

# 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

**2021**

Loyalty

Character

Sportsmanship

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### MEMBERSHIP CHECKLIST

NOTE: The same process applies to both Branches and Riding Centres. DC = District Commissioner of the Branch and RA is Riding Centre Administrator.

√	Task:	Check:
	Collect PC application forms. <i>Make sure you are using forms for the coming year!!</i>	<ul style="list-style-type: none"> <li>• Check for parent signatures on both pages</li> <li>• Record OE application information</li> <li>• DC or RA to date and sign the forms</li> <li>• Make sure Horsemasters use a different form than regular members (even if joining a riding centre).</li> </ul>
	Collect OE application receipt.	<ul style="list-style-type: none"> <li>• Ensure it is for the year the member is renewing or signing up for.</li> </ul>
	Collect Associate Membership forms from branch executive, parents or others interested in helping within your club	<ul style="list-style-type: none"> <li>• DC or RA dates and signs the forms</li> <li>• Submit these with youth and horse masters as well.</li> </ul>
	Collect payment for PC applications	<ul style="list-style-type: none"> <li>• PC memberships should be made out to the Club.</li> </ul>
	Record PC applications on the Summary of CPC Memberships Submitted	<ul style="list-style-type: none"> <li>• DC or RA dates and signs the form</li> </ul>
	Write a Club cheque payable to Western Ontario Region for the total of regional and national PC fees	<ul style="list-style-type: none"> <li>• This is the total on the Summary of CPC Memberships Submitted</li> <li>• For 2021 it is \$120 for the first family member and \$110 for each additional family member.</li> <li>• Please send the Club Summary of Membership form along with the payment.</li> </ul>
	Make copies of all forms for club records	<ul style="list-style-type: none"> <li>• Retain these in case the originals go missing.</li> </ul>
	Mail CPC applications, Summary of CPC Memberships Submitted and branch cheque to WOR Membership Chair.  NOTE: You can email the forms as well. Please scan them including the OE information.	<ul style="list-style-type: none"> <li>• Mail to: Theresa Rondeau Vuk WOR Membership Chair c/o 5808 Wellington Rd. 7, RR5, Guelph, ON N1H 6J2</li> <li>• If you e-mail the forms, please be sure to email to <a href="mailto:wormembership@ponyclub.ca">wormembership@ponyclub.ca</a>.</li> </ul>
	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](http://www.canadianponyclub.org)).

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
- Obtaining a copy of the Ontario Equestrian (OE) membership for the same year.

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.

NOTE: At this time, we do not allow for other insurance or membership types other than OE.

### TYPES OF MEMBERSHIP

There are three types of membership in Canadian Pony Club:

Active Members	<p>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.</p> <p>NOTE: This may be changing starting in 2022 to minimum of age 5. Please check with the regional chair if this happens.</p>
Horsemaster Members	<p>These are members who want to remain active in Pony Club and are 21 years of age and older (as of January 1st).</p>
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 club 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 1<sup>st</sup>. However, OE extended membership does not begin until October 1<sup>st</sup>. Therefore, new members are encouraged to already have their active OE membership in the extended year they join or to sign a non-risk CPC waiver and to limit activities in this period to un-mounted education only.

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 clubs 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 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 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. 31/19 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 PTSOs 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 PC Level ACHIEVED: \_\_\_\_\_ (D1, C2, ETC) DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Any Partial Levels Achieved? \_\_\_\_\_ (e.g.: C2sm, B-FR, B2-SJ)

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.

**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. 1/18 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.

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 may be arising from my participation, including but not limited to bodily injury or death to myself or my horse(s) and/or cause whatever.

I hereby declare that we have reviewed the foregoing Acceptance of Risk paragraphs sufficiently to understand the 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 Parent/Guardian is no longer required to accept liability 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)  
 YYYY MM DD

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**. NOTE: We encourage members to submit their OE membership online instead of applying through the Club.
- 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 or RA dates and signs page 2 of the CPC application and fills in your branch / centre name. This is the official date that the applicant's PC membership begins.

The image shows a portion of a membership application form. At the top, there are fields for 'Print name' and 'Date'. Below these, a section titled 'D.C. USE ONLY' contains a certification statement. A red callout bubble with the text 'This section is filled by the DC' points to the signature line. To the left of the signature line is a box asking if a PTSO membership card was provided. To the right is a box asking if the applicant has submitted a PTSO membership application and fees through the branch. At the bottom, there is a 'Signature of D.C.' line and a 'Date: YYYY MM DD' field.

- 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 club fee, which will vary depending on the individual club.
- Ask the member to make their cheque for the total amount (branch/centre, regional and national fees) payable to your branch.
- You will submit a branch / centre 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.*





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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 DC / RA.

Summary of CPC Memberships Submitted for Western Ontario Region form with table for member details and total fees.

- 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 DC / RA.

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 club 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 club 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.
8. If you have **Horse Masters**, those forms can be sent and included in the same **Summary of CPC Members Submitted** along with Youth members.
9. Include any **Associate Membership** forms as well to the Regional Membership Chair.



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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 club 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.

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This application is for a: (Please check one):  
 BRANCH     RIDING CENTRE     REGIONAL     NATIONAL

Please print or type all information

<b>Member Information:</b>		<small>NOTE: Legal Guardians must provide necessary documentation.</small>			
Branch / Centre: _____		Region: _____			
Last Name: _____		Given Name: _____			
Gender: <input checked="" 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](http://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 (DC, 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. In the near future, registering our volunteers will be imperative to CPC operations and compliance standards.

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 October 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.

If members have applied to OE manually, they must provide a copy of the card prior to participating any in person CPC activities. This copy must be forwarded to the WOR Membership Chair for recording within the CPC Membership system.

## OE MEMBERSHIP OPTIONS

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

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 club (Branch or Riding Centre) 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 club fee, which will vary depending on your club.



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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 SEND 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:

Theresa Rondeau Vuk  
WOR Membership Chair  
c/o 5808 Wellington Rd. 7, RR5  
Guelph, ON N1H 6J2

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

Additionally, you can **scan and email** the completed **CPC application forms**. All forms should be emailed to [wormembership@ponyclub.ca](mailto:wormembership@ponyclub.ca). Be sure to use a scanning application instead of taking a picture of the documents. Applications like **Genius Scan** are free for your phone and allow you to batch documents together into a PDF type of document to be emailed.



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### RECEIVING CONFIRMATION OF OE MEMBERSHIP

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

Regularly, the national office verifies with OE the list of members for whom we do not have OE membership confirmation. Branch DCs and Centre Administrators 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 clubs will be automatically notified by email of the confirmation. **Between September 1<sup>st</sup> and December 31<sup>st</sup>, 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 31<sup>st</sup> of the current year.

At the beginning of each month, all clubs 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 we 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.





# WESTERN ONTARIO PONY CLUB

## CPC MEMBERSHIP SIMPLIFIED

FOR MEMBERS IN WESTERN ONTARIO REGION

**2021**

Loyalty

Character

Sportsmanship

## FREQUENTLY ASKED QUESTIONS

### **WHAT IS THE AMOUNT OF REGIONAL AND NATIONAL FEES THAT THE CLUB 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 \$90.00 and the Region retains \$30.00. For siblings in the same family, National receives \$90.00 and the Region retains \$20 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. Email forms is also acceptable.

### **WHY DO WE ALWAYS CONTACT THE DC / RA WHEN THE CLUB HAS A DESIGNATED MEMBERSHIP PERSON?**

It comes back to insurance and privacy issues. The DC, ADC and RA are the regional contacts for your club so it is up to the DC / RA 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:

Theresa Rondeau Vuk  
WOR Membership Chair  
c/o 5808 Wellington Rd. 7, RR5  
Guelph, ON N1H 6J2

Email: [wormembership@ponyclub.ca](mailto:wormembership@ponyclub.ca)

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