



CANADIAN PONY CLUB

Instructions for completing and handling 2015 Membership Forms

There are two major parts to the membership application process. The first is processing the application for membership in the Canadian Pony Club which makes the person a Pony Club member and the second is verifying that the applicant also has a current valid membership in the Alberta Equestrian Federation (PSO) which provides insurance coverage and is **REQUIRED before the Pony Club member may participate in ANY Pony Club activity including those not involving horses**. Please refer also to the "Flow Chart" for membership processing, the Requirements for Proof of Membership in a PSO, the Participation Ground rules, and Understanding the OEF Membership Confirmation Process documents all of which are in the downloads section of the Pony Club website at www.canadianponyclub.org.

Canadian Pony Club Membership Application Form:

YOU MUST BE SURE YOU USE A FORM LABELLED "REVISED AUGUST 2014" OR LATER. All copies of previous membership application forms must be discarded. BE SURE THAT YOU USE THE FORM FOR THE PROVINCE WHERE THE APPLICANT LIVES!!

Both pages of this form **MUST** be completed every year by all applicants for either new or renewal memberships. *Revisions of any kind to the wording of the document are not permitted.*

If the applicant is under 18 years of age as of the date of signing the form, one of their parents or guardians **MUST** complete and sign the form. The applicant should also read and understand the document and they may sign if they wish but their signature as a minor is not required. Legal signatures of a parent or guardian are required BOTH on the bottom of page 1 and in the box in the middle of page 2.

If the applicant is 18 years of age or older at the time of signing, they **MUST** complete and sign the form both at the bottom of page 1 and in the left hand box near the middle of page 2. Their parents may review and sign the document if they wish but their signature is not required.

If the required signatures are missing, the form is incomplete and MAY NOT be processed.

After the applicant and/or parent have completed the form and paid all fees, the branch DC **MUST** complete and sign the bottom section of page 2 including the information about whether the applicant has provided a copy of a PSO card or has applied for PSO membership through the branch. The date that the form is signed by the DC (not the date signed by the applicant or parent) is the official date on which the applicant's CPC membership begins.

In order to insure proper protection for all involved, the **original** copy of the form is to be sent by the branch to their Region for filing and the branch is to retain a copy for their files.

DC's, please verify that all the information is correct AND LEGIBLE. Members often enter incorrect test levels or do not write clearly.

CPC Membership Registration List:

Registration lists with names and other information filled in will be prepared for each Branch from the National membership database in August. The forms will be emailed to all Regions for distribution to the branches.

These forms are intended to simplify and reduce errors in the transmission of information from the Branch to the Region and National by highlighting information changes which may otherwise be missed. **A preprinted Registration List form should be used to transmit all renewal memberships to the regional membership contact. Please avoid using retyped membership lists because it is then very difficult to find changes in the information.** Space is left below each printed name to allow corrections to be written in. When making changes, please print or write clearly.

If a member is renewing at the time you are completing the form, please indicate that by marking the Renew column on the left side of EACH page. Please make a note of all changes to the information such as test levels or any errors in spelling for all members, not just those who renew.

Branches should retain a copy of their pre-printed Registration List to use when sending in later renewals. If you need a fresh copy at any time, please contact your regional membership person or the national membership secretary.

The PSO expiry date and proof type should be completed ONLY if the member has presented a copy of a PSO membership card which is valid as of the date of application OR if they have submitted a PSO membership application TO THE BRANCH which takes effect immediately. For those who choose to submit applications directly to the PSO or those who submit a PSO application which will not take effect until a later date, leave this column blank.

Verifying or Accepting PSO Memberships

The branch MUST verify that the applicant has a **valid current PSO membership before the Pony Club member may participate in ANY Pony Club activity including those not involving horses.**

In some cases, members may already have an PSO membership. In this case, obtain a copy of their PSO membership card and attach it to their CPC Membership Application form. The member may then participate in all Pony Club activities until the expiry date of their card.

For those who do not have a current PSO membership AND for those whose PSO memberships will expire before their CPC membership expires (likely the majority of new members and nearly all of the renewing members), the preferred way for them to obtain PSO membership is to use the PSO's online application system. The second preference is to fill out and submit the PSO membership application form and PSO membership fees through the CPC branch. Other methods of getting PSO membership can result in delays and suspension of participation rights in Pony Club activities. Renewal forms for current PSO members will not be available until approximately November 1st.

If PSO membership forms and fees are submitted to the DC of a branch, the PSO membership, insurance coverage, and permission to participate in Pony Club activities at the branch level only begins as soon as the DC accepts the form and fees **AND SIGNS/DATES THE PSO MEMBERSHIP FORM AS BEING RECEIVED. This permission to participate is valid for only one month following the effective date of the member's Application for Membership. After that time, separate confirmation from the PSO is required.** It is extremely important that the DC properly signs and dates the PSO form. This should be done by writing something like the following in the bottom right corner of the PSO form:

"Received on Sept 1, 2014 by Jane Doe, District Commissioner, Whatever Pony Club." Plus the DC's signature.

If this is not done, the PSO membership, insurance, and permission to participate in Pony Club activities are not effective until the PSO receives the form and the Pony Club receives confirmation from the PSO that the membership is valid.

Between Sept 1, 2014 and Dec 31, 2014, the PSO offers an extended membership which begins when the application is submitted and expires at the end of 2015. These forms are on the CPC website.

Members have the right to submit their own membership applications to the PSO, however if they do so, their PSO membership and permission to participate in Pony Club activities will not be effective until the PSO receives and processes their form and the Pony Club receives confirmation of their membership directly from the PSO office.

Handling the Forms:

CPC Membership & Registration Forms:

Each time a Branch wants to register one or more members, they should send a package to their Regional membership contact containing the **original copy** of the Membership Application form (both pages) for each member, a Registration List form showing the members being registered (for renewing members only), a cheque payable to their Region for the total of all National and Regional head fees due for the members being registered. For any member who has purchased their own PSO membership before applying for CPC membership, a copy of their PSO membership card **MUST** be attached to their application form. **All forms must be sent to the region within 2 weeks of being signed by the DC.**

By March 1, 2015, all Regions must send their files of membership forms for all years up to and including 2013 to the National Office, PO Box 127, Baldur, MB, R0K 0B0 for permanent retention.

In order that the CPC has verification that all forms have been properly signed, the Regional Membership Coordinator shall send in a signed agreement that they will insure that all signatures are proper.

Forms should be submitted as soon as possible, any time there is an addition or change. Please do not hang on to all your membership forms waiting for the last few to come in! Send in the ones you have and then send the rest later on.

PSO Membership Applications & Confirmations

Each time a Branch sends membership applications to the PSO, they must include all PSO membership applications, payment FROM THE BRANCH for all those memberships, **and a completed Confirmation of Membership in the PSO form.** Please do not use postdated cheques. They have no significant advantage for the member, are inconvenient for the PSO to handle, and if dated close to year end can cause prolonged delays which may result in the suspension of the member's participation privileges while waiting over holidays or for cheques to clear the bank.

In some cases, people may want a family membership in which case all the family members' names should be listed on the Confirmation form and those who are NOT CPC members should be marked by either circling the name or putting an asterisk(*) in the left margin beside their name. For those who are renewing their PSO memberships, please enter their PSO number in order to help the PSO office to look up the information in their database.

Prompt processing of all PSO membership applications has a direct effect on insurance so these applications **MUST NOT BE UNDULY DELAYED.** Since this involves insurance coverage, the branch has a duty to the applicant to handle the application quickly and should forward it to the PSO within 1-2 business days. Circumstances may result in some delays, however in no case should a branch keep the forms for longer than 1 week. ***Do not confuse this requirement with the more lenient 2 weeks allowed for processing the Pony Club membership applications!***

UNDUE DELAY COULD RESULT IN A LACK OF INSURANCE COVERAGE AND EXPOSURE OF THE BRANCH AND ITS EXECUTIVE TO PERSONAL LIABILITY.

In order that your applications are easily identified at the PSO office, please plainly identify the envelope as coming from the Pony Club. This is easily done by using the branch name in the return address, for example "Whatever Pony Club, c/o Jane Doe, ... etc.

What if I have more questions?

You may contact your regional membership coordinator or the national administrator Val Crowe at the National Office email info@canadianponyclub.org or pvcrowe@mts.net phone 1-888-286-PONY.

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