminate information on testing & membership and keep data base
- Set up and maintain list of National Examiners at the request of the National Testing Chair
- Provide secretarial support as needed
- Keep an accurate log of telephone and work
- Produce an annual report of Pony Club activity
- Assist National Discipline Chairs as required
- Assist Regions as required

II. NATIONAL DISCIPLINES

a) National Chair for Disciplines

Liaise between the National Board of Directors and the individual National Discipline Chairs for Dressage, Prince Philip Games, Quiz, Rally, Show Jumping and Tetrathlon.

This will include receiving letters and phone calls from individuals and regions who might be in a situation of difficulty.

All Discipline Chairs (Dressage, Prince Philip Games, Quiz, Rallies, Show Jumping, and Tetrathlon) shall communicate to the National Board through the National Chair for Disciplines.

The National Chair for Disciplines shall attend the Canadian Pony Club Annual General Meeting and Board meetings (Semi-Annual and Annual) if invited and present reports from the individual National Discipline Chairs for Dressage, Prince Philip Games, Quiz, Rally, Show Jumping and Tetrathlon.

Rule changes should be presented to the National Board through the National Chair for Disciplines but only after such rule change has been considered and approved by a majority of the appropriate National Committee, with each National Committee having a representative from each region of Canadian Pony Club.

All National Management Committee Minutes shall be circulated to every member of the National Board of Directors, Regional Chairs, National Chair of Disciplines and Discipline Chairs and shall be presented to the Board at National Meetings for adoption.

The Finance Chair and Treasurer shall be vigilant in monitoring Canadian Pony Club activities and, when



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

possible, shall alert Committee Chairs, the National Chair for Disciplines, the Management Committee, or the National Board of Directors of funding problems or budget deviations.

All year end Regional, Discipline and Committee reports shall be sent to the National Office as soon as possible after the year end for inclusion in the Annual Report, which will be presented at the AGM.

The National Chair for Disciplines shall not have Regional Committee representatives but shall have a Committee consisting only of the National Chair for Disciplines and the five National Chairs for Dressage, Prince Philip Games, Quiz, Rallies, Show Jumping and Tetrathlon.

The National Chair for Disciplines shall be responsible for coordinating activities of the individual disciplines nationally and for insuring that National awards are available for National competitions.

The Board of Directors, the National Chair for Disciplines and Discipline Chairs shall have their names and contact information as part of our web site.

Organize and run a National Disciplines Conference (held every two or three years usually in February) for representatives from all regions for Dressage, Prince Philip Games, Quiz, Rally, Show Jumping and Tetrathlon. Start planning this and book a venue one year in advance. Work closely with the National Office and the National Treasurer. Alternatively, organize a mini disciplines conference including the six discipline chairs and the Active Member Directors.

Write a full report on the National Disciplines Conference. This will include all notes from each individual discipline.

Mail or e-mail copies of this report to all conference attendees, the National Board of Directors, the Regional Chairs, the National Office, all National and Regional Individual Discipline Chairs and the National and Regional Communications Chairs.

b) Dressage Chair

- Prepare a year-end report and submit it to the National Chair for Disciplines to be included in the National Annual Report.
- Prepare a budget and submit it to the National Chair for Disciplines, who will submit it to the Finance Committee.
- Assist in the organization of the Disciplines Conference. Chair the Dressage portion of the conference or attend the Mini Disciplines Conference.
- Present changes to the Dressage Rules, as approved by the National Dressage Committee, to the Board for approval.
- Liaise with the National Office regarding dates for Competitions.
- Co-ordinate the Program Grants. Prepare an application for use in the Regions. Send approved requests to the National Treasurer for payment.
- Keep up with changes to the Equine Canada Dressage Rules.
- Encourage and assist in promoting dressage at the Regional level. This may be by informing Regions of Young Riders' clinics or by helping the Regions to host their own clinics, either in class room settings or mounted.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

- Attend the National Dressage Championships.

c) PPG Chair

- Prepare a year end report and submit it to the National Chair for Disciplines to be included in the National Annual Report.
- Prepare a budget and submit it to the National Chair for Disciplines, who will submit it to the Finance Committee.
- Assist in the organization of the Disciplines Conference. Chair the PPG portion of the conference or attend the Mini Disciplines Conference.
- Present changes to the PPG Rules, as approved by the National PPG Committee, to the Board for approval.
- Co-ordinate National A and Masters, International Team Selection and Coach/Chaperone Selection.
- Work with the National Office in distributing all information regarding International Mounted Games Tour.
- Co-ordinate the Program Grants. Prepare an application for use in the Regions. Send approved requests to the National Treasure for payment.
- Attend one of the PPG National Championships.

d) National Rally Chair

- Prepare a year end report and submit it to the National Chair for Disciplines to be included in the National Annual Report.
- up-date Rules of National Rallies
- keep informed of EC Eventing Rules
- give approvals as required by National Rally Rules
- advise organizing committees of National and Regional Rallies
- communicate information, etc. to Regional Rally Chairs
- attend National Rally if possible
- announce, receive and approve grants for Regional Rallies (working)
- report on activities of year to National Disciplines Chair for inclusion in Annual Report.
- inform Regions of application and selection processes for Inter Pacific Exchange. Ask them to inform prospective Pony Clubbers, coaches and chaperones of the processes and of the expectations and commitments if selected
- strike a Selection Committee to select riders, alternates, coach and chaperone
- advise successful applicants
- act as resource person for coach and chaperone to carry out their duties (see Guidelines for Coaches and Chaperones
- The IPE work to take place the end of every even-numbered year and the early part of odd-numbered years
- Attend the Mini Disciplines Conference.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

e) **Show Jumping**

- Prepare a year end report and submit it to the National Chair for Disciplines to be included in the National Annual Report.
- Prepare a budget and submit it to the National Chair for Disciplines, who will submit it to the Finance Committee.
- Assist in the organization of the Disciplines Conference. Chair the Show Jumping portion of the conference or attend the Mini Disciplines Conference.
- Present changes to the Show Jumping Rules, as approved by the National Show Jumping Committee, to the Board for approval.
- Co-ordinate the Program Grants. Prepare an application for use in the Regions. Send approved requests to the National Treasure for payment.
- Attend the National Show Jumping Championships if possible.

f) **Tetrathlon**

- Prepare a year end report and submit it to the National Chair for Disciplines to be included in the National Annual Report.
- Prepare a budget and submit it to the National Chair for Disciplines, who will submit it to the Finance Committee.
- Assist in the organization of the Disciplines Conference. Chair the Tetrathlon portion of the conference or attend the Mini Disciplines Conference.
- Present changes to the Tetrathlon Rules, as approved by the National Tetrathlon Committee, to the Board for approval.
- Co-ordinate International Team Selection and Coach/Chaperone Selection.
- Work with the National Office in distributing all information regarding International Tetrathlon Exchange
- Co-ordinate the Program Grants. Prepare an application for use in the Regions. Send approved requests to the National Treasure for payment.

g) **Quiz**

The National Quiz Chair shall perform the following duties:

- Facilitate the National Quiz, ensuring that the hosting Region is following the rules and procedures set out in the Quiz Handbook.
- Work with the organizers of National Quiz to aid them as required.
- Attend the National Quiz, if invited and provide any assistance required.
- Track the 4 perpetual plaques and ensure that they are returned to the next National Quiz
- Attend and facilitate the Quiz portion of the National Disciplines Conference or attend the Mini Disciplines Conference.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

- Chair the selection committee for International Quiz. Assist the International Team with arrangements for travel etc. in conjunction with the National Office. Ensure that all forms and fees are sent to the National Office in a timely fashion.
- Coordinate the update of the Quiz Handbook, with the National Office as required. Submit updates to the National Chair for Disciplines for approval by the Board or Management Committee.
- Establish and communicate with the National Quiz Committee.
- Provide a report to the National Chair for Disciplines at the end of the year for inclusion in the Annual Report.
- Communicate with the National Board.
- Attend meetings of the National Board, if so requested by the National Board. National will cover airfare and room.

III. TESTING CHAIR

1. Review all submissions from Regional Testing Committees and present them for approval by the National Testing Committee.
2. Obtain from the Board of Directors approval of all changes of policy.
3. Relate all decisions of the Board of Directors to the Regional Testing Chairmen.
4. Act as member of the 'A' Board of Appeal or select a representative.
5. Maintain a record of Examiner's applications and send a copy to the National Office to be compiled into a National Examiner's List from those submitted by the Regions.
6. In Co-operation with the National Testing Committee
 - a. Appoint the Canadian Pony Club Senior Examiners for the current year.
 - b. Arrange that appropriate testing forms for each Stage are available for use by those concerned.
 - c. Ensure that Written tests are prepared, and approved tests are dispatched to those concerned.
 - d. Ensure that National Flat Riding tests are prepared and available.
 - e. Announce Written test dates for all National tests.
 - f. Approve dates, locations and examining panels for 'A' practical tests.
7. 'A' Testing
 - a. Record applications.
 - b. Dispatch Written test papers for candidates as indicated by Regional Testing Chairs.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

- c. Record Written test results and notify Regional Testing Chair at once. Ensure that the papers are returned to the candidates.
 - d. Attend all 'A' practical tests or appoint an official to represent the National Testing Committee.
 - e. Sign and return all Test Sheets and Certificates for successful candidates to the Regional Testing Chair.
 - f. File work sheets, application forms, from candidates eligible for re-testing.
8. Maintain accurate records of all National testing results and the examiners used in each case and forward a copy to the National Office.
 9. Prepare an annual report on testing results for the Annual Report of the Canadian Pony Club.
 10. With the assistance of the Education Chair, organize the Testing & Education Conference.
 11. Prepare a budget and submit it to the Finance Committee.

IV. EDUCATION CHAIR

The Education Chair shall act as the leader, coordinator and facilitator of all functions pertaining to Education, in consultation with the National Education Committee, including:

- Standardizing education material across the country.
- Developing education materials to meet the Testing Procedures requirements.
- Co-chairing the Testing and Education Workshop.
- Coordinating the scholarship applications.
- Administering the clinic grant program.
- Working closely with the Testing Chair.
- Developing a budget for the coming year.
- Continue developing the national clinician's list.
- Updating the Checklists and Study Guides as required.
- Communicating with the Regional Education Reps.
- Updating any other Education materials as required.
- Communicating with the National Board.
- Submitting a Year End report to the National Office for inclusion in the Annual Report

V. COMMUNICATIONS CHAIR

1. Co-ordinate communications and public relations efforts at National level.
2. Work with web master to provide articles, information and items of interest for web site.
3. Liaise with media, especially equestrian magazines
4. Produce a newsletter.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

5. Produce Communications Manual for Regional and Branch Communications Chairs and keep it up to date.
6. Assist others on projects having a communications/public relations aspect, e.g. reprint of Pony Club History and compilation of Volume 2.
7. Maintain relationship with Equestrian Canada to ensure exchange of relevant information.
8. Monitor equestrian media for news of achievements of Pony Club alumni for publication in Network and on web site.
9. Encourage Regions to send in news for inclusion in the newsletter and their pages of the web site.
10. Survey Regions periodically to find out what's happening, where we're making progress and where we need to improve.
11. Prepare a budget and submit it to the Finance Committee.

VI. MEMBERSHIP SECRETARY

Reports to

Board of Directors

Qualifications

- Comfortable with computers and the internet including email.
- Competent in Microsoft Excel.
- Competent in Microsoft Access.
- Some familiarity with the National Pony Club organization is an advantage.

Resources Required

Must provide the following resources at their own expense.

- A computer capable of supporting MS Office.
- An active account with an Internet Service Provider
- A Word Processing program capable of handling MS Word documents.
- Excel.
- MS Access 97 or newer.
- Requirements for versions of word processors, spreadsheets, and Access may change as newer versions gain wider use.
- Filing facilities for paper records.

Duties

- Responsible for maintaining the National membership database.
- Coordinates the transmission of both electronic and paper-based registrations with all regions and where necessary, branches.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

- Prepares and distributes a "registration package" in August each year. This includes all required forms, membership lists, and instructions. Distribution is mostly being email but in some cases is by Canada Post.
- Follows procedures to be sure that there is reasonable assurance that all members registered have signed Acceptance of Risk forms and that their permissions for publicity and mailing are properly recorded. For regions using electronic registration, this can be done by having the person who assembles the data in the region sign a statement that they will accept that responsibility for all members included in the files they transmit. For paper-based registrations, this can be done either using the membership list forms which are signed by the Branch DC or by collecting all the Acceptance of Risk and Membership Registration forms.
- Periodically checks with regions and/or branches to verify the accuracy of the National records.
- Provides branch, regional, or other membership lists as requested to those who are authorized.
- Checks lists of entries to National and/or Regional events to verify that all entries are registered members.
- Cross checks records with the National Treasurer so that registrations and head fees paid are in agreement.
- Reviews and upgrades the files used for the transmission of registrations and/or the main database as required.
- Prepares semi-annual reports on membership for the Board of Directors.
- Carries out studies or data retrieval from the membership records as required for the Board, regions, or branches.
- Verification of PTSO memberships.

Time Requirements

- File preparation, transmittal, and database updating for 13 regions using electronic registration approximately 10 hours per year.
- Data entry and paper handling for 3 regions using paper registration approximately 30 hours per year.
- Preparation of annual registration packages approximately 8 hours per year.
- Preparation of semi-annual reports for the Board approximately 10 hours per year.
- Verification of event entries approximately 5 hours per year.
- Discussions with regions re problems or procedures, ad hoc reports, and miscellaneous items takes about 25 hours per year.
- Verification of PTSO memberships approximately 6 hours a week.

VII. WEBMASTER

Qualifications

- Comfortable with computers and the internet including email and FTP.
- Familiar with basic HTML coding



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

- Capable of making simple changes to CSS stylesheets or PHP programming following instructions provided by others.
- Capable of managing MySQL databases following instructions provided by others.
- Capable of learning server control panels and the management of FTP accounts, domains and subdomains, protected folders, domain email accounts, and Apache cron jobs under instruction from others.
- Familiarity with the National Pony Club organization is an advantage.

Duties

- Responsible for the general maintenance and well-being of the National portion of the CPC website within the guidelines set out in the posted Website Policies.
- Acts as the liaison between the Canadian Pony Club, the server resources provider and the domain name registrar(s) in all technical matters and as a first contact for all other issues.
- Maintains at least one current backup copy of the entire website separate from the backups provided by the server resources provider.
- Receives and acts promptly on reports of all kinds of problems with the server operation or the operation of the National portion of the website. Items related to regional or branch pages will be forwarded to the region for action.
- Acts on or forwards to an appropriate person all email messages sent to the general webmaster@canadianponyclub.org email address.
- Manages all ftp accounts and passwords used for site security.
- Issues user accounts and passwords and sets up initial pages for regions and branches to use the content management system.
- Works with the Website Committee to develop changes or improvements to the website.
- Works with the Website Committee to develop changes to Operating Policies and recommends those changes to the Board of Directors.
- Maintains an ongoing updated knowledge of internet technologies and the effects which they may have on the CPC website or the benefits which they could provide to the website.
- Periodically reviews the statistics for the National portion of the website to see if they reveal problems or areas for improvement.
- Arranges for volunteer or paid technical support as required and within budget.

Time Required:

- Between 25 and 75 hours per year not including time needed for major site upgrades or changes in servers.



CANADIAN PONY CLUB

SUMMARY OF DUTIES AND RESPONSIBILITIES

FOR NATIONAL POSITIONS

Loyalty

Character

Sportsmanship

VIII. REGIONAL AND BRANCH YOUTH REP ROLES

Communication is a very important part of being a youth rep. It will be important to find the best way to communicate with the other members of the branch, whether it is by using emails, Facebook, or meetings.

In the past we have held meetings during parent meetings, or after lessons, after SM, at camp. Meetings typically don't need to be long.

The voice of the members is very important, so this is the biggest part of the position being able to listen to what members want to then bringing their thoughts and opinions forward.

Branch Youth Rep

- The role of branch reps is to take ideas from members and communicate them with the regional rep.
- A branch rep should take member opinions and forward them on.
- It is the responsibility of the branch rep to take the ideas from the members to the branch committee, such as asking the DC to have a chance to present what the youth want at the end of a meeting.
- It is up to the youth rep how much effort they want to put into it but it is nice to help organize socials and come up with ideas to present to the members of your branch. The members should want to bring ideas forward to you.
- Attend regional youth meetings
- Attending some branch meetings, holding youth meetings with the members of the branch

Regional Youth Rep

- The role of regional rep is to take ideas and communicate them with the National rep.
- A regional rep should be in touch with all branch reps of their region to ensure they are getting everyone's opinions.
- They should attend all Regional meetings as they hold a vote on the board.
- It is up to the youth rep to communicate the reports from the National Youth Rep to the branch reps so they know what is going on.

This is a very fun position! It allows you to take a greater role in Pony Club and to ensure that everyone's voice is heard. Without Youth Reps, the concerns and comments would not be brought up to the various Committees and therefore no positive changes could be made.



CANADIAN PONY CLUB

WALL OF FAME AND ALUMNI ACHIEVEMENT

Loyalty

Character

Sportsmanship

WALL OF FAME AND ALUMNI ACHIEVEMENT

As part of its 75th anniversary celebrations, Canadian Pony Club established an online Wall of Fame to honour distinguished alumni, founders, volunteers and supporters. Canadian Pony Club is seeking additional distinguished members for inclusion. If you know someone who may be eligible, please contact walloffame@canadianponyclub.org at the CPC National Office.

The wall recognizes riders in all Olympic disciplines, officials such as Stewards, course designers and technical delegates, Paralympians, distinguished founders and volunteers, and those alumni who have made their mark in business and other professions.

The Wall of Fame Committee will rule on all applications. Inductees will be given final approval on biographies prior to publication. Criteria for induction into the Wall of Fame can be found below. There is no fee involved for inclusion. Permission will be obtained from candidates before they are inducted in compliance with the Federal Privacy Act (PIPEDA).

I. CRITERIA FOR INCLUSION:

Alumni National/International Equestrian Achievements:

Has been named a member of the Canadian Equestrian Team for Pan Am Games, Olympics, World Cup, or World Equestrian Games. Has coached riders who fall into the above categories or is certified as EC level III or IV. Has served as Chef d'equipe for any of the above teams. Is, or has been, an FEI judge, steward, course designer or technical delegate.

Volunteer Achievement:

On the volunteer side, alumni who have held positions of responsibility at the National level of CPC. Our founders and people who started Branches, contributed to the development of the testing system, taught both riding and stable management, started disciplines are eligible. Is, or has served as, President of a Provincial Equestrian body. Holds, or has held, a position of major responsibility in EC.

Alumni Achievement outside of Pony Club:

Alumni who have achieved success in business or other professions.



CANADIAN PONY CLUB

WALL OF FAME AND ALUMNI ACHIEVEMENT

Loyalty

Character

Sportsmanship

II. AWARD APPLICATION FORM

Use this form to fill out information for the candidates to the Canadian Pony Club Wall of Fame and Alumni Achievement.

1. Name: _____

2. Address: _____

3. Phone #: _____ E-mail: _____

4. Maiden Name: _____

5. Member of branch(s): _____

6. Region: _____

7. Approximate dates of membership: From: _____ To: _____

8. Highest testing level achieved: _____

9. What disciplines did you participate in Pony Club?

- D Rally C Rally A/B Rally Dressage PPG
 Quiz Show Jumping Tetrathlon

10. Achievements in Pony Club as an adult or volunteer:

Please tell us about your contributions to Pony Club. For example, have you held positions at the Branch, Region or National levels? Please list below: If you need more space, just hit return and expand this section.

11. Achievements as a rider:

Have you been named to the Canadian Equestrian Team for the Pan American Games, World Cup, World Equestrian Games, Olympics, Paralympics or other comparable international competition? Please list the discipline(s), years in which you competed, and, if possible, the name of the horse(s) you rode. Please list medals won placings, etc. Please DON'T be modest! This is not the place. As well, please tell us if you did this while still a member of Pony Club.



CANADIAN PONY CLUB

WALL OF FAME AND ALUMNI ACHIEVEMENT

Loyalty

Character

Sportsmanship

12. Achievements as an accredited official:

This section is for judges, stewards, Chef d'équipe, course designers, technical delegates, veterinarians, team managers. We see your roles as very important. Please list the nature of your accreditation, e.g. FEI judge or steward, and the major competitions at which you have worked.

13. Achievements in the mainstream:

We know that some of our distinguished alumni have business and professional accomplishments to your credit. Please outline these for us and tell us a bit about how you believe Pony Club contributed to your success.

14. Please contribute any favourite memories you have of Pony Club:

DO YOU HAVE A RECENT PHOTO (OR A BLAST FROM THE PAST) THAT YOU CAN SEND US TO INCLUDE WITH YOUR POSTING? If so, we will scan it and return it to you.

Send all information to walloffame@canadianponyclub.org



CANADIAN PONY CLUB

THE ACCOMODATION PROGRAM

OF THE CPC EQUITY POLICY

Loyalty

Character

Sportsmanship

ACCOMODATION PROGRAM OF THE CPC EQUITY POLICY

(revised SAM 2013)

I. BACKGROUND

Equestrian sport and recreation is popular amongst people of all ages. Pony Club provides a safe and enjoyable learning environment for this activity.

Persons with a disability gain a sense of freedom and achievement from equestrian activities. Their disabilities may be physical, intellectual or sensory. It is not so important to understand what a disability is, but how it affects the rider when participating in Pony Club activities. For example, a rider with a hearing impairment may have difficulty hearing instructions at a distance or on a windy day. A rider with mild cerebral palsy may have difficulty mounting in a conventional manner from the ground and a rider with an intellectual disability may struggle to memorize a dressage test or show jumping course.

The purpose of the Accommodation Program of the Canadian Pony Club is to uphold the values of inclusiveness, fair play, safety for the rider and others, and safety for the horse.

II. PROCESS

1. Only the parent/legal guardian or the member can bring forward a request for consideration.
2. The Accommodation Committee will review the request and determine how the member can best be accommodated.

III. THE ACCOMODATION COMMITTEE

Accommodation Committees of the Canadian Pony Club are of two types.

- Committees that address Branch & Regional Activities
- Committees that address Zone, National and Team Activities

Purpose of the Accommodation Committee

To oversee the decision-making process for the exemption to Pony Club rules and to ensure that the rights of the participants are protected. The following principles will be applied:

- a. Social justice principles of equity, participation and rights will be considered in all aspects of the exemption process.
- b. All participants will be treated with respect.
- c. All information will be treated confidentially at all times.



CANADIAN PONY CLUB
THE ACCOMODATION PROGRAM
OF THE CPC EQUITY POLICY

Loyalty

Character

Sportsmanship

Composition of the Accommodation Committee for Branch & Regional Events

- a. A Branch Representative (the DC or parent of the member).
- b. The Regional Discipline Chair of the Discipline in question, if it is a competition question.
- c. The Regional Chair or someone appointed by the Regional Executive.
- d. The Regional Test Chair, if a Testing question is involved.

Composition of the Accommodation Committee for Zone, National & Team Events

- a. A Branch Representative (the DC or parent of the member).
- b. The Regional Discipline Chair of the discipline in question, if it is a competition question.
- c. The National Discipline Chair of the discipline in question, if it is a competition question
- d. The National Chair of Disciplines.
- e. A Representative of the National Board of Directors.
- f. The Regional Test Chair, if a testing question is involved.
- g. The National Test Chair, if a testing question is involved.



CANADIAN PONY CLUB

WEBSITE OPERATING POLICY

Loyalty

Character

Sportsmanship

WEBSITE OPERATING POLICIES

(revised 2011)

I. POLICY

This website is operated under the authority and direction of the Canadian Pony Club Board of Directors. The site will be operated in a manner consistent with the policies of the Canadian Pony Club.

All Regions and all Branches will be represented on the website by a minimum of 1 page which describes the approximate location of the Region/Branch and gives the name of one public contact for each Region or Branch along with an email address for reaching each one. If no email address is available, a telephone number may be used. Both an email address and phone number may be used if requested by the region or branch involved.

Additional resources will be made available to all Regions and Branches in Canada to expand the amount of information shown on their pages within reasonable limits.

Regions or Branches may include a reasonable number of photographs or other graphics like logos in their pages. If so, they can either provide the images as computer files in TIF, GIF, or JPG format or they can submit photos or drawings which we can scan at no cost.

If Branches or Regions wish to author and maintain their own pages on their own servers, we can link to those pages either on a "seamless" basis which makes the page appear to be part of the overall site or as a completely separate website. Return links to the main CPC website page and/or a Regional page should be included. Branches taking either of these options are totally responsible for the content of the pages but are strongly encouraged to follow the procedures noted below for obtaining permissions. To ensure that requested links of this type actually do represent a Branch or Region, we will only include links if we have the approval of the Branch DC or Regional Chair.

If we believe that the content of pages which are set up by branches or regions on other servers is in conflict with the policies of this website, we will remove our links to them regardless of whether or not they are approved by the DC or regional chair.

If any branch is represented by pages on a separate server the FTP user name and password needed to access the pages MUST be provided to the National Office at info@canadianponyclub.org. Branches which do not provide that information or update it if there are changes are subject to sanctions. Web page "authoring" is the process of arranging information from paper, word processing documents, etc. in such a way that it can be displayed on a web page. Authoring services for Branches or other Regions will be made available at no cost, however since this will be done on a volunteer basis, the amount of service available may be limited.

Names of members will not be posted unless they have previously given written permission which must also be signed by a parent if the members are under 18 years of age. Such permissions will be obtained when the Membership Application form is signed. A member who excluded the publicity



CANADIAN PONY CLUB

WEBSITE OPERATING POLICY

Loyalty

permission when applying and now wishes to give permission must submit a revised Membership Application form. Other personal information such as addresses or phone numbers of members will not be posted except in unusual circumstances which require them (e.g. a lost horse).

For all photographs posted on the site, prior permission must be obtained from each person who is identifiable in the picture. The same forms mentioned in the above paragraph are suitable for this purpose.

In order that as many of our members as possible may access the site, all pages will be accessible to Netscape 6.0 either directly or by providing a Netscape 6.0 compatible version which is easily accessed. If Branches, Disciplines, or Regions wish to post detailed pages or additional pages such as newsletters which may contain many names of members and non-members, the person sending the information takes full responsibility for the content of the pages.

To protect against abusive or inappropriate messages, guestbooks or message boards set up by branches or regions on other servers should be set up so that messages must be reviewed by the "owner" before appearing to the public or should be reviewed several times per day and include additional security such as IP address logging.

Chat rooms are often requested but will not be provided on this website because there currently is no reasonable method of controlling unacceptable comments. The US Pony Club has attempted to run a chat room and it had to be shut down due to abuse.

We will provide links to other Pony Club sites worldwide and to any sites we find which seem to be of direct use to our members without being highly commercial. It is not our intent to provide comprehensive links to all sites which may be of interest to horse people. Sites like the Hay.Net do a much better job than we could and we will provide links to some of these "Equine Directories". Credit will be given for any professional work used on the Pony Club pages. Most likely this will be for photographs provided by a professional but it could also apply to authors of stories or articles.

Character

Sportsmanship