



CANADIAN PONY CLUB

Recognition Policy

Volunteer, member and alumni recognition

Loyalty

Character

Sportsmanship

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1. PURPOSE OF THE POLICY

The purpose of this policy is to establish a clear, consistent, and transparent framework for recognizing individuals who have made significant contributions to the Canadian Pony Club through service, leadership, achievement, and dedication.

These honours reflect the values of the organization and celebrate excellence at all levels.

The Canadian Pony Club is committed to equitable and inclusive recognition practices, ensuring consideration across regions, roles, and backgrounds.

2. GUIDING PRINCIPLES

Recognition under this policy is guided by the following principles:

- Fairness and Transparency: All nominations and selections are based on defined criteria and a consistent review process.
- Merit-Based Recognition: Awards reflect demonstrated impact, contribution, and excellence.
- Inclusivity and Equity: Recognition considers geographic diversity, roles, and backgrounds.
- Integrity and Accountability: Decisions are made in accordance with governance standards and ethical practices.

3. CATEGORIES OF RECOGNITION

The Canadian Pony Club recognizes contributions through the following categories:

- Membership duration Pins
- Volunteer Service Awards
- Honorary Life Membership
- Honorary Director (Emeritus)
- Examiner Emeritus Honours
- National Chair Award
- Wall of Fame
- A-level Achievement (A-Level Certification)
- Scholarship recipient

Each category reflects a different type and level of contribution or achievement.

4. MEMBERSHIP DURATION PINS

4.1 Purpose

Membership duration pins recognize and celebrate long-term commitment and sustained membership with the Canadian Pony Club.



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4.2 Eligibility

Membership duration pins are awarded to active or youth members (under 25 years of age) that have been members with Canadian Pony Club for a duration of 10 or 15 years.

4.3 Selection

Members are selected automatically from the membership database by the National Administrator.

4.4 Recognition

Members are awarded a pin and certificate through the National Office at the end of the year.

5. VOLUNTEER SERVICE AWARDS

5.1 Purpose

Volunteer Service Awards recognize members who have provided consistent and meaningful service to the Canadian Pony Club at Branch /Centre, Regional and National level over time.

Volunteers Service Awards recognize length of service, can be awarded once time criteria are met and are not subject to revocation

5.2 Eligibility

Eligible individuals will have actively contributed through roles such as volunteer instruction, administration, event support, or leadership, and demonstrated ongoing commitment to the values of Pony Club.

Service may be continuous or cumulative and must reflect regular involvement and contribution over time.

Nominees must be in good standing with the Canadian Pony Club.

5.3 Selection

Volunteers that have consistently donated volunteer hours during 5, 10, 15 or 25 years of volunteer service can be awarded a volunteer service award (Canadian Pony Club volunteer pin).

The awards will be administered at the different administrative levels in Canadian Pony Club and are based on verified years of service.

Level	Years of service	Administered by	Recognition
5 year	Minimum 5 years	Branch or Centre	Volunteer pin
10 year	Minimum 10 years	Region	Volunteer pin
15 year	Minimum 15 years	National	Certificate + Bronze pin
25 year	Minimum 25 years	National	Certificate + Silver pin



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5.4 Recognition

The 5-year and 10-year volunteer pins are available for purchase by the branch or region at the CPC online store.

Regions are encouraged to nominate volunteers within their Region, who have been active in any combination of Branch, Centre, Regional and National activities for at least 15 years or 25 years to receive an appropriate volunteer service award through the National organization.

6. HONORARY LIFE MEMBERSHIP

6.1 Purpose

Honorary Life Membership is one of the high honours awarded by the organization, recognizing individuals whose service has had a significant and lasting impact on the Canadian Pony Club organization.

6.2 Eligibility

Individuals that have provided long-term, exceptional service to the Canadian Pony Club, have demonstrated leadership, mentorship and commitment and/or have made contributions beyond normal expectations can be nominated by members, branches or regions to be considered for an honorary life membership.

6.3 Selection

Nominations will be reviewed by the National Board (or a board committee) and honorary life memberships will be approved through a formal Board vote.

Aspects taken into consideration when reviewing nominations are:

- demonstrated long term involvement and sustained contribution,
- has made a significant investment of time, effort and commitment, exceeding expected volunteer commitments,
- has made meaningful and lasting impact on growth and development of the organization, improvement of programs or operations or strengthening the community
- demonstrated leadership, mentorship or guidance and is a positive influence, especially on youth
- contributed to multiple areas such as instruction, administration, event organization and program development / committee work
- is committed to pony club values and recognized by peers as upholding the spirit of Pony Club
- is widely respected in the Pony Club community

Meeting these criteria does not guarantee the award of Honorary Life Membership. Nominations are considered on their overall merit, and the honour is awarded selectively to those whose contributions are truly exceptional.

Where multiple nominations are received, each candidate will be assessed independently against the established selection criteria. The governing body may award Honorary Life Membership to more than one individual in a given year where candidates meet the required standard.

6.4 Recognition

Honorary directors will receive a certificate and silver Pony Club pin. They will also be listed on the CPC website as having received this honour.



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7. HONORARY DIRECTOR (EMERITUS)

7.1 Purpose

To recognize distinguished senior leadership and governance contributions by National Directors.

7.2 Eligibility

This honour may be awarded to former National Directors who have made significant impact at national level and have displayed exemplary service to the Canadian Pony Club.

Aspects taken into consideration when reviewing nominations are:

- Served as a director and demonstrated sustained leadership possibly in other roles such as DC or Regional chair over a significant period of time
- Played a meaningful role in strategic planning, policy development and governance, contributing to the long-term direction and stability of the organization
- Contributed beyond a single role or term
- They continued to contribute to the organization beyond their formal term(s) and have remained an advisor, supporter and ambassador for the organization
- They consistently uphold Pony Club values and demonstrate ethical leadership and good judgement
- They are widely respected across the organization

Appointment as an Honorary Life Director is not based solely on time served. It recognizes individuals whose leadership and contributions at a senior level have had a significant and lasting impact on the organization. The honour is awarded selectively and only where the standard of excellence is clearly demonstrated.

7.3 Selection

Honorary Life Directors get nominated by their peers on the National board of Directors. Nominations are reviewed and approved by National Board.

7.4 Recognition

Honorary directors will receive a certificate and gold Pony Club pin. They will also be listed on the CPC website as having received this honour.

8. EXAMINER EMERITUS

8.1 Purpose

To recognize former National Examiners who have given exemplary service to the Canadian Pony Club.

8.2 Eligibility

Candidates must demonstrate:

- Served as a national or senior level examiner over a significant period of time
- Demonstrated consistent involvement in testing and evaluation programs



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- Played a role in delivering and improving testing standards and supporting the development of syllabi, materials, or processes - Mentored developing examiners, instructors, and candidates - Demonstrated integrity, fairness, and professionalism and approached examining with consistency, respect, and objectivity - Helped uphold the reputation and credibility of Pony Club certifications		

8.3 Selection

Examiner Emeritus honours are reviewed by the testing committee, upon nominations by members, branches, centres, regions or examiners. Recommendations receive final approval by the National Board.

8.4 Recognition

Examiners Emeritus will receive a certificate and gold Pony Club pin. They will also be listed on the CPC website as having received this honour.

9. NATIONAL CHAIR AWARD

9.1 Purpose

This distinction is presented by the National Chair of the Canadian Pony Club to individual(s) who have demonstrated exemplary service to the organization. It recognizes those whose dedication, leadership, and contributions have had a meaningful impact at a national level and have supported the ongoing success and development of Pony Club programs and initiatives.

9.2 Eligibility

This honour may be awarded to any individual who has given exemplary service to the Canadian Pony Club. Only one award will be granted in any given year.

The chair should consult with the National Board when considering a candidate, but the final decision is at the sole discretion of the National Chair.

Individuals considered for this honour demonstrate a combination of:

- Exceptional National contribution
- Demonstrated strong leadership and positive influence
- Consistently contributes above and beyond expectations
- Impact is meaningful and extends beyond a single area
- Demonstrates integrity, respect, and commitment to Pony Club values
- Serves as a role model within the organization

9.3 Selection

The National Chair Award is awarded at the discretion of the National Chair, recognizing individuals whose contributions are exceptional in scope, impact, and quality.



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9.4 Recognition

National Chair award winners will receive a certificate and gold Pony Club pin. They will also be listed on the CPC website as having received this honour.

10. WALL OF FAME

10.1 Purpose

The online Wall of Fame celebrates individuals and teams who have achieved notable success or made outstanding contributions in sport, competition, or service.

10.2 Eligibility

The Wall of Fame celebrates alumni who meet one or more of the following criteria:

1. National or International Equestrian Achievement

Alumni who have demonstrated excellence at the highest levels of equestrian sport or officiating in equestrian sports.

This includes individuals who:

- Represented Canada in major international competitions (e.g., Olympic Games, Pan American Games, World Equestrian Games, World Cup)
- Achieved national championship titles or equivalent elite-level results
- Coached or led athletes to international representation or podium success
- Served in senior leadership roles such as Chef d'Équipe
- Held advanced national or international certifications (e.g., EC Level III/IV or FEI accreditation)
- Contributed as FEI officials (e.g., judges, stewards, course designers, technical delegates) at a recognized level

2. Volunteer Achievement

Alumni who have demonstrated exceptional leadership, service and impact within Pony Club or the broader equestrian community.

This includes individuals who

- Held significant leadership roles at the National level of Canadian Pony Club
- Made sustained contributions to program development (e.g., testing systems, disciplines, curriculum)
- Provided long-term leadership in instruction, mentorship, or administration
- Played a foundational role in establishing or growing branches, centres, or programs
- Contributed to governance or leadership in the wider equestrian community (e.g., Provincial bodies, Equestrian Canada)

3. Achievement Outside Pony Club

Alumni who have attained notable distinction in professional, academic or public life beyond Pony Club, reflecting positively on the organization.

This includes individuals who:

- Reached leadership or expert status in their profession or field
- Received awards, honours, or public recognition at regional, national, or international levels
- Made significant contributions to their field, community, or society



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- Demonstrated values and qualities aligned with Pony Club (e.g., leadership, integrity, excellence)		

10.3 Selection

The National Board (or a board committee) will review the application and will consider the criteria stated above in its determinations.

Nominations must be supported by sufficient, verifiable evidence demonstrating that the nominee meets at least one of the eligibility categories.

Inductees will be requested to provide the CPC with a biography, including a paragraph on what Pony Club has meant to them for publication.

10.4 Recognition

Inductees are profiled on the CPC website and may be publicly recognized at National events such as convention or AGM.

11. A-LEVEL CERTIFICATION

11.1 Purpose

To recognize members who have successfully attained the highest level of Pony Club certification, demonstrating excellence in horsemanship and horse care.

11.2 Eligibility

Successful completion of A Level testing through recognized Pony Club standards.

11.3 Recognition

Individuals who achieve the A Level certification will be publicly acknowledged on the Canadian Pony Club website as part of the organization's permanent record of achievement.

12. SCHOLARSHIPS / AWARDS OF EXCELLENCE

12.1 Purpose

The Canadian Pony Club Award of Excellence is a financial scholarship funded by the Canadian Pony Club. Three awards are given out to Canadian Pony Club members who exemplify the aims and objectives of Pony Club.

12.2 Eligibility

To be considered for the scholarship, candidates must be an active Pony Club youth member who is attending a secondary education program. They will need to meet participation and testing criteria.



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12.3 Selection

Members will submit a written application at the end of the calendar year. A board committee will evaluate the applications and award scholarships based on the information provided and letters of reference. Criteria that are considered are:

- Proof of enrollment in a secondary education program
- Participation in Branch /Centre and regional activities, instruction and testing
- Have achieved a certain testing level
- Must have been a member for at least 3 years
- Letters of reference

12.4 Recognition

Recipients receive financial awards and a certificate. Their names will be posted on the CPC website in recognition of their accomplishment.

13. ANNUAL RECOGNITION CYCLE AND TIMELINES

To ensure a transparent, consistent, and well-managed recognition process, the Canadian Pony Club operates on an annual nomination cycle for most awards and honours.

13.1 Standard timeline

- Nominations Open: September 1
- Nominations Close: November 30
- Review Period: December – January
- Final Approvals: February (National Board or relevant authority)
- Announcement and Presentation: At the National Conference, Annual General Meeting, or designated national event

13.2 Award-Specific Timing

Some awards may be granted outside this cycle.

Volunteer Service Awards

- May be awarded throughout the year at the Branch and Regional levels once eligibility criteria are met

National Chair Award

- May be awarded at any time during the year

A Level Certification

- Recognition occurs following successful completion of testing

Scholarships / Awards of Excellence

- Application Deadline: December 31
- Review Period: January – February
- Recipients Announced: Spring, formally acknowledged during the AGM



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13.3 Late or Exceptional Nominations

Late nominations may be considered in exceptional circumstances, such as unforeseen personal situations, administrative delays or communication failures, newly identified contributions (significant new achievements or contributions that became known after the nomination deadline)

To be accepted the delay must be reasonable and justified and the nomination must clearly meet award criteria. Consideration must not compromise fairness or disadvantage other candidates

Approval is at the discretion of the reviewing body or National Board.

14. REVOCATION OF HONOURS

Revocation of any of the awards or honours can be done in exceptional circumstances and requires formal review by the National board and board approval.

Reasons for revocation may include:

- a serious breach of the code of conduct,
- conduct resulting in damages to the reputation of Canadian Pony Club,
- horse welfare or safe sport violations,
- persistent non-compliance with CPC policies



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National Service Award Form

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NATIONAL SERVICE AWARD FORM

REGION _____

Regions are encouraged to submit names of people in their Region who have been active in any combination of Branch, Regional and National activities for at least 15 or 25 years. There is no restriction on the number of names each Region submits. The Regional Chair will sign to verify that all the people listed have been involved for 15 or 25 years or more.

PONY CLUB 15 YEAR VOLUNTEER

Name	Branch / Region	Main involvement

PONY CLUB 25 YEAR VOLUNTEER

Name	Branch / Region	Main involvement

Signature of Regional Chair _____

Please submit lists at least 4 weeks prior to the next National meetings. If you need more space, please type additional names on a separate sheet of paper.



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WALL OF FAME APPLICATION FORM

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WALL OF FAME APPLICATION FORM

Nominations should focus on the nominee's most significant contributions and impact. Brevity and clarity are encouraged.

1. Nominee Information

Full Name _____

Current Location (City/Province/Country) _____

Pony Club Branch / Region association _____

Years of Pony Club Involvement (approx.) _____

2. Pony Club Involvement (Required)

Provide a brief overview of the nominee's involvement in Canadian Pony Club (max 150–200 words), including:

Participation (rider, volunteer, examiner, coach, etc.)

Key roles held (e.g., DC, instructor, committee member, National roles)

Years active and level of involvement

3. Category of Nomination (select one or more)

☐ National / International Equestrian Achievement

☐ Volunteer Achievement

☐ Achievement Outside Pony Club

4. Summary of Contribution (Required)

Provide a brief summary (max 250 words) outlining why the nominee should be considered for the Wall of Fame, focussing on impact and significance.

5. Key Achievements (Required)

List the most relevant achievements aligned with the selected category:

Achievement 1: _____

Achievement 2: _____

Achievement 3: _____

(Include level, dates, and significance where applicable)



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6. Supporting Details (as applicable per category of nomination selected)

Equestrian Achievement (if selected)

- Major competitions, titles, or team representation
- Coaching, leadership, or officiating roles
- Certifications or accreditations

Volunteer Achievement (if selected)

- Leadership roles held and years of service
- Contributions to Pony Club programs, governance, or other contributions
- Impact on Pony Club or equestrian community

Achievement Outside Pony Club (if selected)

- Professional or academic accomplishments
- Awards, honours, or leadership roles
- Broader community or societal impact

7. Verification / Supporting Evidence

Attach or reference supporting documentation:

- ☐ Competition results / records
- ☐ Certification or official records
- ☐ Letters of support (recommended 1–2)
- ☐ Awards / honours
- ☐ Media or public recognition
- ☐ Other: _____

8. Nominator Information

Name _____

Role / Relationship to Nominee _____

Email / Contact Information _____

9. Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Name: _____

Date: _____