



Requirements for Proof of Membership in a PSO

The Canadian Pony Club insurance provides coverage for all Pony Club office holders, volunteers, and others while working on behalf of the Pony Club. Although the CPC insurance does not cover the Active and Affiliate Members, it is a condition of the CPC insurance that all Active and Affiliate members be insured by being members of the Provincial Equine Sports Organization in the province where they reside regardless of whether they do or do not have other liability insurance.

If Active or Affiliate members are not PSO members and are involved in an incident, even indirectly, the CPC insurance will not respond. The branch and any volunteers, office holders, or others must then rely on their personal insurance coverage which may or may not respond.

The branches, regions, and the CPC all have a responsibility to follow reasonable procedures to verify that all Active and Affiliate members meet the PSO membership requirement. In addition, regions have a responsibility to have reasonable procedures in place to verify that branches are following proper procedures and the CPC has a responsibility to check that both the branches and regions are doing so.

Therefore, the following requirements apply.

Branches must at all times have proof of current membership in a PSO for all their Active and Affiliate Members. The **ONLY** acceptable forms of proof are:

- (1) A photocopy of a membership card **showing the expiry date**, or
- (2) A copy of a "Confirmation of membership in a PSO" form **faxed from the PSO office**, or
- (3) Notification from the National Membership Secretary that they have independently confirmed the membership with the PSO office.

All provinces have authorized the CPC to collect memberships on their behalf. If the member's PSO application and payment are **processed through the branch**, the branch may use their receipt of the application as **TEMPORARY** proof of PSO membership for a maximum of one month within which time proof must be obtained by one of the 3 methods above.

For participation at the branch level only, branches may also use a copy of an email from a PSO's online registration system as **TEMPORARY** proof of PSO membership for a maximum of one month within which time proof must be obtained by one of the 3 methods above. If the PSO's email states that it may be used as proof for a shorter period, that shorter period must apply.

Regions must also at all times have proof of current membership in a PSO for all their Active and Affiliate members. The acceptable forms of proof are exactly the same as for branches. **Branches must promptly provide their region with copies of whatever proof they are using to show that their members are also PSO members.**