



**CANADIAN PONY CLUB
BCLM REGION
NEW BRANCH FORMATION POLICY**



Loyalty

Character

Sportsmanship

Purpose: BCLM will encourage membership in Canadian Pony Club. We will promote increasing membership in current active Branches. Where numbers warrant, the Regional Committee will consider the formation of new branches.

Procedure:

1. Contact the Regional Chair to ascertain the need of creating a new Branch.
2. Obtain the following administrative documents from the Canadian Pony Club web site (www.canadianponyclub.org):
 - a. New Branch Application Form
 - b. Starting a new Branch
 - c. Handbook for District Commissioners
 - d. Current Membership Application Forms for Canadian Pony Club. (note: do not collect any fees until final approval has been given by the Regional Committee).
3. Obtain Horse Council BC Membership applications.
4. Create a two year plan which should include:
 - a. Brief overview of programs offered i.e. riding and stable management lessons, clinics, testing, fundraising etc.
 - b. List of potential executive members. Make note of restrictions mentioned in the Starting a New Branch Guide
 - c. List of potential members. Include age and current Pony Club levels if applicable.
 - d. Choose a name for your Branch. The National Board gives final approval.
 - e. Choose branch colors. BCLM Regional Committee gives final approval.
5. Contact Regional Chair to arrange a date to make a presentation to the Regional Committee for final approval.
6. Upon approval from the Regional Committee, collect National and Regional Head fees (see BCLM Membership Policy) and submit them along with completed Canadian Pony Club Membership application forms and a photocopy of member's current Horse Council number to the Regional Membership prior to commencing any branch activities.
7. Collect and submit members Horse Council renewals and/or new application forms and fees. These must be sent to Horse Council B.C. in a timely fashion, within two weeks of completion to ensure proper insurance coverage for branch members.

SPECIAL NOTE:

Members may **not** participate in any Branch or Regional activities unless they have a current Horse Council membership. There are no exceptions permitted.

*Revised Feb. 2009
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Reviewed May 8 2014*