

MANITOBA PONY CLUB



POLICY HANDBOOK

**Section 1 Manitoba Regional Rules and Regulations
(To be approved by Canadian Pony Club)
(April 2018)**

**Section 2 Manitoba Regional Policies and Procedures
(Approved by Manitoba Pony Club)
(April 2018)**

**Approved by the Regional Committee April 2018
Approved by National Board April 2018**

2018

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MANITOBA REGION

RULES AND REGULATIONS

1.0 INTRODUCTION

- 1.1 Canadian Pony Club, Inc (hereafter known as Canadian Pony Club) has, for purposes of administering Pony Club activities, divided the Country into Regions.
- 1.2 One of the Regions is "Manitoba". This area includes the entire province of Manitoba. These Rules and Regulations are intended to govern the operation of Manitoba Region.
- 1.3 Manitoba Region may not become incorporated but may have the ability to create a standing committee that could become an incorporated Society registered under the Societies Act, the purpose of which would be fundraising. This incorporated Society would have the same Executive officers as Manitoba Region and would be wholly answerable to Manitoba Region.
- 1.4 The bylaws of Canadian Pony Club contain various provisions relating to the operation of Regions, Regional Committees, Branches and Branch Executive Committees, all of which are applicable within the Manitoba Region and all of which are incorporated herein by reference. If there is a conflict between these Rules and Regulations and the bylaws of Canadian Pony Club, then the bylaws of Canadian Pony Club shall supersede these Rules and Regulations.

2.0 OBJECTS

- 2.1 To encourage young people age 25 and under to participate in and enjoy equestrian sports and other activities relating to horses and riding.
- 2.2 To provide instruction in riding and horsemanship and instill in members the proper care of animals.
- 2.3 To promote the highest ideals of sportsmanship, citizenship and loyalty, thereby cultivating strength of character and self-discipline.

3.0 DEFINITIONS

- 3.1 Manitoba Regional Committee, hereinafter described as the Regional Committee, means that Committee comprised of the Chair, Vice-Chair, Secretary, Treasurer, National Director, Deputy Director, Visiting Commissioners, District Commissioners, Assistant District Commissioners, Youth Representatives, Testing and Education Chairs, Competitive Discipline Chairs, Communication Chair, and Membership Secretary as described in Article 4.3. plus, Centre Administrators.
- 3.2 Manitoba Regional Executive Committee, hereinafter described as the Executive Committee, means the Committee comprised of the Chair, Vice-Chair, Secretary, Treasurer, and National Director, as described in Article 4.3. In the event that this group is not comprised of 5 separate people, the Regional Committee has the right to elect additional members, so that the Executive Committee always has 5 members.
- 3.3 Regarding positions described in 3.1 and 3.2, all Committee members shall be elected by a simple majority vote and shall be a minimum age of 21 years at the time of taking office with the exception of the Youth Representatives.
- 3.4 Youth Reps from the East will come from Branches east of Portage and Youth Reps from the West will come from Branches from Portage West (including Portage). Each Branch may submit one name to the Regional AGM and the Regional Committee will elect one from the East and one from the West.

- 3.5 Each Pony Club Centre Administrator is allowed to attend all Regional Meetings and will carry one vote. The CA may send an alternate delegate, who will carry the vote, as long as the Regional Secretary is notified in advance.

4.0 MANITOBA REGIONAL COMMITTEE (Regional Committee)

- 4.1 The management and administration of Manitoba Region shall be vested in the Regional Committee, which shall have overall control and management of all matters falling under the jurisdiction Manitoba Region.
- 4.2 The Regional Committee, in exercising control and management of Manitoba Region shall have the following powers:
- a) the power to establish and change Policies as well as Rules and Regulations as per 12.2;
 - b) the power to create and eliminate both positions and subcommittees, both standing and ad hoc, and delegate to them such authority and responsibility as the Regional Committee deems appropriate. This includes setting Terms of Reference for same;
 - c) the power to create and enforce Regional Policies in keeping with Canadian Pony Club guidelines.
- 4.3 The following positions constitute the Regional Committee and shall have the following duties:
- a) Regional Chair, who shall:
 - i) oversee the administration of Manitoba Region
 - ii) preside at all Regional Committee and Executive Committee meetings
 - iii) be an ex-officio member of all committees formed by Manitoba Region
 - iv) represent Manitoba Region as required.
 - b) Regional Vice-chair, who shall:
 - i) act in absence of the Chair as required and, in such, shall exercise all the powers and duties of the Chair
 - ii) assist the chair in the performance of their duties as required.
 - c) Regional Secretary, who shall:
 - i) give notice of all meetings of the Regional Committee and the Executive Committee
 - ii) take minutes at all meetings of the Regional Committee and the Executive Committee
 - iii) circulate the minutes of the Regional Committee and Executive Committee meetings to all members of the Regional Committee and Executive Committee.
 - iv) maintain appropriate minute books of the Manitoba Region, which shall be open to inspection by members of the Region at such time and in such locations as is reasonable.
 - d) Regional Treasurer, who shall:
 - i) be charged with all financial responsibilities of Manitoba Region
 - ii) be responsible for books of accounts to be maintained and available for inspection by members of the Region at such time and in such place as is reasonable
 - iii) ensure that such books of accounts are reviewed annually, as required by the Region
 - iv) keep a list of all members of Manitoba Region as provided by the Membership Secretary.
 - v) be responsible for filing a Financial Report consisting of an Income Statement and a Balance Sheet with the Canadian Pony Club by the next Annual General Meeting of Canadian Pony Club at the conclusion of the current calendar year.
 - e) National Director, who shall:
 - i) represent Manitoba Region on the National Board of Canadian Pony Club and be the main contact for liaison between the Board of Directors and Manitoba Region.
 - ii) report to the Regional Committee on the proceedings of the National Board of Canadian Pony Club.

- f) Deputy Director, who shall
 - i) work closely with the Region's Director and shall maintain an up to date knowledge of National issues.
 - ii) shall attend all Regional Meetings.
 - iii) in the event that the National Director is:
 - (a) elected by the Board of Directors to become the National Chair;
 - (b) removed from office or resigns; or,
 - (c) is not able to complete his or her term of office for any other reason,the Deputy Director shall immediately assume the position of Director for the Region and shall serve the unexpired portion of the Director's term of office.
- g) Visiting Commissioners, maximum of 6 in number, each of whom shall:
 - i) assist in the formation of new branches
 - ii) be capable and available as a resource to assist Branches in view of his or her knowledge and experience in Canadian Pony Club
 - iii) act as a liaison between Branches and the Regional Committee and report to the Regional Committee on activities.
- h) District Commissioner and Assistant District Commissioner from each Branch within the Manitoba Region, who shall:
 - i) represent their branch on the Manitoba Region Regional Committee
 - ii) be responsible for their branch activities.
- i) Youth Representatives, one from the East and one from the West:
 - i) be at least 14 years of age at the time of taking office, be a Canadian Pony Club Active member and be a member of a Branch in Manitoba Region in the year they are elected and for the duration of their term
 - ii) represent the views of Active members of the Region and provide a liaison between the Region and all Active members in the Region
 - iii) be 18 years or older when making legal or contractual decisions or to hold voting rights at Regional meeting.
 - iv) represent the views of the active members of the Region and provide a liaison between the active members in the Region and the Canadian Pony Club Active Member West.
- j) Education Chair, who shall
 - i) assist the branches and members to prepare for upgrading their test levels by providing advice and/or providing access to educational materials.
 - ii) provide such lectures, demonstrations, or clinics which may be suitable from time to time to assist members in upgrading their knowledge.
 - iii) represent Manitoba Region on the National Education Committee of the Canadian Pony Club.
 - iv) prepare a report and an annual financial statement for the Regional Annual General Meeting.
 - v) complete and submit the Education Grant application and post event report.
 - vi) with assistance from the treasurer, submit a budget at the January meeting for the coming year.
- k) Testing Chair, who shall
 - i) provide the opportunity for all qualified members to be tested at the appropriate level.

- ii) provide qualified examiners, either by arranging suitable training or by arranging for examiners to travel from other regions.
 - iii) maintain accurate and complete records of all test results.
 - iv) represent Manitoba Region on the National Testing Committee of the Canadian Pony Club.
 - v) prepare a report and an annual financial statement for the Regional Annual General Meeting.
 - vi) with assistance from the treasurer, submit a budget at the January meeting for the coming year.

- I) Competitive Discipline Chairs –one each for the following activities
 - Dressage
 - Prince Phillip Games (PPG)
 - Quiz
 - Rally
 - Show Jumping
 - Tetrathlon

Each of whom shall:

 - i) be responsible for their Discipline Committee in the Manitoba Region, while ensuring that the activities are conducted in compliance with the policies and rules established by Canadian Pony Club.
 - ii) be responsible for chairing and coordinating, within the guidelines set out by Canadian Pony Club, the selection process for members from the Manitoba Region taking part in National activities relating to their respective discipline
 - iii) represent the Manitoba Region on any National committee established for their respective discipline by Canadian Pony Club,
 - iv) apply for any grant money available from Canadian Pony Club and send in the post event report.
 - v) prepare a report and an annual financial statement for the Regional Annual General Meeting.
 - vi) attend all Regional Meetings.
 - vii) with assistance from the treasurer, submit a budget at the January meeting for the coming year.
 - viii) apply for any grant money available from Canadian Pony Club and submit the post event report.

- I) Communications Chair, who shall:
 - i) help to promote the interests of Manitoba Region through encouraging or assisting in having regional or branch activities reported in local media.
 - ii) collect interesting regional and branch information and or photographs and use them to prepare at least three regional newsletters each year.
 - iii) assist branches with local promotions or branch newsletters.
 - iv) collect information as required to keep the regional and/or branch web pages up to date
 - v) represent Manitoba Region on the National Communications Committee of the Canadian Pony Club.
 - vi) prepare a report and an annual financial statement for the Regional Annual General Meeting.
 - vii) apply for the newsletter grant available from Canadian Pony Club.

- m) Membership Secretary, who shall:
- i) collect all National and Regional membership information and fees
 - ii) maintain accurate Regional membership records
 - iii) forward fees and a copy of membership information to the Regional Treasurer
 - iv) submit all membership information to Canadian Pony Club as required.
 - v) submit a year end report to the AGM of Manitoba Pony Club.

5.0 COMMITTEES

- 5.1 The current committees of MPC are Education, Testing, Dressage, Show Jumping, Tetrathlon, PPG, Quiz, Rally, plus other committees as constituted by the Regional Committee as required.
- 5.2 Each of the eight main committees, as listed in 5.1 shall be comprised of a Chair (elected by the Regional Committee), one rep from each Branch and one youth rep from the east and one from the west. Youth reps must meet the qualification as stated in 4.3 h i,ii,iii,iv. Membership of other committees shall be determined by the Board at the time they are set up.
- 5.3 Youth reps will be appointed by the Committee Chair and Branch reps from applications received.

6.0 TERMS OF OFFICE

- 6.1 Terms of office and election rotation are as noted in **Appendix 1**, which is attached and forms part of this document. Each term shall run from AGM to the next, second or third AGM as dictated by the number of years of a “term”, with the exception of the National Director, whose term, as per Canadian Pony Club, shall run on the calendar year.
- 6.2 Each of the positions of the Regional Committee shall be elected by members of the Regional Committee, with the following exception:
- a) District Commissioners and Assistant District Commissioners elected by Branches, as per National Bylaws.
- 6.3 Any vacancy occurring during the term of office of one of the Regional members of the committee (Regional Executive, Discipline Chairs) shall be filled at the next meeting, provided it is so stated in the next meeting’s notice. When filling a vacancy, this term shall constitute the completion of the original term of office complete with all the powers and privileges of the position. The vacancy shall be filled by an election with the remaining members of the committee voting on the issue. The Regional Chair may appoint a replacement to serve until the next meeting, if required.

7.0 MEETINGS

- 7.1 The Regional Committee shall meet at least three (3) times in each calendar year. One of these shall be the Annual General Meeting for which the main purpose shall be to hold elections, receive annual reports from the disciplines and other chairs and to arrange for a financial review. The main purpose of one of the other meetings shall be to review financial issues and approve a working budget.

- 7.2 A special meeting of the Regional Committee shall be called by the Chair or by the Secretary, on direction of the Chair, upon receipt of a written request signed by one-third of the members of the Regional Committee. Seven (7) days written notice shall be given.
- 7.3 Notice of any regular meeting of the Regional Committee shall be sent by the Secretary to each member of the Regional Committee not less than twenty-one (21) days prior to the meeting and such notice shall set forth the business to be conducted at such meeting.
- 7.4 The Regional Committee shall hold its meetings at a place, within the Region, as determined by the Regional Committee.
- 7.5 Twenty -five percent (25%) of the members of the Regional Committee present in person shall constitute a quorum for the transaction of business at any meeting of the Regional Committee.
- 7.6 Each member of the Regional or Executive Committee shall be deemed to have resigned if they miss two meetings in a row, without sufficient cause.

8.0 VOTING

- 8.1 Except as otherwise noted in these Rules and Regulations, every question shall be decided by a simple majority of the eligible voters who are present at the meeting.
- 8.2 Each current member of the Regional Committee, who is 18 years or older, excluding the Chair, shall be entitled to one (1) vote at Regional Committee meetings even if they hold multiple positions within the organization. The Chair shall have a vote in the event of a tie.
- 8.3 Any District Commissioner or Assistant District Commissioner who is unable to attend a Regional meeting may send a representative in their place who shall carry all the voting and other rights and responsibilities of the absent DC or ADC at that meeting. The DC must advise the Regional Chair prior to the meeting, the name of the person who will be carrying the vote for the absent DC or ADC.
- 8.4 Each current member, who is 18 years and older, including the Chair, shall have one (1) vote at Regional Elections. In the event of a tie the Chair shall not have a tie-breaking vote, but voting shall be repeated until elections are concluded by a majority vote.
- 8.5 All voting shall be conducted using a show of hands, except for elections, where secret ballots will be used or where 1/2 of the people present request a secret ballot.

9.0 MANITOBA REGION EXECUTIVE COMMITTEE (Executive Committee)

- 9.1 The Executive Committee shall perform management and administrative functions following the directions of the Regional Committee and Canadian Pony Club. The Executive Committee shall not establish policies or operate outside of the financial constraints determined by the budgets approved by the Regional Committee.
- 9.2 The Executive Committee shall meet when necessary between Regional meetings and may conduct such meetings by means of a conference call.

- 9.3 Each member of the Executive Committee, excluding the Chair, shall be entitled to one (1) vote at meetings of the Executive Committee where they are in attendance. The Chair shall not have a vote except in the case of a tie.
- 9.4 Three of the five current members of the Executive Committee present in person shall constitute a quorum for the transaction of business at any duly called meeting.
- 9.5 Any members of the Regional Committee may attend any meeting of the Executive Committee and at the discretion of the Chair, may speak at such meetings. Only members of the Executive Committee are entitled to vote at Executive Committee meetings. In camera sessions during a meeting may be called at the discretion of the Chair.

10.0 FINANCIAL

- 10.1 The fiscal year of Manitoba Region shall be from January 01 to December 31.
- 10.2 Membership fees for Manitoba Region shall be established by the Regional Committee at the beginning of the calendar year for the following year. Branches may establish and collect additional fees at their own discretion.
- 10.3 The Regional Committee shall collect from individuals, via the branches, the appropriate National and Regional fees due and payable in each year. Failure to pay such fees shall result in an individual member of the Region having his or her membership in Canadian Pony Club terminated. Membership may similarly be terminated by failure to pay respective Branch fees.
- 10.4 Banking resolutions, as appropriate, shall be passed by the Regional Committee. All financial obligations must be reconciled within three (3) months after the end of the calendar year.
- 10.5 No member of the Regional Committee, the Executive Committee, or a Branch shall receive remuneration for services. Reimbursement for reasonable out of pocket expenses incurred in the performance of duties or functions may be allowed, upon presentation of receipts, at the discretion of the Committee involved.
- 10.6 The financial accounts of Manitoba Region shall be reviewed annually. A statement for review shall be presented within three (3) months of the fiscal year-end.
- 10.7 Separate accounts for particular activities or events are strongly discouraged.

11.0 BRANCHES

- 11.1 The District Commissioner, Assistant District Commissioner, Secretary and Treasurer of each Branch shall be Branch members.
 - 11.2 As per National Bylaws, active members 16 years of age or older shall be Branch members.
 - 11.3 Individual Branches, at their discretion, may create qualifications for additional Branch members.
- 11.4 Each active member in good standing is entitled to one vote at Branch general meetings. Active members may be represented by a family member.

- 11.5 Branches should set in writing operating guidelines for their Branch. This shall include the terms of office, voting eligibility, minimum age of officers, signing authority, as well as other guidelines as necessary for the individual Branch. The minimum age for DC and ADC shall be 21. All individuals eligible to vote must be at least 18 years of age.
- 11.6 Business at General Branch meetings will be conducted by a simple majority vote of eligible voters in attendance, in person. A quorum shall be 25% of eligible voters.
- 11.7 Branches shall be governed by the provisions of the Bylaws of Canadian Pony Club Inc and by the Rules and Regulations of Manitoba Region.
- 11.8 Branches shall be required to conduct a minimum of two (2) meetings each year. One of these meetings shall be an Annual General meeting at which time the election of Branch Committee Officers and any other Committee members shall occur.
- 11.9 Branch fiscal year shall be January 1 to December 31. This is in order to fall into the Manitoba Region reporting periods.
- 11.10 Annual Branch Reports and the Annual Branch Financial Reports are to be filed to the Region within thirty (30) days of December 31 of each year.
- 11.11 If a branch becomes "Inactive" or is "Disbanding" the following applies:
- The Regional Committee has the right to declare a branch "Inactive" by virtue of having no members in a given year. A Branch has the right to request that it be declared inactive in anticipation that it will start up again. An inventory of assets and funds shall be delivered to the Manitoba Region within ninety (90) days and will be held on record by the Treasurer. Inactive Branches will be reviewed annually by the Region.
 - The Regional Committee has the right to declare an Inactive Branch "Disbanded" after two years of sustained inactivity and after determination of status. It shall be the duty of the last District Commissioner to compile or arrange for assets to be delivered to Manitoba Region within six (6) months. Branches have the right to request Disbanded status from the Region. Branches wishing to do so must forward all Branch assets to the Region.
 - All assets of a Disbanded Branch become the property of the Region and must be forwarded to the Regional Treasurer within six (6) months.
- 11.12 The Regional Committee shall use its discretion in establishing the status of Branches and notify Canadian Pony Club of same. Manitoba Region shall encourage the formation of Branches with a minimum of five (5) Active members. Canadian Pony Club shall have final approval of the Branch name.

12.0 MISCELLANEOUS

- 12.1 Manitoba Region shall be entitled to elect or select up to one Corporate Member for each 25 Active Members who were registered as of the previous December 31 rounded to the nearest 25. These Corporate Members shall represent the Region's interests at Annual and Special General Meetings of the Pony Club.

If MPC does not elect or appoint any Corporate Members, the National Director shall carry all the votes to which the Region is entitled.

- 12.2 The Rules and Regulations of Manitoba Region shall not be rescinded, altered or added to except at a meeting of the Regional Committee to which not less than twenty-one (21) days notice specifying the intention has been given. The resolution must be passed by not less than two-thirds (2/3) of the members present in person at a meeting of the Regional Committee. Any changes to the Rules and Regulations shall not be acted upon until approved by the Board of Directors of Canadian Pony Club
- 12.3 All meetings of the Regional Committee and the Executive Committee shall be conducted in accordance with "Call to Order, Meeting Rules and Procedures for Non-Profit Organizations" when not in conflict with these Rules and Regulations.
- 12.4 Manitoba Region endorses Canadian Pony Club Code of Ethics, which includes the Code of Conduct, for all members and volunteers to follow. Canadian Pony Club, "Procedures for Handling Breaches of the Code of Conduct" will be used for failure to follow the Code of Conduct. Manitoba Region also supports the Canadian Pony Club Parental Code of Conduct.
- 12.5 Any changes to the Bylaws of the Canadian Pony Club Inc, will automatically necessitate a review, and possible updating, of these Rules and Regulations.

Throughout these Rules and Regulations references have been made to Canadian Pony Club Bylaws and Policies. These documents are not attached but should be a part of each and every Branch Record for ease of reference

Terms of Office & Election Rotation are as follows:

POSITION	LENGTH OF TERM	ELECTION YEARS
Chair	2 yrs, (National Bylaws)	Fall 2017, 2019, 2021...
Vice-Chair	2 years	Fall 2017, 2019, 2021...
Secretary	2 year	Fall 2018, 2020, 2022...
Treasurer	2 years	Fall 2018, 2020, 2022...
National Director	2 yrs (National Bylaws) Takes effect Jan. 1	2018 (fall of '17) 2020 (fall of '19) 2022 (fall of '21)
National Deputy Director	2 years	Fall 2018, 2020, 2022...
Visiting Commissioners	2 year	Fall 2018, 2020, 2022...
Youth Representatives	1 year	Annual
Testing Chair	2 years	Fall 2017, 2019, 2021...
Education Chair	2 years	Fall 2017, 2019, 2021...
Dressage Chair	2 years	Fall 2018, 2020, 2022...
PPG Chair	2 years	Fall 2017, 2019, 2021...
Rally Chair	2 years	Fall 2017, 2019, 2021...
Show Jumping Chair	2 years	Fall 2017, 2019, 2021...
Communications and Web Site	2 years	Fall 2017, 2019, 2021...
Quiz Chair	2 years	Fall 2018, 2020, 2022...
Membership	2 years	Fall 2018, 2020, 2022...
District Commissioners	2 yrs—elected by branches-(Nat'l Bylaws)	

General Policies

1. For the purposes of competing in a Regional Championship, members may retain the level they held as of January first of the current year. Members may move up to the next level after testing if they so desire.
2. Testing no-show fees will be returned to the candidate if they fail the written test, withdraw in writing by May 15th or attend the practical test. The other part of the testing fee is non-refundable. Testing fees will be set by the Testing Committee one year in advance.
(January 2004 – Regional Test fee set at \$200 with \$100 refunded if the above criteria are met.)
(September 2008 – Regional Test fee set at \$100, totally non-refundable.)
3. For the purposes of choosing a Quiz team for National Quiz, if there is no competition, all team members must achieve 75% on the written and at least 65% overall. Where there is competition, the top four competitors at each level will form the Regional Team. Anyone wishing to compete for a position on the Regional Quiz Team must attend one of the area qualifiers.
4. MPC shall put out a minimum of 3 issues a year of its newsletter. Ideally, we will publish one after each Regional Meeting.
5. Any member wishing to test at the C2 – B2 level must attend either the Regional Testing Preparation Clinic or Camp, preferably both.
'B', 'B2' and 'A' candidates must attend the Regional Testing Evaluation Clinic. (This is a National Rule)
6. All claims for expenses and/or expenditures made to the Regional Treasurer must be accompanied by the appropriate invoice or receipt.
7. C2 Tests are considered Regional Tests in the Manitoba Region, and as such, will be conducted in conjunction with the Regional B and B2 tests .
8. The Regional Committee has established the Camp Award, which will be given each year to an E or D level member. It will include a full registration for camp. All D and E level members are encouraged to send a picture or story in with their camp application. The winner will be chosen by a random draw from all entries received with a camp registration form by the early registration date for camp. For 2002 and the subsequent 4 years, this award will be offered in memory of Darlene Craig.
As of April 2011, the award is to be called the Camp Scholarship and will be open to all members attending camp.
9. Funds earned at the Bingos run by MPC will be split with 50% being used as Bingo grants for C1 and above members to attend clinics, and the other 50% being put into a travel fund, which will build from year to year and will not go into general revenues. Any funds left over in the Bingo Grant Fund at the end of the year, will be placed in the Travel Fund for use the following year.

MANITOBA PONY CLUB



Regional Show Jumping Championships

1. The location and date of the Show Jumping Championships will be set at the January Regional Meeting, if possible.

2. There are seven levels being offered:

Division	First Round	Second Round	Jump Off
Entry	2'3	2'6	2'6
Starter	2'6	2'9	2'9
Beginner	2'9	3'0	3'0
Novice	3'0	3'3	3'3
Intermediate	3'3	3'6	3'6
Advanced	3'6	3'9	3'9
Open	3'9	4'0	4'0

3. There are no qualifiers to become eligible to enter the Regional Championships. However, Branch D.C's and/or riding instructors must sign the entry forms to ensure that all riders are capable of competing at the level they have entered.

4. There will be both team and individual placings and awards in D, C and A/B levels.

5. Each Branch may enter teams at each level. Team members also compete for individual placings. Branches may also enter individuals if they don't have enough for a team or if they have extra members who wish to participate.

6. Teams are made of 4 members with the best 3 to count towards team awards. All team members will jump both rounds with only double clears going into the jump off. Team members may be in any combination of divisions.

7. Each round will be judged separately and will be given placing points and clear round points based on the chart provided below.

8. D.C's must be sure that all team members are capable of jumping a full course at the maximum height. Do not over face your members. Remember, all entries should be jumping comfortably at least 3-6" higher at home than they will be required to jump at the show.

9. A member may compete at the level they have achieved as of April 1 in any given year. Members may move up if they so desire. Eg. if a member is a D2 as of April 1, then takes their C prior to the championships, they may still compete as a D for the remainder of the year, or they may choose to move up and compete at the C level.

10. Point system 1st-8 4th-4 7th-1 3 points for a clear round not counting the jump off.
 2nd-6 5th-3 2 points for a 1-4 fault round not counting the jump off
 3rd-5 6th-2 1 point for a 5-8 fault round not counting the jump off

MPC REGIONAL SHOW JUMPING CHAMPIONSHIPS

APPLICATION FORM

Branch _____

Team Entries

D Team

Rider	Horse	Division

C Team

Rider	Horse	Division

A/B Team

Rider	Horse	Division

I hereby confirm that the above listed members and their horses are capable of jumping in the division they have entered.

D.C.'s Signature _____

Entries must be received by the Show Jumping Chair at least 2 weeks prior to the competition. Entry fees must accompany the entry form.

All entries must be received on the official application form.

MANITOBA PONY CLUB



Dressage Championships

1. The date and location of the Dressage Championships will be set at the January Regional Meeting each year, if possible.
2. We will be offering team and individual awards at D, C and A/B levels.
3. Teams are made of 3 members with the best two scores to count towards team awards. Team members must be the same Pony Club level but need not be riding the same Dressage Level.
4. Each rider must ride two tests at the same level or consecutive levels.
5. Branches are asked to send their team and individual members on the enclosed form to the Regional Dressage Chair at least 2 weeks prior to the competition. Entry fees of \$5.00 per person per test must be included.
6. The D.C. must have first hand knowledge or written proof that the child is competent at the level at which they wish to compete and has ridden at least one test before the D.C. signs the entry form.
7. Both Team and Individual awards will be based on a combination of points from the 2 tests ridden at the Regionals. Where competitors are tied on points, scores will be added together. See the National Dressage Rules for the point chart.
8. Tests may be called. Whips are allowed at championships.
9. A member may compete at the level they have achieved as of April 1 in any given year. Members may move up if they so desire. Eg. if a member is a D2 as of April 1, then takes their C prior to the championships, they may still compete as a D for the remainder of the year, or they may choose to move up and compete at the C level.

MANITOBA PONY CLUB REGIONAL DRESSAGE CHAMPIONSHIPS

Branch _____

D TEAM

Name	Horse	Dressage Level
1.		
2.		
3.		

C TEAM

Name	Horse	Dressage Level
1.		
2.		
3.		

A/B Team

Name	Horse	Dressage Level
1.		
2.		
3.		

Please have entries in to the Dressage Chair at least 2 weeks prior to the competition. Each Branch may enter teams and/or individuals at all levels.

D.C. must have first hand knowledge or written proof that the child is competent at the level at which they wish to compete and has ridden at least one test before the D.C. signs this entry form.

D.C.'s Signature _____ Date _____

MANITOBA PONY CLUB

Raffle Information

1. The organizer of the raffle is responsible for producing the raffle tickets, purchasing the raffle license (the date and location of the draw must be determined before this can happen), passing out the tickets to the Branches and collecting the money owed by each branch.
2. The license must be purchased in the municipality where the draw is to be held.
3. The organizer must keep a detailed list of which books went to each Branch. All books must be numbered.
4. The organizer shall include with the books of tickets the following information sheet:

Branch Raffle Information Sheet

Enclosed are your raffle tickets. Each club has agreed to take a minimum of 2 books of tickets per family.

The club will pay \$5.00 for each book up front and will sell them for \$10.00. The club then keeps the entire \$10.00 per book.

Please distribute these tickets to your members as soon as possible.

Your club has received books #____ to # _____. Please pay \$ _____ as soon as possible.

The draw will be held at the Annual General Regional Meeting in the fall.

All ticket stubs must be turned in prior to the AGM.

There will be sellers' prizes for the people who sell the 5 winning tickets. There will also be a prize for the person selling the most tickets.

Each branch is asked to contribute \$40.00 towards prizes.

5. The organizer shall fill in the Raffle Report Form and submit it to the Treasurer and the Communications Chair as soon as possible after the draw is completed.
6. The organizer must see that all winners are notified and that all prizes are distributed.

MANITOBA PONY CLUB



Raffle Report

No. of Tickets printed _____

No. of tickets sold _____

Regional share _____

Expenses: printing _____

Prizes _____

Profit _____

1st prize \$200.00 _____
Ticket seller _____.

2nd prize \$100.00 _____
Ticket seller _____.

3rd prize \$50.00 _____
Ticket seller _____.

4th prize \$25.00 _____
Ticket Seller _____.

5th prize \$25.00 _____
Ticket Seller _____.

Most tickets sold

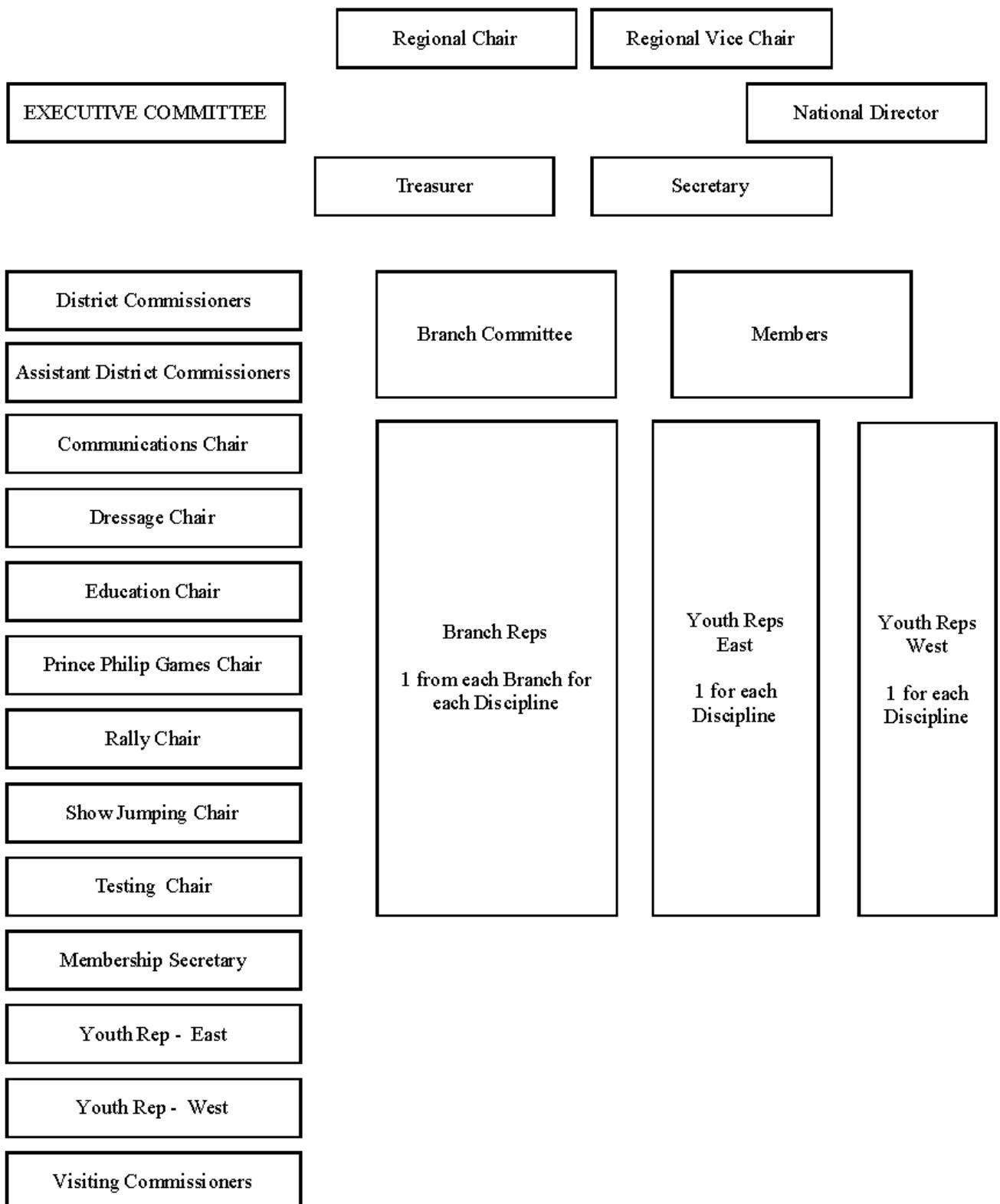
Prize _____ Winner _____

_____ sold _____ books of tickets!

This Raffle Report is to be filled in by the organizer following the draw. One copy must go to the Communications Chair for inclusion in the next newsletter and one copy must go to the Treasurer.

Signature _____ Date _____

REGIONAL COMMITTEE





MANITOBA PONY CLUB



Loyalty**Character****Sportsmanship**

Non-PC Clinic Travel Grant Application

Rider's Name _____

Branch _____ Level _____ Age _____

Mailing Address _____

Postal Code _____ Phone # _____

E-mail Address _____

Please list the non-PC riding activity for which you are applying for travel assistance:

Date of Travel _____ Cost of travel _____

Criteria:

D2 Members and above may apply for travel assistance to attend a Non-Pony Club riding clinic.

The grants will be \$50 per person, per year. The number grants will be decided in January of said year. It will be decided by a lottery system.

Grants will be presented at the Banquet Awards in November.

Please fill out this form and sent it to the Treasurer before the trip.

For Office Use Only

Application Received _____

Accepted/Rejected _____

MPC Educational Support Fund Policy

Purpose

To provide financial support to assist the Active and Affiliate Members of Manitoba Pony Club in developing their Equine Knowledge and skills or provide financial assistance with their post secondary education.

Donations to the Fund

There will be two options whereby funds can be donated.

1. Directed Donation
Individuals or groups may make a Donation to the fund in the name of the Child to whom they wish the funds to be directed. These donations are not eligible for Tax Receipts. Checks may be made payable to Manitoba Pony Club.
2. General Donation
Individuals or groups may make a general donation to the fund, to be distributed by a committee to assist Active and Affiliate Members. Checks must be made payable to Canadian Pony Club. A tax receipt will be issued.

Distribution of Funds

1. Directed Donation
Funds will be provided to the member named by the donor, to support Equine Educational clinics and Post Secondary Education. Payments will be limited to the lesser of either 75% of the total fee for the clinic/course or the remaining balance in the individuals account.
If the recipient is unable to utilize all of the funds held in their name before they leave Pony Club, they may request that the remaining balance be:
 - a) paid out to the post secondary institution of the members choice to further their education or
 - b) be placed into a trust fund for future post secondary education or
 - c) be transferred to the General Donation part of the fund.This decision will be made in consultation with the committee, the member and/or the member's parent or guardian.
2. General Donation
Funds will be distributed annually by a Committee of 5 members of the MPC Regional committee to Active or Affiliate Members, to support Equine Educational clinics and Post Secondary Education. The Committee, keeping in mind the funds available for distribution and the number of applicants, will determine financial support.

**Manitoba Pony Club
Educational Support Fund
Application Form**

Name _____

Address _____

Branch _____ Level _____

E-mail _____

Clinic Organizer _____

Address _____

Date _____ Location _____

Clinician _____

Total Cost _____

Funds from any other group or organization:

Group _____ Amount _____

.....

For Committee Use Only.

Directed or General

Cheque paid to _____

Amount _____

Cheque # _____ Date _____