

# **Membership...Simplified**

**For CPC Branches in  
Western Ontario Region**



**2012**

***Updated October 22, 2011***

*These instructions are NOT intended to replace the membership information found on the Canadian Pony Club website, but are intended to simplify the membership process for branches in Western Ontario Region.*

*If you have any questions or comments, please contact the WOR Membership Chair.*





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**For CPC Branches in Western Ontario Region**

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## Membership Checklist

√	Task:	Check:
	Collect PC application forms. <i>Make sure you are using forms for the coming year!!</i>	Check for parent signatures on both pages Record OEF application information DC to date and sign the forms
	Collect OEF application forms	Check for date of birth, parent signature and date DC writes date received across the top and sign
	Collect Associate Membership forms from branch executive, parents or others interested in helping within your club	DC dates and signs the forms
	Collect payment for PC and OEF applications	
	Record PC applications on the Summary of CPC Memberships Submitted	DC dates and signs the form
	Record OEF applications on Confirmation of Membership in OEF	DC dates and signs the form
	Write a branch cheque payable to Western Ontario Region for the total of regional and national PC fees	This is the total on the Summary of CPC Memberships Submitted
	Write a branch cheque for the total amount of OEF fees collected	This is the total recorded on the Confirmation of Membership in OEF summary form
	Make copies of all forms for branch records	
	Mail OEF applications, Confirmation of Membership in OEF summary and branch cheque to the OEF office ASAP	Mail to: Ontario Equestrian Federation 9120 Leslie Street, Suite 203 Richmond Hill, ON L4B 3J9
	Mail CPC applications, Summary of CPC Memberships Submitted and branch cheque to WOR Membership Chair.	Mail to: Linda Agnew 4152 Millcroft Park Dr. Burlington, ON L7M 3V1
	Take a deep breath....you're done!	



## About CPC membership

All policies, forms and general information about membership are posted on the CPC website in the Downloads section ([www.canadianponyclub.org](http://www.canadianponyclub.org)) Make sure you download the **Ontario** version!

CPC membership is a two part process:

- Completing and submitting a CPC membership application form (2 pages) and payment      This makes the applicant a member of Canadian Pony Club
- Completing and submitting the OEF application form (2 pages) and payment      For insurance reasons, a current membership in OEF is required before the Pony Club member may participate in ANY Pony Club activity, including activities that do not involve horses.

## Types of membership

There are three types of membership in Canadian Pony Club:

- **Active Members**  
These are members between the ages of 6 and 21. Active members must be a minimum of 6 years old at the time of applying and 20 as of January 1<sup>st</sup> in the year they turn 21.
- **Affiliate Members**  
These are members who want to remain active in Pony Club and are between the ages of 21 and 24 (as of January 1<sup>st</sup>)

To qualify for affiliate membership the member must have:

- a) been an active member for any seven or more years, OR
- b) graduated as an active member at age 21 (20 as of January 1<sup>st</sup>) AND have been an active member for at least 3 of the last 7 years of their eligibility
- c) Attained their C before graduating at 21

Encourage your older members to remain on as affiliates. These young people bring their years of experience in Pony Club, their equine knowledge, enthusiasm and mentoring skills. Their experiences with Pony Club also enhance their resume so it's a win-win situation for both. For more information about affiliate membership read the Affiliate Member Policy posted on the CPC website in the Downloads section.



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- **Associate Members**

Associate Members are adults who actively support Pony Club activities on a volunteer basis. These people can be parents, coaches, officials, vets, farriers, past pony clubbers, who all bring their various skills to our organization. Associate members are a valuable resource for Pony Club.

Please ask all branch executive and parents to complete this form each year. There is no cost to being an Associate Member but these additional numbers do increase our weight with OEF as well as giving us a broad base of experience to draw on. Although the form says you only need to complete the form once, it's a good idea to have it completed each year. Submit your Associate Member forms with your CPC applications so we can make sure our Associate Member list is up to date with current contact information.

### ***When can we start accepting memberships?***

Members can join for the coming year anytime after September 1<sup>st</sup>. Encourage members to renew their membership as soon as possible. While the Pony Club year runs January to December, it is in the best interests of the branches and members to submit membership application forms as soon as possible in the fall. This ensures all members have their OEF membership confirmed so they are covered for PC activities that may start in January.

CPC Renewal applications are due in **to National NO LATER THAN** December 31<sup>st</sup>.

### ***A bit about Insurance***

CPC insurance provides coverage for Pony Club office holders, volunteers and others who are working on behalf of Pony Club. It is a condition of the CPC insurance policy that all Active and Affiliate members who live in Ontario are members of OEF. If they are not OEF members and are involved in an incident, even indirectly, the CPC insurance is not obligated to provide coverage. The branch and all volunteers, office holders or others must rely on their personal insurance coverage, which also may or may not respond.

We need to prove all CPC members are members of OEF so our CPC insurance can protect our office holders, volunteers and instructors.

Information about OEF insurance for members is available on the OEF website.

**Remember!....OEF insurance coverage for the current year ends on December 31<sup>st</sup>. Members must have their renewal completed by the end of the year to ensure they are covered during the early part of next year!**



## Accepting CPC membership application forms

MAKE SURE YOU USE FORMS FOR THE COMING YEAR!

Begin accepting membership applications from renewing members ASAP. Applications for new members can be accepted at any time, although the fall is a good time for new members to join to take advantage of branch education programs.

1. The CPC application is a two page form. Check that the parent has completed all sections especially:

- Name
- Address
- OEF number (if a member last year)
- Date of birth (use the format DDMMYYYY)
- Phone number
- EC sport license?
- Email address
- Signature on bottom of page 1
- Signature in middle of page 2

**If the applicant is under 18** at the date of signing, the parent must read and signed both forms.  
**If the applicant is 18 or older** at the time of signing, they must read and sign both forms. A parent can review and sign the form as well but it isn't required.

**CANADIAN PONY CLUB**  
**2012 MEMBERSHIP APPLICATION FORM (revised August 2011)**  
 Page 1 of 2 (BOTH pages must be completed)  
 (EFFECTIVE 1 - DEC 31, 2012 (Sept. 1, 2011 to Dec 31, 2012 for anyone not a member before Sept. 1/11)  
**WARNING: This document could affect your legal rights and liabilities.**  
 Please read this document carefully.  
 Restatements of any kind to the wording of this document are not permitted.

It is the responsibility of the applicant to be able to provide PROOF of a valid membership in the Provincial Equestrian Sport Organization (PSO) of the province of residence AT ALL TIMES while a member of the Canadian Pony Club. If at any time, the applicant cannot provide proof of a valid and current PSO membership, their membership in the Canadian Pony Club shall be not in good standing. The member shall have all Pony Club membership privileges suspended and shall not be permitted to attend any Pony Club activities. Please review the "Understanding the Membership Confirmation Process" document for the PSO in your Province, which is available from your District Commissioner or on the Pony Club website.

If you were not a member of your PSO at any time before Sept. 1, 2011, will be under 18 years old prior to Jan. 1, 2011, and are joining the CPC before Dec 31, 2011, most of the PSO's have offered a special extended membership covering from the date of application until Dec 31, 2012. Ask your District Commissioner for more information on this extended membership.

Please print or type all information

BRANCH: \_\_\_\_\_ REGION: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_ USUAL GIVEN NAME: \_\_\_\_\_  
 GENDER: M or F (Please circle one) BIRTHDATE: dd \ MM \ yyyy MINIMUM & YRS OLD WHEN APPLYING  
To avoid confusion, please enter in the form 17/JAN/2009. Don't use numbers for both the day and month

STREET & NUMBER: \_\_\_\_\_  
 MAILING ADDRESS: CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_  
 POSTAL CODE: \_\_\_\_\_ HOME PHONE (Incl. Area code) : 1 - \_\_\_\_\_ - \_\_\_\_\_

Member email: \_\_\_\_\_  
 Parent email: \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

PSO MEMBERSHIP NUMBER: \_\_\_\_\_  
 Highest Full PC Level ACHIEVED: \_\_\_\_\_ (D1, C2, ETC) New members leave blank DATE: \_\_\_\_\_  
 Any Partial Levels Achieved (ex: C2sm, B-FR, B2-SJ): \_\_\_\_\_

If you are transferring from another Branch, what is its name? \_\_\_\_\_  
 Do you have a current Equestrian Canada Sport License? Yes  No

If the parent or guardian's name or address is different from the above, please show them on the following lines  
 NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 MAILING ADDRESS: STREET & NUMBER: \_\_\_\_\_  
 CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

If you are a new member, how did you hear about Pony Club (friend, an ad, website)? \_\_\_\_\_

Member names and/or photos, but no other personal information, may be used from time to time to publicize the Pony Club, and in the reporting of activity results in various media. A minimum of additional information may be disclosed to the Provincial Sport Organizations solely for the purpose of confirming if our member is or is not a member of that PSO. For full details of our privacy policy, ask your DC or visit our web site at [www.canadiansportclub.org](http://www.canadiansportclub.org)

\_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Member's Signature Parent/Guardian Signature if member under 18  
 This page must be signed. Unsigned forms must be returned to the parent.

**WE CANNOT ACCEPT THE FORMS WITHOUT THESE SIGNATURES**



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This is page 2 of the CPC Application form. Make sure the parent has signed in the middle of the form. The section at the bottom is filled in by the DC.

**THE CANADIAN PONY CLUB INC.**

**MEMBERSHIP APPLICATION FORM** (revised August 2010)  
**Page 2 of 2 (BOTH pages must be completed)**

**WARNING:** This document could affect your legal rights and liabilities.  
Please read this document carefully.  
No alterations or additions of any kind to the wording of this document are not permitted.

I hereby declare that I am participating in this sport and that I am participating at my own risk and in full knowledge of the inherent risks in riding and working around horses, which risks include bodily injury or death to myself or my horse and rider which can result from normal use, competition or schooling.

In consideration of being permitted to participate, I hereby assume all risk, and I hereby release and absolve the Canadian Pony Club Inc. et al, and its affiliated Clubs, Club officials, volunteers, Officers, Directors, agents, representatives and employees, and the owners and occupiers of the land where the competition/activity is held, from all responsibility, liability or claims of any nature and kind which I may have arising from my participation, including but not limited to bodily injury or death to myself or my horse(s) and damage to property arising from any cause whatever.

I hereby declare that we have reviewed the foregoing Acceptance of Risk paragraphs and have consulted our branch D.C. sufficiently to understand the risks involved in Canadian Pony Club Inc. membership and in Regional and National events and activities. I hereby declare that in signing this document I agree to the conditions stated herein and that it is binding upon my executors, heirs and assigns.

Signature of Member _____ Date _____ Please print name _____	If a member is under 18 years of age at the date this form is signed, the Parent/Guardian of the member must sign. If a member is 18 years of age or older at the date of the signing of this Form, the Parent/Guardian is no longer required to also accept legal responsibility for the member and need not sign.  I acknowledge, as Parent/Guardian of _____, that I have read and fully understand and agree to the terms and conditions stated herein on behalf of _____ and myself. _____ Signature of Parent/ Guardian _____ Date _____ Please print name _____
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I certify that the above named member and parents have reviewed this document and have had an opportunity to question me for clarification of any items where they were not satisfied that they had a good understanding of the risks. My signature does not indicate any agreement to accept any risks or responsibility related to this member.

This applicant has provided a copy of a PSO membership card which expires on: _____ (copy attached)	Branch _____	This applicant has submitted a PSO membership application and fees through this branch sufficient to cover the period from now through Dec 31, 2012 Yes or No: _____
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Signature of D.C. \_\_\_\_\_ Date (this is the official date of this application) \_\_\_\_\_

If this is a renewal membership the registration is due at the National Office NO LATER THAN DEC 31, 2011

All members must complete this form immediately upon joining Canadian Pony Club Inc. (CPC Inc.) and upon each renewal of membership. Members who do not submit properly completed Membership Application Forms will not be permitted to take part in any CPC Inc. activities unless or until the Membership Application Form is executed and submitted to the Branch. Members may have reasonable opportunity to seek independent legal advice in advance of executing this Form if desired. If any information changes during the course of the membership, the member is obligated to advise CPC Inc. in writing of the revised information.

Completed forms will be kept on file for \_\_\_\_\_ their parents/guardians are aware that there are significant risks involved in working with and \_\_\_\_\_ risks are aware of the risks involved in competition.

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Complete the OEF section of the CPC application.

- If the applicant has given you their OEF application to submit by branch, circle **Yes**. If they have submitted their application on their own, circle **No**.
  - If the applicant has provided a copy of a OEF membership card **for the coming year** or an official OEF email receipt, make a copy and attach it to the application. Indicate that you have attached a copy. **If you accept a copy of the OEF online receipt make sure it is marked "Official Receipt" and is not just the application page before it is processed!**
2. The DC dates and signs page 2 of the CPC application and fills in your branch name. This is the official date that the applicant's PC membership begins.

**Complete the OEF section**

I certify that the above named member and parents have reviewed this document and have had an opportunity to question me for clarification of any items where they were not satisfied that they had a good understanding of the risks. My signature does not indicate any agreement to accept any risks or responsibility related to this member.

This applicant has provided a copy of a PSO membership card which expires on: _____ (copy attached)	Branch _____	This applicant has submitted a PSO membership application and fees through this branch sufficient to cover the period from now through Dec 31, 2011 Yes or No: _____
Signature of D.C. _____		Date (this is the official date of this application) _____

**The DC must sign and date the CPC application**

3. Accept payment for the total amount of branch, regional and national fees. The CPC combined regional and national fee is \$100.00 for the first member in the family and \$80.00 for subsequent members from the same family. Make sure the payment you collect from the member also includes your branch fee, which will vary depending on the bylaws of your branch.
4. Ask the member to make their cheque for the total amount (branch, regional and national fees) payable to your branch.
- You will submit a branch cheque later in the process for the regional and national portions. For information about the amount to submit see *What payments are required?*, page 16.
5. The next step is to record the information on the Summary of CPC Memberships Submitted. For more information about using this list see *Using the*, page 7.
6. If members are submitting OEF applications through the branch, collect these applications and the corresponding payment. For information about handling OEF membership applications, see *Accepting OEF application forms*, on page 12.



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### **For CPC Branches in Western Ontario Region**

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1. Double check all PC membership application forms, making sure all fields are filled in and that **both pages of the application form are signed by the parent** (or applicant if they are 18 or older).

Check your testing records and verify the level recorded on the applications. Parents don't always remember the level their child has attained or when!

Make sure you **keep a copy** of the membership applications for your branch records.

2. Under Member name either write or type the name of each member whose application is in this batch.
3. Put a checkmark in the **New** or **Renewal** column for each application. If you are filling it in on the computer tab across and press Enter in the correct column. The checkmark will be added automatically.
4. Record the **regional/national fee** you are submitting for this member in either the Full or Sibling column. The fee is \$100.00 for the first member in a family and \$80.00 for each sibling in the same family.

**Total the payments column and write a branch cheque for the total amount of Full and Sibling fees**, payable to *Western Ontario Region*. If you're completing this on the computer, the Full and Sibling columns calculate automatically.

5. **Make a copy of the completed Summary of CPC Memberships Submitted** and retain the copy for your branch records.
6. **Copy all application forms** and keep the COPY for your branch records.
7. **Send the ORIGINALS** to the regional membership chair within 2 weeks, accompanied by the Summary of CPC Memberships. For information about where to send the forms, see *Submitting the application forms*, on page 17.



## Membership....Simplified For CPC Branches in Western Ontario Region

### About CPC Associate Membership

Associate members are adults who actively support Pony Club activities on a volunteer basis. They can be parents, coaches, vets, farriers, past pony club members – in short, anyone who contributes on a voluntary basis to the CPC program. These people perform valuable roles at the branch level and they often move on to positions at the regional and national levels as well.

The numbers of Associate members we have on record are included with our Active Members when we submit our association information to OEF and give Canadian Pony Club a larger “voice” within the equine community. Many people outside of Pony Club have no idea of the depth of knowledge and commitment offered by the many volunteers that make this organization so great. Often that knowledge is not known outside of the branch.

In an effort to create a database of this pool of knowledge, we would like all branches to ask their branch executive, parents, coaches and volunteers to complete an Associate Membership form and submit it with their regular CPC memberships. There is no fee for doing this, it is simply a way of bringing together contact information, experience levels and skill sets that are available within the group, as well as creating the larger “voice” needed to compete for funding for our organization.

This information is kept strictly confidential and is only used within PC.

The Associate Member form looks like this and is available on the CPC website in the Downloads section.

Some will have completed this form in the past and will ask “Why do I have to complete this again?” In the past we have sent these forms directly on to National but we are in the process of creating a database within the region so we can have access to the information much more readily.

In future we hope to send branches a list of their Associate Members, so the form does not have to be completed each year.

Encourage all your parents to apply!



## **About OEF membership**

The Ontario Equestrian Federation (OEF) is a not-for-profit sport governing office. It provides education, leadership and support to individuals, associations and companies in Ontario's horse community. The OEF represents over 17,000 individual members, 40 equine breed and discipline associations, 150 companies and 125 horse facilities.

The OEF offers its members a variety of services, programs and benefits, not the least of which is liability and accident insurance coverage. This insurance plays a key role in maintaining manageable fees for our CPC insurance coverage.

OEF provides special application forms for Pony Club and will accept memberships from us from September to December for the following year. In early November, OEF sends out pre-printed renewal forms to its current members. If members are renewing in September or October please use the special "for Pony Club use" application form available on the CPC website. If members are renewing in November or later, please use their own pre-printed form. This will result in faster processing and fewer errors.

If new OEF memberships are submitted to OEF THROUGH THE BRANCH, they are effective immediately and the member can participate in activities at the **branch level for 30 days** while we wait for confirmation of membership from OEF. A copy of a valid OEF card or confirmation of membership directly from OEF is required before participation is allowed at regional or national activities.

### **OEF membership options**

- **Renewal membership** runs from January 1 to December 31.
- **Extended membership** runs from September 1 to December 31, **of the following year** for those who would join PC and want to participate prior January 1<sup>st</sup>.
- Current OEF basic membership fees:

**Renewal:** Adult \$60.00  
Junior 50.00  
Family 200.00

**Extended** (Sept– Dec of the following year) for new members only:

Adult \$75.00  
Junior 65.00  
Family (not available)

The amount due to OEF may be higher if the member opts to order insurance or magazines. Full information about the fees can be found on the OEF website:

<http://www.horse.on.ca/membership/index.html>



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### **Options for applying for OEF membership in order of preference**

- Paper applications submitted through the branch (PREFERRED METHOD)
- Online receipt as proof of submission (after mid November)
- Paper applications submitted by the member

#### **Paper applications sent through the branch:**

The best way to be sure the branch receives confirmation from OEF quickly is to submit the applications **EARLY** through the branch. There is always a backlog of applications at OEF near the year end so in an effort to speed up the process, OEF allows DCs to act as their agent for accepting membership applications and fees. The DC must date and sign the OEF applications (across the top of the page) so OEF knows the date to begin coverage and submit the forms with an OEF Confirmation of Membership Summary.

Benefits of applying **EARLY** through the branch:

- New members can participate immediately
- PC branch submissions are easily identified when they arrive at the OEF office so they are given special priority if they arrive before OEF closes for their Christmas break
- DCs have a record of OEF submissions so are assured of member insurance coverage for 30 days while the applications are processed

An OEF Confirmation of Membership form should accompany all paper applications sent to OEF.

#### **Online applications submitted by the parent or DC:**

OEF's online application system is available in November. When applications are submitted online a receipt is emailed immediately to the email address on file. This receipt can be used as proof of membership similar to the card. Make sure if this method is used that you get a copy of the Official Receipt, not the application. OEF still prefers all PC applications to arrive in the mail with a Confirmation of Membership summary attached as submitted by the DC. **Submit application forms as soon as possible after receiving them. Membership is effective for 30 days from the date the DC enters on the top of the OEF application so please submit them immediately upon receipt.**

#### **Online or Paper applications sent by the member:**

If the member mails an application themselves, their membership is not effective until OEF processes the form and Pony Club receives confirmation from OEF that the membership is valid. **The member cannot participate in ANY Pony Club activities, mounted or unmounted during this time.** This is the least preferred method of applying.



## Accepting OEF application forms

If OEF membership forms and fees are submitted to the branch DC, the OEF membership, insurance coverage and permission to participate in branch Pony Club activities begins as soon as the DC signs and dates the top of the OEF form as being received. For new members, this permission to participate is **only valid for one month from the date of the DCs signature**, so make sure you submit the forms to OEF immediately! Renewing members are covered until December 31<sup>st</sup> under their current years OEF membership.

### Checking OEF Application forms

1. Begin accepting membership applications from new and renewing members ASAP.
2. Accept payment for OEF fees payable to your branch. The branch submits one cheque to OEF for all applications. Information about the fees can be found in *What payments are required?*, page 16.
3. On the OEF application forms, check that the following areas have been completed:
  - date of birth
  - signature of member/parent or guardian
  - Date that the application was signed by the member or parent (below the signature)
  - Ensure all categories have been added correctly and payment is attached

* THIS MEMBERSHIP WILL NOT BE PROCESSED WITHOUT PAYMENT, DATE OF BIRTH AND A VALID SIGNATURE AND DATE *			
PERSONAL INFORMATION		OEF #:	EC LICENCE #:
NAME:		** DATE OF BIRTH(Y/M/D): <small>Mandatory for Insurance purposes</small>	
ADDRESS:		FIRE NUMBER:	
CITY:	PROVINCE:	POSTAL CODE:	
RES PHONE:	BUS PHONE:	CELL:	FAX:
EMAIL:		SIGNATURE-MEMBER/PARENT/GUARDIAN:	
WEBSITE:		DATE:	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> ABORIGINAL <input type="checkbox"/> ATHLETE WITH A DISABILITY <small>This data is used for Ministry of Health Promotion &amp; Sport funding purposes</small>			

4. Double check the addition on the form to ensure they have included all supplementary association memberships, magazine subscriptions and donations.

These are located **on the front and back** of the form.

**OEF cannot process the entire batch of applications if one is added incorrectly!**  
**Double check all addition!**



## Membership....Simplified For CPC Branches in Western Ontario Region

Add these areas on the front of the form:

Add these areas on the back of the form:

<b>MEMBERSHIP</b> January 1 - December 31, 2012 *All fees are non-refundable*			
OEFC ADULT MEMBERSHIP	17 yrs of age or over as of 12/31/2012	50.00	\$
OEFC FAMILY MEMBERSHIP	Please see reverse for description	500.00	\$
Adult 1	Name: <input type="checkbox"/> Male <input type="checkbox"/> Female DOB (YYMMDD)		
Adult 2	Name: <input type="checkbox"/> Male <input type="checkbox"/> Female DOB (YYMMDD)		
Junior 1	Name: <input type="checkbox"/> Male <input type="checkbox"/> Female DOB (YYMMDD)		
Junior 2	Name: <input type="checkbox"/> Male <input type="checkbox"/> Female DOB (YYMMDD)		
Junior 3	Name: <input type="checkbox"/> Male <input type="checkbox"/> Female DOB (YYMMDD)		
REG. ONTARIO	Ontario Program - One (1) REGISTRATION FEE (Please refer to form)	35.00	per member \$
<b>OPTIONAL INSURANCE</b> PLEASE SEE REVERSE FOR DESCRIPTIONS OF OPTIONAL INSURANCE			
HORSE MORTALITY COVERAGE		21.00	\$
ADDITIONAL ADD'L COVERAGE		25.00	per member \$
TRAVEL INSURANCE COVERAGE		27.00	per member \$
TRAVEL COVERAGE	Trips up to 90 days in duration	75.00	\$
	MEMBER + SPOUSE	110.00	\$
	FAMILY	190.00	\$
<b>SUBSCRIPTIONS</b> *Please refer to reverse for descriptions of publications*			
*OEFC MEMBERS RECEIVE SIGNIFICANT SAVINGS ON SUBSCRIPTIONS TO THE FOLLOWING MEMBER PUBLICATIONS*			
CANADIAN THORNSHROED	1 YR SUBSCRIPTION - 8 ISSUES	32.00	\$
THE CANADIAN HORSE JOURNAL	1 YR SUBSCRIPTION - 12 ISSUES	23.75	\$
HORSE SPORT	1 YR SUBSCRIPTION - 12 ISSUES	27.00	\$
HORSE CARE MAGAZINE	1 YR SUBSCRIPTION - 6 ISSUES	20.00	\$
HORSE CARE MAGAZINE	1 YR SUBSCRIPTION - 4 ISSUES	24.00	\$
THE RIDER	1 YR SUBSCRIPTION - 10 ISSUES	22.00	\$
BLEND MAGAZINE	1 YR SUBSCRIPTION - 4 ISSUES	14.95	\$
GASTROFLEX MAGAZINE	1 YR SUBSCRIPTION - 11 ISSUES	28.25	\$
EQUINE WELNESS MAGAZINE	1 YR SUBSCRIPTION - 6 ISSUES	19.00	\$

<b>ONTARIO MULTISPORT ASSOCIATION</b>	Other Member: <input type="checkbox"/> Renewal: <input type="checkbox"/> New: <input type="checkbox"/> 17 yrs of age or over as of 12/31/2012	50.00	\$
<b>ONTARIO HORSE TRACK ASSOCIATION</b>	Other Member: <input type="checkbox"/> Renewal: <input type="checkbox"/> New: <input type="checkbox"/> 17 yrs of age or over as of 12/31/2012	50.00	\$
<b>ONTARIO HORSE TRACK ASSOCIATION</b>	Other Member: <input type="checkbox"/> Renewal: <input type="checkbox"/> New: <input type="checkbox"/> 17 yrs of age or over as of 12/31/2012	50.00	\$
<b>ONTARIO HORSE TRACK ASSOCIATION</b>	Other Member: <input type="checkbox"/> Renewal: <input type="checkbox"/> New: <input type="checkbox"/> 17 yrs of age or over as of 12/31/2012	50.00	\$
<b>ONTARIO HORSE TRACK ASSOCIATION</b>	Other Member: <input type="checkbox"/> Renewal: <input type="checkbox"/> New: <input type="checkbox"/> 17 yrs of age or over as of 12/31/2012	50.00	\$

- Record the total at the bottom of the first page in the **Method of payment** section under **Total Purchase**.

<b>METHOD OF PAYMENT</b>	<b>TOTAL PURCHASE: \$</b>
<input type="radio"/> CHEQUE #	<input type="radio"/> MONEY ORDER
<input type="radio"/> VISA	<input type="radio"/> MASTER CARD
CARD#:	
EXPIRY DATE:	CSV#: last three digits on REVERSE side of card
NAME ON CREDIT CARD:	
SIGNATURE OF CARDHOLDER:	

**OEFC will reject applications without payment, date of birth, valid signature and date!**

- Across the top of each OEF application form write: "Received on <date (MMDDYYYY)> by Jane Doe, D.C., My Pony Club" and sign.

Received on September 30, 2010 by Jane Doe, My Pony Club Jane Doe		<b>PONY CLUB USE ONLY</b>
<b>ONTARIO EQUESTRIAN FEDERATION</b>		<b>2012 MEMBERSHIP APPLICATION</b>
Join/Renew Online - www.horse.on.ca		
<b>PERSONAL INFORMATION</b>	OEFC #:	EC LICENCE #:
* THIS MEMBERSHIP WILL NOT BE PROCESSED WITHOUT PAYMENT, DATE OF BIRTH AND A VALID SIGNATURE AND DATE *		
NAME:	** DATE OF BIRTH(YY/MM/DD):	
ADDRESS:	Mandatory for insurance purposes	
CITY:	PROVINCE:	POSTAL CODE:
RES PHONE:	BUS PHONE:	CELL: FAX:
EMAIL:	SIGNATURE-MEMBER/PARENT/GUARDIAN:	
WEBSITE:	DATE:	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> ABORIGINAL <input type="checkbox"/> ATHLETE WITH A DISABILITY This data is used for Ministry of Health Promotion & Sport funding purposes		

For new members or renewals after January 1<sup>st</sup>, the 30 day grace period starts from the date the DC writes on this form.





## **Membership....Simplified** **For CPC Branches in Western Ontario Region**

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1. Fill in the following information:
  - Name of your branch
  - the name of each applicant
  - The member's OEF # if it is available (renewing members only)
  - The amount of the TOTAL from the Method of payment section of the OEF application
  - Date OEF Membership Begins - For new members, this is the date when you receive the OEF application. For renewals received before December 31<sup>st</sup> this will be January 1 of the coming year. Otherwise it is the date that you receive the application.
2. If you are submitting a family membership, put an asterisk (\*) beside the names of those who are NOT PC members. List the PC member first if they have different last names.

**Only record applicants whose application forms and payment are attached.**
3. Add up the Totals column and write a branch cheque payable to OEF for the total amount of OEF fees shown on the OEF Confirmation of Membership summary.
4. The form must be signed and dated by the DC. Permission to participate in branch activities **is limited to ONE MONTH from the date on this form** so please ensure you send the forms to OEF promptly.
5. Make a COPY of all forms so you have a copy for your branch records.
6. Send the OEF applications, the OEF Confirmation of Membership summary and branch cheque payable to the OEF office. For information about where to send the forms, see *Submitting the application forms* on page 17.



## What payments are required?

Two branch cheques will be required for each batch of memberships submitted:

- One is for the total amount of CPC memberships. Make this cheque payable to Western Ontario Region.
- One is for the total amount of OEF memberships. Make this cheque payable to OEF (Ontario Equestrian Federation).

### Post dated cheques are not acceptable.

Current **CPC combined regional and national fees** are:

- First member      \$100.00
- Siblings            \$ 80.00 for each subsequent member in the same family

The total of these amounts make up your payment to the region.

The payment you collect from the member will also include your branch fee, which will vary depending on the bylaws of the branch.

### Current OEF basic membership fees:

Renewal:	Adult	\$60.00
	Junior	50.00
	Family	200.00

Extended (Sept– Dec of the coming year) for new members only:

Adult	\$75.00
Junior	65.00

Family (not available)

The amount payable to OEF may be higher if the member opts to order insurance, magazines or include other association fees. Full information about the fees can be found on the OEF website: <http://www.horse.on.ca/membership/index.html> .



## ***Membership....Simplified For CPC Branches in Western Ontario Region***

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### **Submitting the application forms**

Get into the practice of submitting the forms as soon as possible after receiving them so they do not get forgotten or misplaced. This is especially important for OEF applications received **after** January 1<sup>st</sup> or for new members. These **MUST** be submitted immediately as members only have 30 days from the date the DC records on the top of the form for OEF to receive the forms and process them.

#### ***Where do I mail the OEF Membership Applications?***

Send forms to OEF IMMEDIATELY so they ARRIVE AT OEF no later than 1 week from the date received. Make sure you put your Pony Club name in the return address so OEF can recognize the package as Pony Club applications and give them priority.

Send the completed OEF application forms, the OEF Confirmation of Membership Summary and a branch cheque payable to OEF to:

Ontario Equestrian Federation  
9120 Leslie Street, Suite 203  
Richmond Hill, ON L4B 3J9

You may wish to send the package by Priority Post so you have a tracking number and can be sure that OEF did receive it.

PLEASE DO NOT FORWARD YOUR OEF APPLICATIONS TO THE WOR MEMBERSHIP CHAIR. This will result in long delays in getting the applications to OEF and you may run over your 30 day window.

#### ***Where do I mail the CPC Membership Applications?***

Send the completed CPC application forms, a copy of the CPC Branch Registration List and a cheque for regional and national fees payable to Western Ontario Region to:

Linda Agnew  
WOR Membership Chair  
c/o 4152 Millcroft Park Dr.,  
Burlington, ON L7M 3V1

Submit the forms **NO LATER** than 2 weeks after receiving them. The DC will be notified by email when the forms arrive.



## **Receiving confirmation of OEF membership**

The DC will receive confirmation of OEF membership by email when the members are confirmed by OEF.

Each week, national office sends the OEF office a list of members for whom we do not have OEF membership confirmation. The OEF office checks the list and confirms those who are approved OEF members. Branch DCs will receive a automated report by email each week listing members with OEF outstanding. When the National office receives confirmations from OEF and makes the updates, the branches will be automatically notified by email of the confirmation. **Between now and December 31st, this listing will also include all renewing members who will show up as outstanding for 2012.** This is because the database is working on 2012 so if current members haven't renewed their OEF yet for 2012 it marks them as outstanding even though they are covered under their current membership until December 31, 2011.

Each month all branches will receive a current list of all their members on file, including test levels and PSO status. Please check these lists carefully and make sure our records match yours. If you've done some testing and the results are not shown on the list please forward a copy of your test results so I can make the updates in the database. During the September-December period these reports will include information for two years.

**Please notify the Regional Membership Chair if your email address changes or if you are not receiving automated emails.**

If you have any questions about an outstanding OEF confirmation, first check to see how the application was submitted.

- If the application was submitted directly by the parent, contact the parent first to ensure they did in fact submit the forms and to see if their payment has cleared.
- If the DC submitted the forms using the OEF Confirmation of Membership form, then contact the WOR Membership Chair who will follow up on your behalf.



## **Frequently Asked Questions**

### **What is the amount of regional and national fees that the branch must submit?**

The combined amount for regional and national fees is \$100.00 for the first member and \$80.00 for subsequent members in the same family. For the first member in a family, National PC receives \$80.00 and the Region retains \$20.00. For siblings in the same family, National receives the full amount and the Region does not retain any portion of the fee.

### **Why do we have to send originals of the CPC forms to the region?**

For insurance purposes, the CPC membership forms must be kept for 18 years. A faxed copy will fade over time so it is very important that the original files are archived with National.

### **Why do we always contact the DC when the branch has a designated membership person?**

It comes back to insurance and privacy issues. The DC and ADC are the regional contacts for your branch so it is up to the DC to forward the email or message on to the appropriate membership or treasurer contact within your club.

## **Contacts**

If you have any questions about membership issues, please feel free to contact me at any time:

Linda Agnew

Phone: 905-335-8859

WOR Membership Chair

Email: [agnew@sympatico.ca](mailto:agnew@sympatico.ca)

4152 Millcroft Park Dr. Burlington ON L7M 3V1

It's much easier to sort out issues before the forms are submitted than to have to send them back!