

# Canadian Pony Club



## HANDBOOK FOR FACILITIES HOSTING CPC CENTRES

Handbook for the operation of Centres within the Canadian Pony Club.

**Abstract**

July 2023



# CANADIAN PONY CLUB

## CENTRES PROGRAM

### Handbook for Stable Owners

**2023**

Loyalty

Character

Sportsmanship

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## ABOUT THE CANADIAN PONY CLUB

### MISSION STATEMENT

The mission of The Canadian Pony Club (CPC) is to develop competent and knowledgeable young horse persons who combine enjoyment, responsibility, sportsmanship and good citizenship with the pursuit of various equestrian activities.

### VISION STATEMENT

Canadian Pony Club is committed to the vision ...

To provide the opportunity for every child in Canada to have a positive experience with horses, through providing opportunities:

- For Education
- To Learn responsibility, sportsmanship and good citizenship
- For Enjoyment and/or competitive success with horses

### OUR HISTORY

The Canadian Pony Club started in 1934 to teach the English style of riding and the proper care of horses. It is an offshoot of The Pony Club, which was created in 1929 as a junior branch of the Institute of the Horse in Great Britain. Since then, Pony Club has expanded to many countries around the world. The main purpose is to promote horsemanship, sportsmanship and leadership.

### OUR GUIDING BELIEFS

Canadian Pony Club is an educational organization which progressively develops the well-rounded equestrian.

- The well-rounded equestrian is capable of riding safely and tactfully on the flat, over fences and in the open.
- Knowledgeable care of horses and ponies (Stable Management) is basic to the well-rounded equestrian
- CPC is committed to the well-being of the horse.
- Fair and friendly competitions develop teamwork and sportsmanship.
- CPC requires parental and volunteer involvement and support.
- CPC is committed to safety.
- The local Branch/Centre is the core of CPC.



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## WHAT IS THE CANADIAN PONY CLUB PROGRAM?

### STABLE MANAGEMENT

Stable Management is a part of every Branch/Centre program. They are, in fact, the foundation of the organization. Stable Management involves learning how to properly and safely care for the health and well-being of horses and ponies: nutrition, veterinary care, cleaning a stall, setting up a tack room, bandaging for injury or travel, properly cleaning and caring for tack and equipment and more.

### RIDING SKILLS

The goal of CPC is to teach safe riding on the flat, over fences, and in the open. Thus, the core disciplines taught through the CPC program are Dressage, Show Jumping and Eventing. A Western program was added in 2020.

### ACTIVITIES

Canadian Pony Club's basic belief in teaching horse care, riding and safety is teamed with a belief that riding should be fun and rewarding. This being the case, many Pony Clubs and Centres offer additional activities such as: a Badge Program, Camps, Dressage, Eventing, Hunting, PPG (Mounted Games), Polo, Polocrosse, Quiz, Show Jumping, Tetrathlon, LeTrec, Vaulting and Trail Riding (and possibly Working Equitation). Exploring additional aspects of riding and horse care is encouraged in education programs. (Reining, Endurance Riding, etc.)

Centers are strongly encouraged to offer Stable Management or Theory sessions for their members at their facility. If you are unable to do so yourself, the Region may have access to instructors/volunteers that would be willing to help you develop these elements or your members can attend sessions at other Branches within the Region.

We realize some barns may focus on only one aspect of riding, such as dressage or Show jumping. The CPC testing program supports options to specialize, but also encourages members to look outside their core disciplines, e.g., by offering a working equitation clinic for your dressage riders or a dressage clinic for your jumpers.

### TESTING

When joining CPC, all members are unrated and designated as E level. Over time, as their knowledge and skills improve through lessons, they progress through the Canadian Pony Club Education & Testing system.

The traditional Pony Club tests are taken at D through A levels. The requirements and test sheets for each level can be found on our web site in the Documents section. Additional information is also available in the CPC Testing Procedures and other materials available from Canadian Pony Club



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website. Branches and Centres are responsible for organizing testing at the D through C1 levels. Centres must use examiners from the approved Regional Examiner's list and must obey all Regional and National Testing Rules. Upper-level tests are done on a Regional basis. Examiners for testing must be drawn from outside the Centre. The Area Coordinator, local Branch DC, Regional Testing Chair or Regional Chair can help identify local examiners.

Testing above the C1 level is facilitated on a regional basis and should be attended in cooperation with the Region. Clinics to prepare the candidates for the upper testing should also be hosted or attended in cooperation with the Region.

Note: In some Regions C2 tests may be hosted at the Branch/Centre providing there is a B level Examiner at the test.

#### CANADIAN PONY CLUB TESTING LEVELS

**D Level (D, D1, D2)** - At this level, members are introduced to the fun and challenging world of riding. They begin to learn about the daily care of horses and tack. They also learn important lessons about riding and barn safety.

**C and C1 Level** – By the time members reach C-level, they can care for their horse and tack by themselves. They are also able to share their skills with other Pony Club members by assisting in teaching.

The following upper-level tests are facilitated on a Regional/National basis and require a greater depth of knowledge and proficiency than the earlier levels. Successful candidates are competent, all-around equestrians, active and contributing members of CPC, who participate in a variety of Pony Club activities. They are also thoughtful leaders who set an example for all levels.

**C2 Level** – The C2 level reflects a basis of competence in riding and horse care that will make possible a lifetime of pleasure with horses.

**HB/B/B2 Level** – Members at the B level are able to ride experienced mounts with confidence and control and should be able to ride and care for another person's experienced mount, maintaining proper mental and physical condition without undoing any of the mount's education. The B understands and is able to explain the reasons for what he/she is doing and to contribute to the education of younger Pony Club members.

**HA/RA Level** – At this level, members demonstrate strong Stable Management skills. Members demonstrate the knowledge, experience and maturity to evaluate and care for a mount's needs efficiently and in a variety of circumstances, and to teach riding and horse care to others. "A" level members have attained the highest requirements in Pony Club. They display the ability to ride mounts at various levels of schooling with judgement, tact and effectiveness; to train young mounts; and to retrain spoiled mounts. It is expected that they could manage a barn while the owner is away and are developing skills in teaching and coaching.



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Stable Management Streaming is now in place for all levels. This allows a rider to proceed in Stable Management as a standalone testing.

Testing for Flat Ride only and Flat Ride/Stadium Jumping are also available starting at D2. See the Testing Procedures for more information on both these programs.

### COMPETITIONS

Most Regions hold Regional Championships or Finals in Dressage, Rally (Eventing), PPG, Show Jumping, Tetrathlon and Quiz. Quiz is the only activity that does not require having access to a horse.

Many Branches and Centres also host small schooling shows, play days, clinics and practices for the various disciplines. Often, they invite neighbouring Branches or Centres to join them.

Championships – National Championships are offered for PPG, Tetrathlon, Quiz, Show Jumping, Rally and Dressage. Championships provide talented members a chance to demonstrate their knowledge and skills as they compete with the best from other regions. It is hard work, a lot of fun and a great way to meet others who love horses, riding and Pony Club! At the National Level, riders compete on horses and ponies provided by the host Region. Centre Members who compete at Regional qualifiers are eligible for placement on Regional teams for National Championships. As PPG is only a team sport, the Centre would have to enter a 5-member team unless the Region offers scramble teams.

International opportunities are also available in Quiz, Mounted Games, Tetrathlon, and Inter Pacific Rally, with invitationals being offered in Hunting, Dressage and Show Jumping. Again, riders compete on borrowed horses. (added April 2019)

### SAFETY

A concern for safety is one of the basic principles of CPC. Our guiding belief about safety reaches into every aspect of Pony Club, from our Manuals of Horsemanship to staffing requirements for organized activities.

CPC requires all members, regardless of age, to wear an ASTM/SEI approved safety helmet with a properly fitted harness.

Also, to ensure that CPC members have sufficient personal liability, all CPC members must belong to the Equine PTSO where they reside.

The CPC Risk Management Committee is responsible for promoting and overseeing safe practices for riding and working with horses. In addition, members of the Risk Management Committee are charged with educating both members and their parents in accident avoidance. The National Office keeps track of all falls associated with CPC activities.

For additional information about CPC safety requirements, contact the National Office at [info@canadianponyclub.org](mailto:info@canadianponyclub.org) or visit our web site to download specific documents.



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## WHAT IS A CANADIAN PONY CLUB CENTRE?

A Pony Club Centre is a group of young people who enjoy caring for and riding horses and ponies and do so at a Facility which is a legal entity (i.e., stable), which has been approved to provide mounted and unmounted instruction consistent with the established curriculum of The Canadian Pony Club.

The purpose of the CPC Centre Program is to make the CPC membership and educational curriculum available to all equestrian families. Specifically, it is to allow Pony Club participation to young people (under the age of 25) who are interested in learning to ride and learning about the care of horses and ponies, and who may or may not have access to suitable horses or ponies.

The Facility may offer the Pony Club curriculum in addition to its normal lesson/training business. Centre Pony Club members may participate in CPC activities organized by the Facility, the local Region or Branches, or another Centre. Tests for the Centre Pony Club member would be the same as those for a regular Pony Club member. The amount charged for Pony Club lessons is determined by the Facility. The cost of testing the lower levels (D-C1) may be determined by the Facility provided it is organized by the Facility. In most Regions, fees for examiners are mandated at the Regional level. The fees for Regional (C2 – B2) and National (A) Tests will be set by the Region and National respectively.

The Facility will be visited by a CPC Area Coordinator or qualified designate, and if found to have an appropriate facility, with the administrative capacity to teach the required curriculum, such that it is accepted by CPC, it is awarded Probationary Centre status. The CPC Area Coordinator or qualified designate will interface with CPC, help with the Centre's start-up, and answer questions the Centre or Facility may have about CPC operations. The Area Coordinator or qualified designate will re-visit the Centre periodically and is available for advice and assistance as necessary. The Centre is encouraged to seek support from the Regional Committees in the same way the Branches do.

## WHAT MUST A FACILITY OFFER TO BE CONSIDERED?

The basic requirements that must be met in order for a facility to be considered for participation in the Centre Program are:

- Capability to offer solid basic instruction with the option of emphasis in one or more of the core disciplines of Dressage, Show Jumping, or Eventing. Centres are encouraged to offer opportunities in all three disciplines, but it is accepted that all facilities may not be able to offer training in all three disciplines. Having a specialty in one riding discipline may provide valuable opportunities to neighbouring branches.
- Safe, clean, well run stable with suitable barn space and riding space to safely teach the PC program. (e.g., fencing in good repair, equipment according to CPC standard).
- Ability to administer the Pony Club program. (Administrative support staff or experienced volunteers)



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- Ability to provide proof of insurance with the following minimum conditions:
  - Limit of Liability per occurrence \$2,000,000 (minimum)
  - Broad Form Property Damage
  - Bodily Injury including Participants - Limit per activity \$2,000,000 (minimum)
  - Cross Liability
  - Non-owned Automobile
  - Tenants Legal Liability - Limit \$1,000,000.
  - Additional Insureds with respect to Liability arising out of the operations of the named insured are Canadian Pony Club (CPC) and its affiliate Regional and local Branches, CPC Officials, Stewards, Course Designers, Volunteers
  - Waiver of subrogation clause against Canadian Pony Club
- Able to produce and maintain a minimum of one Pony Club member.
- Provide instruction and practices that are in line with Pony Club philosophy.
- Provide insurance coverage for your coaches and volunteers. (added April 2019)

### WHAT ARE THE BENEFITS OF THE CPC CENTRE PROGRAM?

The Facility will benefit by advertising the Pony Club Centre Program and capitalizing on the worldwide name recognition and reputation of excellence of “Pony Club.” This may lead to increased enrollment and retention of students, and these select stables may charge a premium for the Pony Club lesson program. In addition, Centres are listed in Canadian Pony Club publications and on the CPC Web site and are included with Branches in the referral of potential members. Centre members may compete in all Regional Shows and Championships, providing that the members meet all requirements and standards set by the Region.

Centre members who wish to attend Regional activities (including testing) may be required to provide volunteers to help organize and/or run the activity.

### STANDARDIZED PROVEN CURRICULUM

Workbooks and Study Guides are available for each Pony Club level to help students and instructors cover the curriculum. A password to access these materials is available from the Region or from the National Office. (added April 2019)

### STANDARDIZED TESTING

CPC has established Requirements for Testing within the framework of the International Pony Club movement as the curriculum for a program of instruction and testing of its members. This educational program is designed to guide youngsters from the most rudimentary ability to lead a pony/horse through progressively higher levels of Stable Management and equestrian skill. It also provides a testing system for recognizing achievement as the member masters the Requirements.





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### ACHIEVEMENT BADGES

This program was designed to develop a sense of achievement in between testings for members working at all levels, especially D and C. It also gives instructors another tool to teach basic knowledge of horse care and riding skills. It is available for participation by all Canadian Pony Club members. There are currently over 75 badges available including riding, stable management and Regional, National and International achievements.

Leadership opportunities are many, from teaching assistant, to testing support, to learner officials.

### HOW DO INDIVIDUALS BECOME MEMBERS?

Clients of the Facility, under 25 years of age, may join The Canadian Pony Club as a CPC Centre member. Clients over 25 years of age may join the CPC Horsemasters group. Clients between 21 and 25 may choose between being an Active Member and a HM member, providing that they may only belong to one membership group.

The approved Facility will give the potential member a CPC Pony Club Branch/Centre membership application. This application will be completed and returned to the Facility with the appropriate National and Regional fee. The National fee is established from year to year by the National Board of Directors. The Regional fee is set by the Regional Committee. The Facility will forward the CPC membership form and fee to the Regional Membership Chair.

Canadian Pony Club members must also be members of the Equine PTSO in the province in which they reside. Equine PTSO's in Canada allow for Pony Club members to purchase and renew provincial memberships early in order to facilitate processing well before our January 1st deadline. Proof of membership must accompany the CPC application. The membership will be valid when the completed application, fees and proof of PTSO membership are received at the CPC Regional Level. The Pony Club Centre membership will run through the end of the calendar year.

Upon receipt of the membership form and fee at the CPC National Office, the individual new member will be sent a welcome packet including a Pony Club Passport. Members (or the Centre Administrator can purchase a Pony Club pin and crest in the CPC online store.



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## WHAT IS THE PROCESS TO BECOME A CENTRE?

### STEP 1

To become a CPC Centre, the owner/operator of the Facility must fill out the Application for Consideration and return it to the Regional Chair. The short application process will act as a means for CPC to verify that the Facility meets the criteria required to provide quality equine training consistent with the CPC curriculum and standards. A minimum of one prospective youth member will be required to start a Canadian Pony Club Centre program.

The Facility shall send to the National Office up to three choices of name for the new Pony Club Centre. The name of the Facility should be in the name. No name of any Branch can appear in the name of the Centre.

Ex. If the Facility is called Sunny Day Farm, the Centre might be called the Sunny Day Pony Club Centre or the Sunny Day Farm Pony Club Centre. (added April 2019)

### STEP 2

Upon receipt of the Application for Consideration, the Regional Chair will forward the Application to the designated Area Coordinator, who will be chosen by the Regional Committee. The Area Coordinator or designate will contact the Facility to discuss the information on the Application and the viability of the CPC program operating at the Facility. If the Facility, the Regional Chair and the Area Coordinator (or designate) feel confident that a CPC program would be a suitable fit with the Facility, a site visit would be set. Should the Facility be found to be appropriate and have the administrative capacity to teach the required curriculum, the Area Coordinator would make a recommendation to the Regional Committee that they recommend to the CPC Board of Directors or Management Committee that Probationary CPC Centre status be granted to the Facility.

### STEP 3

Following a recommendation from the Region to grant recognition, the Region will forward an unsigned one-year contract to the Facility for their signature. The contract is to be signed and returned to the Regional Chair who will forward all pertinent information to the National Office. Once the CPC National Office receives the properly executed contract and proof of insurance, the Facility will be put forth to the CPC Board of Directors or Management Committee for recognition. Upon approval from the Board, a letter approving the Facility and authorizing the Centre to begin CPC activities will be sent to the Facility.

Membership recruitment for the CPC program may begin after the letter of authorization has been received by the Centre. The Area Coordinator will also schedule follow-up visits for continued program evaluation.



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Each subsequent year renewal form will have to be submitted by January 31<sup>st</sup>. This renewal form has to include valid proof of insurance, and the Centre's yearly report. Centres will be listed in the CPC Annual Directory and on the CPC Web site. The Centre will also receive a sign to display and may advertise participation in the CPC Centre Program.

The CPC Area Coordinator or designate will interface with CPC, help with the Centre's start-up, and answer questions the Centre may have about operations. The Area Coordinator will re-visit the Centre yearly and is available for advice and assistance if required.

Centres may be inspected at any time if there are concerns with the operation of the Centre.

### CENTRE ORGANIZATION

The Facility will be required to name a Centre Administrator as a person to act as the point of contact for the CPC National Office, Regional Chair and Area Coordinator. The Centre Administrator will provide continuity and give parents and members an on-site person with whom they will work. Ideally, this person should have knowledge of Pony Club activities and requirements, and should be in contact with the Regional Chair, and Area Coordinator as required. The Centre does not have an executive committee as does a Branch and the Pony Club Liability insurance will not cover anyone taking on any position on the Facility board, organising committee etc. (added April 2019)

The Active Members in a Centre may choose one member, by any method agreed upon by the group, to represent their group. This Active Member will receive communications from the Regional Youth reps and will pass them onto the Active Members in their Centre. This person, to be known as the Centre Youth Rep, may be nominated, or may volunteer to fill the position of Regional Youth Rep and if elected or selected by the Regional Committee, may carry a vote at Regional Meetings as soon as they are 18 or over. Where Regional Rules and Regulations allow, the Centre Youth Rep, may be chosen or elected by the Branches/Branch Youth Reps to the post of Regional Youth Rep. (added April 2019)

The Centre Administrator will be responsible for:

- Sending new membership forms as well as membership renewal forms to the CPC Regional Membership Chair, along with a copy of each member's PSO membership card.
- Forwarding the appropriate fees (Regional & National) to the CPC Regional Membership Chair, using a Facility cheque or e-transfer.
- Organizing D – C1 Tests using the C/D Testing Procedures and approved Regional Examiners. If the Centre does not have the expertise or desire to organize a test, they are encouraged to appeal for help from either the Regional Test Chair or a Branch Test Rep.
- Keeping records of testing and sending these to the CPC Regional Testing Chair.
- Maintaining and distributing information packets for parents and members.
- Coordinating Centre instructor's attendance at Testing Clinics or Instructors Clinics when offered by the Region.



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- Filling out the Annual Centre Renewal Form and sending it to the Regional Chair along with the fee, no later than January 30 of each year.

The Centre Administrator 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 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. (revised April 2019)

Each Centre may elect or appoint a parent from amongst the families of Active Members. This person must not benefit financially from the Centre in any way. Each Region may decide if this position carries a vote at Regional Meetings. Regions may decide to incorporate this into their R&R's.

The Centre Administrator will interface with the CPC designated Area Coordinator and Regional Chair who reports to the National Office.

The CPC Centre Program is meant to be a pay-as-you-go relationship between the riding stable's business (The Facility) and the client (i.e., Pony Club member).

Due to this relationship, the Centre cannot/must not have a Pony Club bank account. In addition, the CPC not-for-profit status does not extend to the Centre. Centres will not be allowed to do any fundraising using the Pony Club name in any form (i.e., CPC, Pony Club, Pony Club Centre, CPC Centre, etc.).

Individual Centre Members may raise funds on their own to enable them to participate in Regional, National, and International events including personal travel, entry fees, horse rental, transportation of horses, or other participation expenses. All funds raised must be made payable to the Region and go through the Region's accounts. Any donors wishing a tax receipt must make the cheque payable to Canadian Pony Club and send it to the CPC National Treasurer.

Members may not raise funds towards any assets of the Centre, including such things as jumps, facility upkeep etc.

If a Centre runs a Regional event, all of the funds must run through a bank account controlled by the Region.

#### **WORKING WITH THE LOCAL PONY CLUB BRANCH**

Centre Pony Club members may be invited to participate in neighboring CPC Branches' activities as 'visiting' members, with approval of both the Centre Administrator and the DC of the local Branch. If the Centre has indoor activities during the winter, they are encouraged to open them to the local Branch members. This would be done in collaboration with the local DC.



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It is beneficial to both groups if the Centre can develop a relationship with a local Branch, as examiners can be shared and unmounted trips to big events or other attractions, etc., can be combined to save costs and allow interaction of the members.

### **FURTHER QUESTIONS?**

Further information about the Region and local Branches can be found on the CPC Web site. Your Area Coordinator and Regional Chair are there to help with any questions or concerns regarding the Pony Club Centres program. Please feel free to contact them. For further help or advice please do not hesitate to contact the CPC National Office at 1-888-286-7669 or e-mail [info@canadianponyclub.org](mailto:info@canadianponyclub.org).