

Canadian Pony Club



MEMBERSHIP, COMPETITION ELIGIBILITY AND ACCOMODATION POLICIES

Revised May 2024



CANADIAN PONY CLUB

MEMBERSHIP, ELIGIBILITY AND ACCOMODATION POLICIES

Loyalty

Character

Sportsmanship

Table of Contents

MEMBERSHIP POLICY	3
I. MEMBER SAFETY	3
II. MEMBERSHIP CATEGORIES	4
III. PARENTAL CODE OF CONDUCT	10
MISCELLANEOUS GENERAL POLICIES.....	12
IV. COACHING	12
V. BRANCHES AND REGIONS.....	12
ELIGIBILITY CRITERIA FOR (INTER)NATIONAL COMPETITIONS AND EXCHANGES	14
VI. REQUIREMENTS FOR EACH LEVEL OF COMPETITION.....	14
ACCOMODATION PROGRAM OF THE CPC EQUITY POLICY	15
VII. BACKGROUND	15
VIII. PROCESS	15
IX. THE ACCOMODATION COMMITTEE	15



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

MEMBERSHIP POLICY

The purpose of this Membership Policy 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.

These policies are under review to make sure they align with our safe sport policies. Where these policies contravene the CPC safe sport policies or CPC bylaws, safe sport policies and CPC Bylaws take precedence.

I. MEMBER SAFETY

1. Medical armbands are no longer required at Pony Club events. To ensure that medical information is available each participant under the age of 18 has to have a responsible adult present, participants over 18 have to have an emergency contact in file with the event organizer.

Participants with a medical condition that may be relevant in case of a medical emergency, are responsible to wear a medical data carrier (bracelet/necklace) or medical armband. Event organizers and DC's also be made aware of any recent head injuries / concussions.

Conditions that are relevant include, but are not limited to recent head injuries, serious past injuries or surgeries and chronic conditions such as allergies, diabetes, and use of medication.

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.

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

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.



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

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. 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.
6. 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).

However, to ensure 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.

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 F1937-04, European Standard EN 13158-2018 or BETA Level 3 - 2018 body protector standard. (Beta level 3 – 2009 will be accepted until January 2025).

II. MEMBERSHIP CATEGORIES

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.
2. Centres may restrict their membership to those boarding at the Centre, if they wish.
3. 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.



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

4. In order to apply for membership in Canadian Pony Club, a child must have reached their 5th birthday before submitting their application.
5. 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 / Centre Administrator 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.
6. 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.
7. The National Membership Secretary will verify all memberships as needed.

Section 2 - Affiliate Membership

1. There will no longer be an affiliate membership category.
2. Active Members may join PC on or after their 5th 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.
3. 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.
4. Borrowed Horses and PTSO membership



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

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.

Character

Sportsmanship

Section 4 - Associate Members *Note: this section is under review*

1. Anyone who wishes to vote at a Branch AGM, which includes elections, must apply to be a Branch Associate member.
2. A parent wishing to carry a vote for themselves, must be a Branch Associate Member.
3. Associate Membership does not carry a vote except as in #1 above.
4. Anyone who accepts a position on a Branch Executive Committee, Regional Committee or National Committee must be an Associate Member.
5. Examiners, coaches or any other volunteers may become Associate members by completing the appropriate form.
6. Charging a fee to become an associate member is discouraged.
7. Associate Members will be entered into the National Membership database no later than Jan. 15. Updates and additions may be added at any time.
8. 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.

Section 5 - Centre Members

1. Applicants may join CPC through a recognized Centre by filling in the Canadian Pony Club 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



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

member awards or scholarships in the place reserved for a Branch District Commissioner.

(added January 2011)

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.
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.
9. Each Centre may elect or appoint a parent from amongst the families of Active Members. This person must not benefit financially from the Centre or Facility in any way. Each Region may decide if this position carries a vote at Regional Meetings. Regions may decide to incorporate this into their R&R's.
10. If a Centre runs a Regional event, all of the funds must run through a bank account controlled by the Region

Section 6 - Horsemasters Program for Adult Equestrians

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.



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

1. Must be a Pony Club Parent, or Alumni, or someone willing to volunteer at Branch\Centre and Regional activities.
2. Membership in the Horsemasters Program is a privilege, not a right. All members are expected to be familiar with all CPC policies and to adhere to CPC rules and philosophies.
3. 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.
4. Must have a current PTSO membership in the Region in which they reside, prior to joining.
5. Must pay the Branch/Centre, Regional and National fees, as set out by the Branch/Centre, Region and National from time to time.
6. 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.
7. 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.
8. Branches/Centres and Regions are encouraged to invite HM members to any activities deemed appropriate.
9. 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.
10. 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.
11. Regions are encouraged to offer a HM Division in their Regional Discipline Championships, wherever possible.
12. National Championships may offer a HM Division if suitable numbers can attend and if facilities and/or borrowed horses allows for this.
13. National Quiz offers a HM Division. See Quiz Handbook for details.
14. 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.
15. As CPC is offering a full program to our HM Members, they will pay the same National Fee as Active Members. Regions and Branches/Centres may still set their own fees.



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

16. 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.
17. 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.
18. 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)
19. 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.

Equity Policy Statement

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.



CANADIAN PONY CLUB

MEMBERSHIP POLICY

Loyalty

Character

Sportsmanship

III. 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

MEMBERSHIP POLICY

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

MISCELLANEOUS GENERAL POLICIES

Loyalty

Character

Sportsmanship

MISCELLANEOUS GENERAL POLICIES

IV. COACHING

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

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.

V. BRANCHES AND REGIONS

1. Before a Region recognizes a new Branch or Centre, the Region must check with the National Office to be sure the name is available. A Branch name may be reused after it has been inactive for 10 years.
2. 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 eligible 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)
3. 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)



CANADIAN PONY CLUB

MISCELLANEOUS GENERAL POLICIES

Loyalty

Character

Sportsmanship

4. 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) **R&Rs will be replaced by Bylaws and Policies pertaining to the Regions once they are incorporated.**
5. 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) **R&Rs will be replaced by Bylaws and Policies pertaining to the Regions once they are incorporated.**
6. 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

ELIGIBILITY CRITERIA FOR INTERNATIONAL COMPETITION

Loyalty

Character

Sportsmanship

ELIGIBILITY CRITERIA FOR (INTER)NATIONAL COMPETITIONS AND EXCHANGES

(revised June 2009)

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

PREAMBLE

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

VI. 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 / Centre Administrator, 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, Centre Administrator, 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

ACCOMODATION PROGRAM

Loyalty

Character

Sportsmanship

ACCOMODATION PROGRAM OF THE CPC EQUITY POLICY

(revised SAM 2013)

VII. 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.

VIII. 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.

IX. 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

ACCOMMODATION PROGRAM

Loyalty

Character

Sportsmanship

Composition of the Accommodation Committee for Branch & Regional Events

- a. A Branch Representative (not the 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 (not the 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.