

Canadian Pony Club



BRANCH D.C. AND CENTRE ADMINISTRATOR HANDBOOK

[Abstract](#)

Handbook for District Commissioners in a Branch and Centre Administrators in a Centre



CANADIAN PONY CLUB

BRANCH DISTRICT COMMISSIONERS

HANDBOOK

2026

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1 INTRODUCTION

Canadian Pony Club's mission is to build confident, competent and knowledgeable individuals in a safe, friendly environment, through their passion for horses. Our branches play a very important role in this.

The purpose of this Handbook is to provide basic guidance for a District Commissioner in the Administration of a Pony Club program.

No two branches are the same, there are differences in programs, structure, facilities, parental involvement, and participation in Regional activities. However, all branches will have a basic structure and a responsibility towards their membership.

Documents that provide guidance to the Branches are the Canadian Pony Club Bylaws, the Canadian Pony Club Policies, and your Region's bylaws and policies. In addition, every member should have a copy of either the C/D Testing Procedures or the A/B Testing Procedures, depending on their level, and a copy of the Badge Program.

All these documents may be downloaded from our website – www.canadianponyclub.org

2 THE ROLE OF THE DISTRICT COMMISSIONER OR CENTRE ADMINISTRATOR

The District Commissioner (D.C.) is responsible for the overall leadership and administration of a Pony Club Branch and serves as Chair of the Branch Executive. A District Commissioner must be at least 21 years of age and may not be a youth member.

Individuals who derive personal income from leasing or selling horses or from providing riding instruction are not eligible to serve as District Commissioner. Exceptions may be granted in exceptional circumstances with approval from the National Board.

The Centre Administrator (C.A.) coordinates the Pony Club program within a Centre and serves as the primary liaison with the Centre and the CPC National Office. Centres do not have an executive committee, and CPC liability insurance does not extend to Centre volunteers. Centres are responsible for securing their own insurance coverage for activities and events.

While the Centre Administrator is often the Centre owner or operator, an alternative individual may be appointed to this role.

Further information around Centres is available in the Centres Handbook:

https://www.canadianponyclub.org/documents/2023_CPC_Centres_Handbook.pdf



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This DC handbook primarily outlines the tasks and responsibilities of District Commissioners. Many of these tasks are similar or the same for Centre Administrators. Where it says “D.C.” and “Branch”, we also mean “C.A.” and “Centre”. Notes will be added if there are significant differences between these two roles.

Basic responsibilities

The District Commissioner serves as the primary communication link between the Branch members, the Region, and in some cases the National organization. This includes distributing policies, rules, updates, and opportunities and communicating Branch needs and concerns upward.

The D.C. is responsible to make sure that all Active and Horsemaster Members of the Branch are members in good standing (this includes a PTSO membership).

The D.C. has ultimate responsibility for planning, guiding, and implementing the teaching program of the Branch. This includes the search for capable volunteers and/or qualified professional instructors. The C.A. will work with the Centre operator to create a program that fits the needs of the Pony Club members in order to prepare members for testing and regional events.

Additional administrative duties include submitting National and Regional testing forms on time, organizing testing for D and C candidates, coordinating teams selection and entries for Regional competitions, and ensuring the Branch’s financial stability.

These responsibilities may be delegated, though accountability remains with the D.C.

2.1 Qualities of an effective District Commissioner

The District Commissioner is the leader of the Branch and sets the tone for its culture and operations. Successful leadership requires the following attributes:

Knowledgeable & well informed

The D.C. must be familiar with the National and Regional Pony Club bylaws, policies and procedures as they are responsible for running a CPC program within the boundaries set by these rules. The D.C. will need to know the CPC testing levels and requirements for testing so they can gear education at their Branches towards preparing members for testing.

The D.C. will have to familiarize themselves with questions around liability and insurance and will have to make sure their events are sanctioned under CPC rules.

The D.C. will normally be the first point of contact for information about Regional and/or National events. Make sure to know when Pony Club events are happening so your members can take full advantage of the Pony Club program. This information is regularly posted on the CPC social media pages and sent out to the Regional representatives.



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Fair and inclusive.

Programs and opportunities must be accessible to all members within their capabilities and across all levels. If you struggle with providing opportunities for higher level members reach out to the Region for further support

Decisions should be transparent, well explained, and free from discrimination based on rider ability or mount.

We encourage the same rules in our Centres but realize that Centres are allowed to set their own rules and standards for taking on clients.

Communicative.

Clear, timely communication with members and parents is essential. This includes:

- Sharing Regional and National information. Forward all Regional and National information in a timely manner, so members are able to take advantage of those opportunities.
- Outlining Branch-specific rules and expectations. Make sure to communicate to your members any specific rules within your Branch, for example volunteering and fundraising requirements, additional dress rules, arena etiquette, vaccination requirements.
- Maintaining transparency regarding the Branch's budget and finances, testing qualifications, qualifications for shows and competitions and reasons for hiring certain (paid) coaches and clinicians.

Trustworthy

The D.C. must respect confidentiality, particularly regarding medical or learning-related information, and should actively discourage gossip or speculation.

Able to delegate

Effective delegation is essential, particularly in active Branches. Responsibilities may be shared with the Assistant District Commissioner, committees, parents, senior Pony Club members, graduates, and external professionals. Delegation requires clear expectations and appropriate supervision.

Open and approachable

While the D.C. is the final decision-maker, encouraging input from members and parents fosters engagement and morale. Sensitivity to Branch members' needs and perspectives with regards to the programming and calendar of events is essential.



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Visible and engaged

Although much of the administrative work can be done at home and responsibilities can be delegated, there is no substitute for going to activities. Regular presence at activities builds trust, improves decision-making, and demonstrates leadership.

Participating in volunteer and fundraising activities with the Branch sets an example for the rest of the volunteers.

Decisive

Final decision making, whether on scheduling an event or sending a candidate up for testing, rests with the D.C. When making decisions:

- Try to be unbiased and impartial. If you are personally involved, step away from the decision-making process and ask another person on or Branch Executive committee to help out.
- Be open minded but always put the interests of the Branch first
- Try to stay away from making exceptions unless there is a compelling reason to do so. Making exceptions can cause feelings of favoritism and one exception can quickly lead to many.
- Don't be afraid to admit you made a wrong decision: learn and move on.

Within our Centres the owner of the program will be the final decision maker and will apply their own business expertise to make decisions.

Effective with parents.

Parents are essential contributors. The D.C. should communicate openly, invite involvement, acknowledge contributions, and balance individual concerns with the overall interests of the Branch.

- a) See that they are informed.
- b) Encourage them to become active supporters and to help in any way they can: they can organize activities, assist at competitions and lessons, etc.
- c) In dealing with parents always remember that decisions must represent the best interests of the Branch as a whole, and that:
 - an individual parent's concerns are not always the concerns of the Branch as a whole.
 - parent's assessments of situations will not always be the same as yours.
- d) Try to build community and motivation by celebrating all members' achievements and acknowledge the work of your (parent) volunteers



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Conflict Management

Conflicts should be addressed promptly, respectfully, and informally where possible. The D.C. should listen carefully, remain objective, seek resolution within CPC policies, and involve Regional support when needed.

The CPC has a conflict resolution policy on their website. This will be less applicable to our C.A. the Centre will have their own rules in place around conflict resolution and complaint management.

Some notes on conflict resolution:

- Try and find a solution in an informal manner, before stepping to formal complaint procedures
- Listen carefully: A parent's assessment of the situation may not always be the same as yours, make sure you understand the concern.
- Stay objective and respectful, be calm and non-defensive, consider the parent's viewpoint
- Put the conflict behind you when it is resolved.
- Don't punish the youth member for disagreements with a parent
- In case of an escalating conflict, there is help available: Regional executive and visiting commissioners can mediate. Follow the conflict resolution guide from CPC.

3 THE ASSISTANT DISTRICT COMMISSIONER

Some District Commissioners share responsibilities with an Assistant District Commissioner (A.D.C.).

Quite often the A.D.C. is, in effect, a "D.C. in training" who will take over the Branch when the D.C. retires.

4 DEVELOPING A PONY CLUB CALENDAR

No Pony Club Branch can be a success without advance planning of activities. Here are some guidelines for an annual calendar.

A Region holds an Annual Meeting, which usually takes place prior to December 31st and after all the Branches have held their required Annual Meetings. It is usually at this meeting that dates and locations for the following year are set.

If a Branch has a fixed or traditional event date—such as a long-standing horse show or a major equine event attended by a significant portion of the membership—this should be communicated at the Regional Meeting so that conflicts are minimized where possible. Branch-level activities should generally be scheduled after National and Regional calendars are finalized, as Branch activities are more flexible.



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The activities of a Branch should be planned to be educational as well as fun. Consider weather patterns, and the fact that Pony Clubbers, their mounts, and their parents need one or two months of relative inactivity every so often to recuperate. Unmounted activities—such as quizzes, stable management sessions, clinics, films, and field trips—are particularly well suited to colder months when riding may be limited.

Reviewing the calendar with National and Regional dates in place provides a useful framework for Branch planning. For example, if a Branch intends to send a team to a Regional Rally, preparatory sessions on conditioning and skills can be scheduled several months in advance. Inter-Branch activities and competitions may serve as valuable training or team selection opportunities and offer variety beyond regular instruction.

4.1 A Sample Pony Club Branch Schedule

The following sample illustrates how activities may be distributed across the Pony Club year. These examples are intended as guidance only; Branches will adapt scheduling to local conditions and needs.

FIRST QUARTER

The winter months are well suited for unmounted instruction, badge work, and preparation for testing. Suggested activities include stable management education, social events, and quiz preparation:

- Unmounted stable management clinics (hands on or theory)
- Quiz preparation
- Films and field trips

The Badge Program is a valuable tool for reinforcing testing-related topics, particularly creative and general knowledge components.

JANUARY

- Communicate Regional activity dates and locations for the year to members.
- Submit Branch activity plans to the Region for sanctioning to ensure CPC insurance coverage.
- Ensure members understand their testing requirements and have a copy of a current requirement sheets.
- Identify potential B2, B, and C2 candidates and contact the Regional Testing Chair regarding testing dates, applications and fees.
- Inform HA and RA candidates of written exam dates and locations. (Normally at the start of the year)



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- District Commissioners, Assistant District Commissioners, and Centre Administrators should try and attend Regional Meetings.

Centre activities don't need sanctioning by the Region as the Centre carries its own insurance, however the Region is interested in knowing how the Centre provides the necessary Pony Club education for their members to be successful at Pony Club events and testing. Hopefully a Centre can also step up to organize events that are open to other branches or the whole region, such as clinics or competitions.

FEBRUARY/MARCH

- Organize Quiz preparation sessions.
- Inform members of Regional testing preparation clinics.
- Identify and prepare candidates for spring 'C' and 'D' testing. Plan and schedule testing dates for C's and D's for spring.
- Encourage participation in instruction clinics if hosted by the Region to give assistance to new instructors, and to bring instructors up to date on the latest information from the National Testing Committee.
- Select teams for the Regional Quiz, often held in March or April and assign volunteers to assist with supervising, marking, scoring, etc.
- Forward 'C2', 'B' and 'B2' applications and fees to your Regional Testing Chair by the regionally set deadline for applications. They may be writing their written test in early spring. Keep them informed of the time and place.
- Finalize lesson and facility scheduling with members, facility owners and instructors.

SECOND QUARTER

The second quarter typically marks the start of mounted programming, weather permitting, alongside continued stable management education.

APRIL

- Clean up and prepare outdoor facilities
- Finalize plans for spring C & D testing. Hire examiners, secure a location. The aim is to have all C & D testing completed in May and June for spring testing.
- Contact instructors and schedule days for mounted lessons to start as soon as weather permits (some Branches may be lucky enough to ride through the winter).
- Remind Pony Clubbers of facility specific vaccination and Coggins Test requirements.



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MAY

- Communicate outcomes of the Canadian Pony Club Annual Meeting. Be sure to include any new information or opportunities that would be of interest to Pony Clubbers.
- Conduct C & D Spring testing. Forward results of tests to your Regional Testing Chair promptly.
- Confirm the location and date of the Regional C2, B & B2 Test.
- Inform candidates of the date and location of the Regional Testing Prep and Evaluation Clinic for C2 – A candidates.
- Begin discipline-specific practices (PPG, Rally, Dressage, Show Jumping).
- Begin planning for summer camps or working rallies.
- Share information about international and virtual competitions.

JUNE

- Prepare members for upcoming Regional competitions. Review the discipline rules with competitors.
- Regional clinics and rallies are under way. Make sure to share these opportunities with your members. Maybe your branch is hosting some of these events.
- Continue scheduling your lessons and events with facility or landowners, instructors and members.

THIRD QUARTER

The third quarter remains focused on (un)mounted lessons but also moves into a stage of competition and testing. Some branches pause activities mid-summer resume activities again in September.

JULY

- Attend (Regional and Branch) competitions and clinics.
- Continue scheduling and supervising (un)mounted instruction.
- Encourage as many members as possible to attend Camp if your Region hosts one.
- Host a Branch summer camp if possible.

AUGUST

- Inform members of upcoming calendar of events for the fall season.
- Attend HA and RA tests if you have a candidate.



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- Prepare for fall C & D testing if you have candidates. The aim is to have all C & D testing completed in September and October for fall testing.

SEPTEMBER

- Continue fall testing. Inform members of dates and places of any scheduled tests.
- Consult the Regional Testing Chair about potential 'A' or 'HA' candidates for the following year.
- Introduce your Branch members to hunting if possible.
- This is a good time of the year for trail rides and other fun/social events.

FOURTH QUARTER

The fourth quarter is a good time for evaluation, administration and recognition.

OCTOBER

- Encourage Membership renewal.
- Announce dates of annual banquet or award events.
- Select date and location of your Annual Branch meeting. Alert the secretary to send out notices at least two weeks in advance.
- Set the agenda for the Annual Branch meeting and find candidates for the Branch Executive Committee, District Commissioner, Assistant District Commissioner and other offices. Have the treasurer prepare financial statements.
- Arrange for locations for unmounted meets.

NOVEMBER

- Finalize arrangements for special activities (such as award night, hayride, etc.)
- Bring current records up to date, including attendance, testing levels of your members, new members, etc.
- Apply for renewal of your branch for the upcoming year through the HorseReg system, this process is described on our website here:
<https://www.canadianponyclub.org/documents/BranchSanctioningProcessHorsereg.pdf>
 - a. As soon as your branch is approved (sanctioned), you will receive a HorseReg link where your members can sign up for Pony Club and pay the Regional and National membership fees (and Branch fees if your Branch is set up to receive these payments through HorseReg / PaySafe)



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b. Check your Branch's landing page in HorseReg. If needed, you can add your own waivers to the sign-up process. More on this in the next chapter.

- Send your Branch's sign-up link to new and continuing members. Make sure they understand they should apply for a PTSO membership (mandatory) at the same time.
- Review your supplies: forms, pins, badges, etc. and order for the new season if necessary.
- Arrange for thank you cards, a small gift for instructors or retiring officers.
- Attend your Regional Annual Meeting. Bring along members of your executive and a new calendar.

DECEMBER

- Plan your winter unmounted programming. Confirm speakers and other resources well in advance.
- Finalize the Financial report for your branch. This report should cover a calendar year (January 1 to December 31st) and will need to be uploaded to the Horsereg system prior to January 31st. This is not applicable to Centres, as they will not have a bank account in Pony Club's name.
- Check all memberships for valid PTSO memberships, they should be valid until the end of the following year. If PTSO memberships have lapsed, make sure members will buy and upload a new membership card into the HorseReg system. Without a valid PTSO membership they cannot participate in Pony Club events

5 RECORD KEEPING

Effective record keeping supports sound Branch administration and is strongly recommended, regardless of Branch size or activity level. Developing consistent, organized record-keeping practices will assist the District Commissioner (D.C.) in day-to-day operations, annual reporting, and leadership transitions. At a minimum, basic records must be maintained.

Financial

(Not applicable to Centres)

Your treasurer should have a dedicated (digital) folder containing financial records. This will hold the treasurer's reports over the years, the club books, receipts, cancelled cheques, etc. Financial record must be retained for a minimum of 7 years.

Membership

Membership information is available through the HorseReg system, including name, address, phone number, parents' names, date of joining, signed waivers and photo consent information. If you are not



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very computer savvy, find another branch executive member or techy parent to help you keep track of your members.

Attendance and Participation.

Branches are encouraged to track attendance and participation to monitor engagement and participation across programs. A simple master record—listing members alphabetically along with age and level—can be used to record attendance at lessons and meetings, as well as participation in activities such as clinics, rallies, competitions, and field trips. These records provide a valuable overview of Branch activity and support annual reporting, recognition of member achievements, and award selection.

Correspondence

Copies of official correspondence, both sent and received, should be retained for a minimum of seven (7) years.

Minutes

(Not applicable to Centres)

Board meeting minutes for incorporated not for profit organizations must be kept indefinitely (for the duration of the corporation). For the branches, which are not incorporated, but are considered program committees to the Regional corporations adhere to a minimum retention period of 7 years for board meeting minutes and 20 years for AGM minutes.

Additional records

In addition, you may want to keep (digital) files such as Insurance: Additionally insured requests, Special Event insurance forms, waivers; Newsletters and file folders for each of your Branch activities (such as Testing, Horse Shows, Camps, etc.). This will help you or next D.C. with planning future events.

Confidentiality

Pony Club information may be open to the Branch Executive Committee and parents. However individual membership information must remain confidential.

Digital File management

Branches are encouraged to use a dedicated Pony Club email address and shared digital storage (e.g., Google Drive or Dropbox). This ensures separation from personal records and simplifies file transfer during leadership changes.

Passports

Encourage Pony Clubbers to track all of their participation and testing accomplishments in their CPC Passport. Each new member receives one when they join. It serves as a personal record of their Pony Club progression.



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6 TIPS FOR A NEW DISTRICT COMMISSIONER

Stepping into the role of District Commissioner comes with both practical responsibilities and leadership expectations. This handbook provides detailed guidance, but the tips below are a useful starting point:

- Approach the job with enthusiasm. While you don't need to be a "horse expert," an interest in horses is certainly helpful. Present yourself professionally and lead by example.
- Keep your sense of humour; It will serve you well, especially on busy or challenging days.
- Read and become familiar with all Pony Club materials. Follow procedures carefully and share relevant information with members, instructors, and parents—they are valuable partners in ensuring everything runs smoothly.
- Establish a (digital) filing system early. Many documents you receive will be important, and you may be the sole holder of certain records.
- Communicate regularly with members, instructors, parents, and your Regional Chair. Clear and timely communication prevents many issues before they arise.
- Enjoy working with young people and support their development into responsible adults. Welcome all potential members, regardless of ability, experience or quality of horse, and help each one work toward achievable goals.
- Build strong committees by selecting cooperative, capable, and engaged volunteers. Be open to compromise—good ideas sometimes need the right timing. Involve parents whenever possible.
- Define committee roles and instructor responsibilities and confirm commitments early where possible.
- Set clear expectations for testing and team selections early on.
- Take time to assess your Branch: understand member needs, programming needed to be ready to meet testing requirements, available resources and finances, and types of instruction available before finalizing your program.
- Establish clear goals for the year and develop a realistic schedule. Be sure to Include some social / teambuilding events.
- Be mindful of personal costs associated with the role, such as travel or communication expenses. Budget for these and ensure the Branch supports them appropriately.
- Once plans are in place, communicate them clearly through regular newsletters or email updates to keep families informed and engaged.
- Be visible and involved. Attend meetings, testing, workshops, and Regional events whenever possible.



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- Don't hesitate to reach out to your Regional Chair with questions. They are your primary resource for interpreting CPC policy and navigating challenges.
- Finally, enjoy the role. Being a District Commissioner offers opportunities to learn, connect, and contribute in meaningful ways. When the role no longer feels rewarding, allow someone else the opportunity. Pony Club is meant to be fun—and as D.C., you play a key role in making it so.

7 IMPLEMENTING A TEACHING PROGRAM

One of the key responsibilities of a D.C. is implementing a teaching program. The intensity of this program can vary among Branches. Some only offer a stable management program in combination with testing clinics to prepare members for the riding portion of their test, while others include a complete riding program with weekly or biweekly riding lessons throughout the year.

When implementing a teaching program be aware of the following:

- Familiarize yourself with the Pony Club levels, rules and requirements for testing.
- Ensure the educational program follows the CPC testing program and has a mounted and unmounted component.
- Refer to educational materials and testing requirements as available on the CPC website.
- In cooperation with the members, volunteers and coaches teaching the program, make sure *all aspects* of the program are covered adequately.
- Find qualified instructors and clinicians to educate your members
- Enrich the program with related topics but make sure they align with CPC mandates and values.

Some guidelines for hiring instructors

- Instructors are expected to hold appropriate qualifications, such as a Pony Club level, preferably B or up, an EC certification (instructor), or proven experience in teaching and/or competing in one of the disciplines in Pony Club.
- It is up to the Branch to continuously evaluate the instructor's lessons, keeping safety and suitability of the lesson plan for the group in mind.
- Adult instructors must have a criminal record check done every three years
- Instructors are expected to have a first aid certificate (standard first aid, or an individual with first aid certification must be present during lessons.
- Instructors must be familiar with the Pony Club levels, rules and requirements for membership and testing.

Instructor payment and insurance

- Volunteer instructors are covered under CPC liability insurance
- Paid instructors must show proof of their own liability insurance



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- Pony club members (youth members and Horsemasters) may be compensated and still be covered under CPC insurance

Note: Members and Horse Masters are expected to volunteer as part of their commitment to the CPC. We would not expect them to charge full commercial coaching rates for providing services to Pony Club

Note: Volunteers can receive reimbursements for costs incurred, such as meals and travel costs.

Best practices for hiring an instructor or clinician

Clear communication at the start helps ensure a successful working relationship. Branches should discuss:

- the fees you are willing and able to afford for the instructors. It should fit within your budget.
- what happens when you need to cancel a lesson, will you still have to pay? Is there a certain notice needed for cancelling?
- do you need to guarantee a certain number of hours for either one session or the whole season?
- any additional requests or fees (travel fees, will only teach a certain level or discipline).

Junior (developing) instructors

The Canadian Pony Club encourages Branches to make use of members that are developing their teaching skills, starting with unmounted lessons and moving on to mounted lessons. Teaching our members to teach is part of the CPC program and a teaching evaluation is part of the B2 test.

Teaching our members to teach has many advantages for the member, the Canadian Pony Club and the greater equine community. Through education of instructors, we can build up our Pony Club community.

Members who pursue instructor development help sustain the future of Pony Club by becoming instructors, coaches, and eventually examiners and leaders. More information on the Junior Instruction Program is available on the CPC website.

General Guidelines under junior instruction program are:

Stable Management

C level members may assist in D and D1 lessons, C1 and above may teach all members at one level below their own level, (C1 up to C etc.)

Older members can be encouraged to do a specific part of the lesson (a game or a craft)



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Mounted lessons

An adult instructor or coach needs to be present and responsible at all times when junior instructors teach!

Junior instructors should have first aid and have the following ages / levels:

- C2 and minimum age 14
- C1 and minimum age 16

Junior *assistant* instructors are under direct supervision of an adult instructor or coach, hold a minimum of C level and must be at least 14 years old.

Additional considerations

- Junior instructors are typically not paid; however, payment in kind (e.g., entry fees, badges, small gifts) is appropriate.
- Underage instructors **MUST** be under supervision of an adult. This adult must have a first aid certificate and a current criminal record check on file with the CPC.
- Development of instructors starts with shadowing or team teaching, giving specific tasks in a lesson, such as warm up, cool down, setup of fences.
- Make sure to keep track of junior instructor involvement and notify the Region so they can be included in Regional opportunities to teach as well.

8 SOME NOTES ON RISK MANAGEMENT

(Section not applicable to Centres – Centres are required to have their own insurance in place)

The Canadian Pony Club is committed to

- Provide a safe environment for participants and their horses (relates to physical injuries)
- Make decisions fairly (relates to wrongful actions)
- Properly care for and protect assets and resources (relates to property loss or damage)

To meet these obligations, Branches and their executives must act responsibly and apply sound risk management practices. Risk management involves identifying potential hazards and reducing the likelihood of injury, property damage, financial loss, or legal exposure to the organization, its volunteers, members, and the public.

There are three primary approaches to managing risk

1. Reduce the risk

This involves minimizing the likelihood of incidents or limiting their impact should they occur.

Within CPC, this includes:

- Enforcement of the use of safety equipment (hats, vest, footwear)
- Maintaining facilities and equipment in safe working conditions



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- Screening and training volunteers
- Verifying instructor qualifications and certifications
- Adhering to the CPC code of conduct and dispute resolution policies
- Maintaining sound financial reporting

2. Transfer the risk

Risk can be transferred through legal agreements and insurance coverage, including:

- Liability waivers and assumption of risk, completed by members when registering through HorseReg
- Insurance coverage through CPC, PTSO membership and instructors insurance
- Indemnification provisions that protect volunteers acting in good faith
CPC indemnifies directors, officer and volunteers involved in Pony Club operations provided they act responsibly, in good faith, and without willful negligent

3. Avoid the risk

In some situations, the safest course of action is to avoid or postpone an activity altogether.

This may include:

- Postpone the event when conditions dictate this (bad weather, health and safety concerns)
- Limit an event to certain tested levels or age groups

Insurance coverage

The following CPC insurance is in place for executives, officials and volunteers.

- CPC's liability insurance covers the organizers of sanctioned events for claims of bodily injury or property damage. Note that your branch's property is not insured under this policy (if needed acquire your own insurance for theft or fire)
- D&O insurance covers directors and officers for alleged wrongful acts or errors while performing their duties.
- PTSO membership comes with personal liability insurance for our members. It covers personal liability for ownership or handling of horses.

Compliance and coverage requirements

Insurance coverage is dependent on compliance with CPC policies and procedures. Key requirements include:

- Renewing you branch charter annually through HorseReg
- Submitting activity and event details to your Region to make sure your events are sanctioned
- Confirming insurance coverage for paid instructors
- Completing incident reports promptly after an incident
- Complying with the "Rule of Two" and avoid being alone with an underage member.



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- Ensuring appropriate volunteer screening
- Appointing a safety officer and a person with a valid first aid certificate on site at your events
- A responsible adult on site for every child.
- Checking member tack for safety prior to a lesson, clinic or show
- Using only properly trained horses (no stallions; horses at least 5 years old)

9 SUPPLIES, BADGES AND NATIONAL OFFICE

Supplies and badges can be purchased via the CPC Online Store.

There is typically a badge sale in October of each year so a good time to stock up on badges for the upcoming year. <https://canadianponyclub.org/shop-online>

The main CPC Website is a key source for all documentation as is your Regional website. CPC Web site is [Welcome | Canadian Pony Club](#).

For any questions the national office can be reached at info@canadiaponyclub.org

10 HORSEREG LINKS

At the start of the year each Branch will renew their status with Canadian Pony Club. This is done through a sanctioning process on HorseReg. A renewal link is distributed in July or August.

The sanctioning process will require the Branch to fill out the names of their Branch executive members and plans they have for the upcoming year. The process is further described here: <https://www.canadianponyclub.org/documents/BranchSanctioningProcessHorsereg.pdf>

Please note that the activity report that is submitted under this application does not fulfill the requirement of notifying the Region of your event details, which is needed to have your events sanctioned. Check in with your region to discuss how they would like to be informed.

Centres will go through the same link to renew their Centre for the upcoming year. Information their renewal process is available in the same document linked above.

Once the renewal application (sanctioning) has been submitted, the National office will review and a HorseReg link will be provided for your Branch or Centre to sign up members for the year.

Further information on how to use HorseReg and set up your club page is available here:

<https://www.canadianponyclub.org/documents/HorseRegHandbookBranches&Regions.pdf>



Loyalty

Character

Sportsmanship

DISTRICT COMMISSIONER CHECKLIST

Prior to the new year

- Host an AGM and board elections
- Complete branch sanctioning process through HorseReg
- Update the branch page and contact info as needed
- Activate and share HorseReg registration link to prospective members

At the start of the season

- Plan and manage your annual calendar (lessons, testing, events)
- Clearly communicate branch expectations (rules, fees, volunteering)
- Identify testing candidates and discuss their plans
- Submit upper-level testing applications and fees on time with the Region (national for A level)
- Deliver (un)mounted programs (lessons, shows, clinics) aligned with CPC standards
 - Coordinate facilities, schedules, and instructors
 - Hire instructors and officials that meet qualifications and insurance requirements
 - Make sure instructors understand the CPC program and testing requirements
 - Recruit, supervise, and support volunteers for your programming
- Ensure all activities are sanctioned by the region
- Confirm testing logistics (locations, examiners) for branch tests

During events

- Follow CPC bylaws, policies, and testing requirements
- Enforce safety rules (helmets, supervision, safe horses/equipment)
- Apply sound risk management practices and report incidents if needed
- Evaluate lesson quality and safety regularly
- Attend branch activities and stay visible/engaged

Administration

- Track attendance, participation, and testing levels
- Review membership reports through HorseReg - Ensure all members are in good standing
- Submit testing forms, regional show / clinic entries and other opportunities on time
- Attend the Regional AGM

Quick Weekly / Monthly Snapshot

- Check emails and share National and Regional updates, deadlines, and opportunities
- Communicate regularly with members, parents, instructors, and the Region
- Confirm upcoming events / lessons
- Monitor membership compliance
- Address issues and conflicts promptly and fairly