

# Canadian Pony Club



## STARTING A PONY CLUB RIDING CENTRE

### [Abstract](#)

This document will outline the steps required for a region to assist a new Pony Club Riding Centre starting up within the Canadian Pony Club Organization.  
Updated 2023.



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## STARTING A PONY CLUB RIDING CENTRE

**2020**

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Loyalty

Character

Sportsmanship

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### OVERVIEW

This document will outline the steps required for a region to assist a new Pony Club Riding Centre starting up within the Canadian Pony Club Organization.

### STARTING A RIDING CENTRE

#### REGION RESPONSIBILITIES

##### **A centre wants to start up in your region, what are the next steps?**

1. Give the owner of the Facility a copy of the “CPC Riding Centre Application for Consideration”.
2. Choose an Area Coordinator (AC). If you are a large Region, you may wish to appoint an Area Coordinator in several different areas. In smaller Regions, you may only need one. Often, the Regional Chair is willing to serve as the Area Coordinator. Their job is to liaise with the stable owner and the Regional Committee. The AC will set up a visit at the facility and fill out the Facility Profile and Safety Checklist. They must also be familiar with the Application for Consideration, the Centre Handbook and the Centre Contract.
3. The Area Coordinator will discuss with the facility owner the difference between a Branch and a Centre and give the owner a copy of the Centres Handbook and the Contract.
  - 3.1 A Branch is run by an Executive Committee with input from the parents; the Centre is under the jurisdiction of the facility owner. If the parents in a Centre decide to form a group to help with administration, they are not an Executive and will not be covered by CPC D&O insurance.
  - 3.2 A Branch has a bank account in its name; the Centre is not allowed a PC bank account.
  - 3.3 A Branch may fundraise under the CPC charitable status; the Centre is not allowed to fundraise in the name of PC. The non-profit status of the CPC must not be used to raise funds for the Centre.
  - 3.4 Individual Centre Members may raise funds to enable them to participate in Regional, National, and International events including personal travel, entry fees, horse rental, transportation of horses, or other participation expenses. All funds raised must be made payable to the Region and go through the Region’s accounts. Any donors wishing a tax receipt must make the cheque payable to Canadian Pony Club and send it to Elaine Webster, National Treasurer.

Members may not raise funds towards any assets of the Centre, including such things as jumps, facility upkeep etc.



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- 3.5 A Branch must accept all members with no restrictions unless due to available space and/or instructors; the Centre may restrict their membership to people stabled at their facility.
4. Help the facility to choose a name for the Centre. It needs to contain the name of the Facility and must not include the name of any Branch.
5. The Centre must choose a Centre Administrator (CA). This person is most often the facility owner. This person is in charge of the Centre, collects Regional and National Membership fees and pays them to the Regional Membership Chair when they send in the registration forms. The entire bill must be paid with a facility cheque.
6. The Centre will receive a letter and certificate from the Administrator indicating that they are allowed to start collecting memberships and a sign when the Centre is approved by the Board. The Region will cover the cost of the sign.
7. No Centre will be considered approved until the National Office has received a copy of the Application for Consideration, Facility Profile & Safety Checklist, Insurance Policy with CPC as an Additional Insured, and a signed copy of the Contract.
8. The Centre Administrator (CA) is allowed to attend all Regional Meetings and will carry one vote. When the CA is unable to attend the meeting, 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. Each Centre may have a member rep to sit on the Regional Committee. Regions may decide if this person carries a vote at Regional Meetings.
9. The Area Coordinator will make sure that the Centre has copies of the registration forms or access to the forms on the web site, as well as the password to the Education materials.
10. The Region will make sure that the Centre Administrator has a copy of:
  - Centre Contract
  - Centre Handbook
  - Operations Manual
  - Annual Center Renewal Form
11. The Centre must submit an Annual Centre Renewal Form to the Region, along with the yearly fee, and a copy of the form must be sent to the National Office.