

Canadian Pony Club



STARTING A PONY CLUB RIDING CENTRE

[Abstract](#)

This document will outline the steps required for a region to assist a new Pony Club Riding Centre starting up within the Canadian Pony Club Organization



CANADIAN PONY CLUB

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2019

Loyalty

Character

Sportsmanship

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OVERVIEW

This document will outline the steps required for a region to assist a new Pony Club Riding Centre starting up within the Canadian Pony Club Organization.

STARTING A RIDING CENTRE

REGION RESPONSIBILITIES

A region wants to start up in your region, what are the next steps?

1. Give the owner of the stable a copy of the “CPC Riding Centre Application for Consideration”.
2. Choose an Area Coordinator. If you are a large Region, you may wish to appoint an Area Coordinator in several different areas. In smaller Regions, you may only need one. Often, the Regional Chair is willing to serve as the Area Coordinator. Their job is to liaise with the stable owner and the Regional Committee. They will set up a visit at the facility and fill out the Facility Profile and Safety Checklist. They must also be familiar with the Application for Consideration, the Centre Handbook and the Centre Contract.
3. The Area Coordinator will discuss with the facility owner the difference between a Branch and a Centre and give the owner a copy of the Centres Handbook and the Contract.
4. A Branch is run by an Executive Committee with input from the parents; the Centre is under the jurisdiction of the stable owner.
5. A Branch has a bank account in its name; the Centre is not allowed a PC bank account.
6. A Branch may fundraise under the CPC charitable status; the Centre is not allowed to fundraise in the name of PC. The non-profit status of the CPC must not be used to raise funds for the Centre.
7. A Branch must accept all members with no restrictions unless due to available space and/or instructors; the Centre may restrict their membership to people stabled at their facility.
8. Help the facility to choose a name for the Centre. It needs to contain the name of the Facility and must not include the name of any Branch.
9. The Centre must choose a Centre Administrator. This person is most often the facility owner. This person is in charge of the Centre, collects Regional and National Membership fees and pays them to the Regional Membership Chair when they send in the registration forms. The entire bill must be paid with a facility cheque.
10. The Centre Administrator (CA) is allowed to attend all Regional Meetings and will carry one vote. When the CA is unable to attend the meeting, the CA may send an alternate delegate, who



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will carry the vote, as long as the Regional Secretary is notified in advance and the Regional R&R's allow for Branch Alternate Delegates.

11. The Area Coordinator will make sure that the Centre has copies of the registration forms or access to the forms on the web site, as well as the password to the Education materials.