

Western Ontario Pony Club



CPC MEMBERSHIP SIMPLIFIED

[Abstract](#)

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 and riding centres in Western Ontario Region.



WESTERN ONTARIO PONY CLUB

CPC MEMBERSHIP SIMPLIFIED

FOR MEMBERS IN WESTERN ONTARIO REGION

2019

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MEMBERSHIP CHECKLIST

√	Task:	Check:
	Collect PC application forms. <i>Make sure you are using forms for the coming year!!</i>	<ul style="list-style-type: none"> • Check for parent signatures on both pages • Record OE application information • DC to date and sign the forms • Make sure Horsemasters use a different form than regular members (even if joining a riding centre). • Make sure if you are a riding centre to use the Riding Centre membership form.
	Collect OE application forms (or if they submit online – receipt about current online submittal)	<ul style="list-style-type: none"> • Check for date of birth, parent signature and date • DC writes date received across the top and sign • Encourage them to fill out online where possible and have them provide a receipt from their online submittal.
	Collect Associate Membership forms from branch executive, parents or others interested in helping within your club	<ul style="list-style-type: none"> • DC dates and signs the forms
	Collect payment for PC and OE applications	<ul style="list-style-type: none"> • Only collect OE payment if not submitted online. • PC memberships should be made out to the Club.
	Record PC applications on the Summary of CPC Memberships Submitted	<ul style="list-style-type: none"> • DC dates and signs the form
	Record OE applications on Confirmation of Membership in OE	<ul style="list-style-type: none"> • DC dates and signs the form
	Write a branch cheque payable to Western Ontario Region for the total of regional and national PC fees	<ul style="list-style-type: none"> • This is the total on the Summary of CPC Memberships Submitted
	Write a branch cheque for the total amount of OE fees collected	<ul style="list-style-type: none"> • This is the total recorded on the Confirmation of Membership in OE summary form
	Make copies of all forms for branch records	
	Mail OE applications, Confirmation of Membership in OE summary and branch cheque to the OE office ASAP	<ul style="list-style-type: none"> • Mail to: Ontario Equestrian Federation 1 West Pearce St, Suite 201, Richmond Hill, ON L4B 3K3
	Mail CPC applications, Summary of CPC Memberships Submitted and branch cheque to WOR Membership Chair.	<ul style="list-style-type: none"> • Mail to: Barb McLellan WOR Membership Chair c/o 6541 Roszell Road, Cambridge, ON N3C 2V3
	Take a deep breath.... you're done!	



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ABOUT CPC MEMBERSHIP

All policies, forms and general information about membership are posted on the CPC website in the Downloads section (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
- Competing and submitting the OE application form (2 pages) and payment.
For insurance reasons, a current membership in OE 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 25. Active members must be a minimum of 6 years old at the time of applying and 24 as of January 1st in the year they turn 25.
Horsemaster Members	These are members who want to remain active in Pony Club and are 21 years of age and older (as of January 1st).
Associate Members	<p>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.</p> <p>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 OE as well as giving us a broad base of experience to draw on.</p> <p>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.</p>



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WHEN CAN WE START ACCEPTING MEMBERSHIPS?

Members can join for the coming year anytime after September 1st. 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 OE 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 31st.

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 Horsemaster members who live in Ontario are members of OE. If they are not OE members and are involved in an incident, even indirectly, the CPC insurance is not obligated to provide coverage. CPC Insurance covers liability only. If individuals want to protect themselves against injuries sustained around horses, they should have their own individual OE membership.

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

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

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



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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. Fill out the Proper Form

The CPC application is a two-page form that is fillable. Check that the parent has completed all sections. Ideally, if they can fill it out as the fillable PDF it increases the readability of the information. Paying particular attention to the yellow circled areas.

CANADIAN PONY CLUB
2019 BRANCH MEMBERSHIP APPLICATION FORM
 Page 1 of 2 (BOTH pages must be completed)
 FOR JAN 1 - DEC 31, 2019 (Sept. 1/18 to Dec. 31/18 for new members joining after Sept. 1/18)
 WARNING: This document could affect your legal rights and liabilities. Please read this document carefully. Revisions 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 / Territory Equine Sport Organization (PTSO) 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 PTSO 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.

If you were not a member of your PTSO at any time before Sept 1, 2018, will be under 18 years old prior to Jan 1, 2019, and are joining the CPC before Dec 31, 2018, most of the PTSO's have offered a special extended membership covering from the date of application until Dec 31, 2019. Ask your Branch Administrator for more information on this extended membership.

Please print or type all information

Member Information: NOTE: Legal Guardians must provide necessary documentation.
 Branch: _____ Region: _____
 Last Name: _____ Given Name: _____
 Gender: Male Female Other Date of Birth: _____

Address: _____ City: _____ Province: _____
 Postal Code: _____ Phone Number: _____
 Member E-mail: _____

Guardian Information: (If Address different from member, please fill out the address information below)
 Last Name: _____ Given Name: _____ Relation: _____
 E-mail: _____ Phone Number: _____
 Address: _____ City: _____ Province: _____ Postal Code: _____
 Last Name: _____ Given Name: _____ Relation: _____
 E-mail: _____ Phone Number: _____
 Address: _____ City: _____ Province: _____ Postal Code: _____

Testing Information: NOTE: New Members leave this section blank.
 Highest Full FC Level ACHIEVED: _____ (D1, C2, ETC) DATE: _____
 Any Partial Levels Achieved? _____ (e.g.: C2sm, B-FR, B2-5J)

If you are transferring from a Branch or Centre, what is its name? _____
 Do you have a current Equestrian Canada Sport License? Yes No EC Number: _____
 PTSO Membership Number: _____ How did you hear about Pony Club (New Members)? _____

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 members and communications from time to time directly to our members.

Member's Signature _____ Date _____ Signature of Parent Guardian _____ Date _____
 This page must be signed. Unsigned forms must be returned to the parent.

1 | Page

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.

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 if the applicant is under the age of 18. The section at the bottom is filled in by the DC.

CANADIAN PONY CLUB
2019 BRANCH MEMBERSHIP APPLICATION FORM
 Page 2 of 2 (BOTH pages must be completed)
 FOR JAN 1 - DEC 31, 2019 (Sept. 1/19 to Dec. 31/19 for new members joining after Sept. 1/19)
 WARNING: This document could affect your legal rights and liabilities. Please read this document carefully. Revisions of any kind to the wording of this document are not permitted.

I acknowledge that the sport of horses is a high-risk sport and that I am participating at my own risk and in full knowledge of the hazards and potential hazards inherent in this sport. I further acknowledge the inherent risks in riding and working around horses, which risks include bodily injury to both horse and rider which can result from normal use, competition or schooling.

In consideration of being allowed to participate, I hereby assume all risk, and I hereby release and absolve the Canadian Pony Club Inc. et al, and its affiliated Provincial Club officials, volunteers, Officers, Directors, agents, representatives and employees, and the owners and occupiers of the land upon which 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 to cause whatever.

I hereby declare that we have reviewed the foregoing Acceptance of Risk paragraphs sufficiently to understand and agree to the terms and conditions stated herein and that it is binding upon my executors, heirs and assigns.

If a member is under 18 years of age at the date this Form is signed, the member must sign. If a member is 18 years of age or older, the Parent/Guardian is no longer required to accept 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: _____

Print name: _____

DC USE ONLY

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 PTSO membership card which expires on: _____ (copy attached)

Branch: _____

This applicant has submitted a PTSO membership application and fees through this Branch sufficient to cover the period from now until December 31, 2019.
 Yes No

Signature of D.C. _____ Date: ____/____/____ (this is the official date of this application)

If it is not a parent who is signing, the DC must see the document giving the person the authority to sign on behalf of the member. If this is a renewal membership, the registration is due at the National Office NO LATER THAN DEC 31, 2018.

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 Region. Members may have reasonable opportunity to seek independent legal advice in advance of executing this Form if desired. If any material 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 by the Region and used to confirm that all members and their parents/guardians are aware that there are significant risks involved in working with and around horse and that all regional and national event applicants are aware of the risks involved in competition.

2 | Page

Complete the OE section of the CPC application.

- If the applicant has given you their OE application to submit through your branch, circle **Yes**. If they have submitted their application on their own, circle **No**.
- If the applicant has provided a copy of an OE membership card **for the coming year** or an official OE 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 OE online receipt make sure it is marked "Official Receipt" and is not just the application page before it is processed!**



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- 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.

D.C. USE ONLY

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 PTSO membership card which expires on: _____ (copy attached)

Branch: _____

This applicant has submitted a PTSO membership application and fees through this Branch sufficient to cover the period from now until December 31, 2019.
 Yes No

Signature of D.C. _____ Date: ____/____/____ (this is the official date of this application)

If it is not a parent who is signing, the DC must see the document giving the person the authority to sign on behalf of the member.

- Accept payment for the total amount of branch, regional and national fees. The CPC combined regional and national fee is currently \$120.00 for the first member in the family and \$110.00 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.
- 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?*
- 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 Summary of CPC Memberships Submitted form*.
- If members are submitting OE applications through the branch, collect these applications and the corresponding payment. For information about handling OE membership applications, see *Accepting OE application forms*.



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USING THE SUMMARY OF CPC MEMBERSHIPS SUBMITTED

The Summary of CPC Memberships Submitted for Western Ontario Region is providing a place for you to record each batch of memberships that you are submitting.

The PDF form contains fields so you can fill it in on the computer (recommended approach) if you wish and print it to submit with your applications. The “Full” and “Additional” columns total automatically to eliminate errors in addition.

! This form MUST accompany all CPC application forms. Batches of applications that do not include this form and a cheque for the appropriate amount will be returned to the D.C.

1. Double check all PC membership application forms, make 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). Make sure that the PC membership application form has been signed by the D.C.

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.



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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 \$120.00 for the first member in a family and \$110.00 for each additional member in the same family (Horsemasters or Active members included).
Total the payments column and write a branch cheque for the total amount of Full and Extra Family Member 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 a COPY for your branch records.
 7. **Send the ORIGINALS** to the regional membership chair within 2 weeks, accompanied by the Summary of CPC Memberships Submitted for Western Ontario Region. For information about where to send the forms, see Submitting the application forms.



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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 OE 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.



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CANADIAN PONY CLUB
ASSOCIATE MEMBERSHIP APPLICATION FORM

Please read this document carefully.
Revisions of any kind to the wording of this document are not permitted.

This application is for a: (Please check one):

- BRANCH
 RIDING CENTRE
 REGIONAL
 NATIONAL

Please print or type all information

Member Information:		<small>NOTE: Legal Guardians must provide necessary documentation.</small>	
Branch / Centre: _____		Region: _____	
Last Name: _____		Given Name: _____	
Gender: <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other			
Address: _____		City: _____	Province: _____
Postal Code: _____		Phone Number: _____	
E-mail: _____			
RIS #: _____		Police Check Complete? _____	
Do you have a current Equestrian Canada Sport License? <input checked="" type="radio"/> Yes <input type="radio"/> No EC Number: _____			
PTSO Membership Number: _____			
<small>If you were previously a Pony Club member or volunteer, please let us know approximately the years that you started/finished and what your previous branch and regional affiliations were. It is not necessary to list the jobs you have done but if you were a member, please indicate your recollection of your final test level. Please use the back of the page or an attached page if you don't have enough room.</small>			
Do you have any special equine related skills which may be of interest to the Pony Club such as?			
<small>Certified Instructor (Indicate level)</small>	<small>Certified Coach (Indicate level)</small>	<small>Certified Official (Indicate level)</small>	<small>Veterinarian (Yes or No)</small>
<small>Farrier (Yes or No)</small>	<small>Other (Please specify)</small>		
_____	_____	_____	_____

For full details of our privacy policy, visit our web site at www.canadianponyclub.org CPC will also send out newsletters and communications from time to time directly to our members.

Member's Signature: _____ Date: _____

Application Accepted: _____ Signature _____ Position (BC, Regional Chair, etc.) _____ Date

Some will have completed this form in the past and will ask "Why do I have to complete this again?" People move and change their email address. Completing the form each year guarantees we have the most current information and have a record of current volunteers. Each fall, branches will receive a list of Associated Members affiliated with their branch.

Encourage all your parents to apply!



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ABOUT OE MEMBERSHIP

The Ontario Equestrian Federation (OE) 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 OE represents over 22,000 individual members, 40 equine breed and discipline associations, 150 companies and 125 horse facilities.

The OE 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.

OE will accept new memberships from us from September to December for the coming year. In early November, OE sends out e-mail reminders to their members to renew online. Online membership entry and renewal is preferred but there is a manual form that can also be filled out to obtain their membership.

If new OE memberships are submitted to OE 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 OE. A copy of a valid OE card or confirmation of membership directly from OE is required before participation is allowed at regional or national activities.

OE 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 1st.
- Current OE basic membership fees:

Renewal:	Adult	\$69.95
	Junior	\$58.50
	Family	\$250.00

Extended - (September – December of the following year)

	Adult	<Check online>
	Junior	\$85
	Family	<Check online>

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

<https://ontarioequestrian.ca/membership/>



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WHAT PAYMENTS ARE REQUIRED?

One branch cheque will be required for each batch of memberships submitted total amount of CPC memberships (Regional and National fees – you keep the Club fee). Make this cheque payable to Western Ontario Region.

POST DATED CHEQUES ARE NOT ACCEPTABLE.

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

- First member \$120.00
- Second member \$110.00 for each subsequent member in the same family

The total of these amounts makes 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.



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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.

WHERE DO I MAIL THE CPC MEMBERSHIP APPLICATIONS?

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

Barb McLellan
WOR Membership Chair
c/o 6541 Roszell Road,
Cambridge, ON N3C 2V3

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



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RECEIVING CONFIRMATION OF OE MEMBERSHIP

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

Each week, national office sends the OE office a list of members for whom we do not have OE membership confirmation. The OE office checks the list and confirms those who are approved OE members. Branch DCs will receive an automated report by email each week listing members with OE outstanding. When the National office receives confirmations from OE 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 next year.** This is because the database is working on the next year so if current members haven't renewed their OE yet for the current year, it marks them as outstanding even though they are covered under their current membership until December 31st of the current year.

At the beginning of 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 OE 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.
- Otherwise then contact the WOR Membership Chair if you still need assistance with this.



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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 \$120.00 for the first member and \$110.00 for subsequent members in the same family. For the first member in a family, National PC receives \$100.00 and the Region retains \$20.00. For siblings in the same family, National receives \$100.00 and the Region retains \$10 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:

Barb McLellan

Phone: (226) 791-0336

WOR Membership Chair

Email: wormembership@ponyclub.ca

6541 Roszell Road,

Cambridge, ON N3C 2V3

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