



CANADIAN PONY CLUB

STARTING A NEW BRANCH

CHECKLIST

Loyalty

Character

Sportsmanship

If you are interested in starting a Pony Club in your part of the country, there are several preliminary steps to take.

The following are a list of responsibilities for both the branch and the region you belong to. Please review both lists so you understand what role the Region will play in the start up process for your branch and what information is required from you.

BRANCH RESPONSIBILITIES

The following are a list of the criteria you need to meet before the Branch may represent themselves at a Regional Meeting for approval by the Region.

- Does the Branch have at least 3 people ready to serve on the executive? Ideally, a Branch should have 4 members on their Executive, but it is acceptable if absolutely necessary for one person to take on two positions.

While there is no minimum or maximum number of members required to form a new Branch, there must be one adult over 21 who is willing to take the responsibility of being District Commissioner (D.C.). An Assistant District Commissioner may also be elected. The District Commissioner shall hold office for a period of two years. Both the DC and the ADC must be 21 years of age before taking office. Most Branches also elect a Treasurer and Secretary.

The D.C. should contact the Regional Chair of the Pony Club for his/her Region, to ask any questions that might arise.

- Does the Branch have a minimum of 5 members ready to join?

You should be aware that statistics have shown that a new branch with 8 or more members has a much greater chance of success than a branch trying to start up with less than 8 members.

- Is the Branch prepared to open a bank/credit union account in the name of the Branch with 3 unrelated people listed on the authorization card, two of the three to sign the cheques? Paperwork confirming the account and authorized signatories is to be sent to the Region as soon as possible.

- Has the Branch contacted the Regional Chair to discuss what is involved in running a Pony Club Branch, reviewed the available information in this document and on the CPC web site?

- Filled out the New Branch Application Form and submitted it to the Regional Chair?



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REGION RESPONSIBILITIES

Before accepting a new branch, the **region** will need make sure the following areas are covered.

- Has the Region cleared the name of the new Branch through the National Office?
- Has the Region provided the Branch with the Regional Rules and Regulations and the Branch has agreed to abide by them?
- Has the Branch been instructed in how to handle memberships and PTSO requirements?
- Has the Branch reviewed the Operations Manual?
- Does the Branch understand the Insurance Kit and the need for a Branch Safety Officer?
- Advised the Branch of the current colours in use by the other Branches so they can select the colour for their branch?

Once approved by the Region, the Regional Chair will sign and submit the New Branch Application form to the National office. At this time, the branch is approved by the region and free to begin operations and accepting memberships.