

Membership...Simplified

For CPC Branches in Western Ontario Region



Updated December 22, 2012

These instructions are NOT intended to replace the membership information found on the Canadian Pony Club website, but are intended to simplify the membership process for branches in Western Ontario Region.

If you have any questions or comments, please contact the WOR Membership Chair.



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For CPC Branches in Western Ontario Region

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Membership Checklist

√	Task:	Check:
	Collect PC application forms. <i>Make sure you are using forms for the coming year!!</i>	Check for parent signatures on both pages Record OEF application information DC to date and sign the forms
	Collect OEF application forms	Check for date of birth, parent signature and date DC writes date received across the top and sign
	Collect Associate Membership forms from branch executive, parents or others interested in helping within your club	DC dates and signs the forms
	Collect payment for PC and OEF applications	
	Record PC applications on the Summary of CPC Memberships Submitted	DC dates and signs the form
	Record OEF applications on Confirmation of Membership in OEF	DC dates and signs the form
	Write a branch cheque payable to Western Ontario Region for the total of regional and national PC fees	This is the total on the Summary of CPC Memberships Submitted
	Write a branch cheque for the total amount of OEF fees collected	This is the total recorded on the Confirmation of Membership in OEF summary form
	Make copies of all forms for branch records	
	Mail OEF applications, Confirmation of Membership in OEF summary and branch cheque to the OEF office ASAP	Mail to: Ontario Equestrian Federation 1 West Pearce St, Suite 201, Richmond Hill, ON L4B 3K3
	Mail CPC applications, Summary of CPC Memberships Submitted and branch cheque to WOR Membership Chair.	Mail to: Nancy Purser WOR Membership Chair 12 Arbutus Crescent., Stoney Creek, ON L8J 1M8
	Take a deep breath....you're done!	



About CPC membership

All policies, forms and general information about membership are posted on the CPC website in the Downloads section (www.canadianponyclub.org) Make sure you download the **Ontario** version!

CPC membership is a two part process:

- Completing and submitting a CPC membership application form (2 pages) and payment This makes the applicant a member of Canadian Pony Club
- Completing and submitting the OEF application form (2 pages) and payment For insurance reasons, a current membership in OEF is required before the Pony Club member may participate in ANY Pony Club activity, including activities that do not involve horses.

Types of membership

There are three types of membership in Canadian Pony Club:

- **Active Members**
These are members between the ages of 6 and 21. Active members must be a minimum of 6 years old at the time of applying and 20 as of January 1st in the year they turn 21.
- **Affiliate Members**
These are members who want to remain active in Pony Club and are between the ages of 21 and 24 (as of January 1st)

To qualify for affiliate membership the member must have:

- a) been an active member for any seven or more years, OR
- b) graduated as an active member at age 21 (20 as of January 1st) AND have been an active member for at least 3 of the last 7 years of their eligibility
- c) Attained their C before graduating at 21

Encourage your older members to remain on as affiliates. These young people bring their years of experience in Pony Club, their equine knowledge, enthusiasm and mentoring skills. Their experiences with Pony Club also enhance their resume so it's a win-win situation for both. For more information about affiliate membership read the Affiliate Member Policy posted on the CPC website in the Downloads section.



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- **Associate Members**

Associate Members are adults who actively support Pony Club activities on a volunteer basis. These people can be parents, coaches, officials, vets, farriers, past pony clubbers, who all bring their various skills to our organization. Associate members are a valuable resource for Pony Club.

Please ask all branch executive and parents to complete this form each year. There is no cost to being an Associate Member but these additional numbers do increase our weight with OEF as well as giving us a broad base of experience to draw on. Although the form says you only need to complete the form once, it's a good idea to have it completed each year. Submit your Associate Member forms with your CPC applications so we can make sure our Associate Member list is up to date with current contact information.

When can we start accepting memberships?

Members can join for the coming year anytime after September 1st. Encourage members to renew their membership as soon as possible. While the Pony Club year runs January to December, it is in the best interests of the branches and members to submit membership application forms as soon as possible in the fall. This ensures all members have their OEF membership confirmed so they are covered for PC activities that may start in January.

CPC Renewal applications are due in **to National NO LATER THAN December 31st**.

A bit about Insurance

CPC insurance provides coverage for Pony Club office holders, volunteers and others who are working on behalf of Pony Club. It is a condition of the CPC insurance policy that all Active and Affiliate members who live in Ontario are members of OEF. If they are not OEF members and are involved in an incident, even indirectly, the CPC insurance is not obligated to provide coverage. The branch and all volunteers, office holders or others must rely on their personal insurance coverage, which also may or may not respond.

We need to prove all CPC members are members of OEF so our CPC insurance can protect our office holders, volunteers and instructors.

Information about OEF insurance for members is available on the OEF website.

Remember!....OEF insurance coverage for the current year ends on December 31st. Members must have their renewal completed by the end of the year to ensure they are covered during the early part of next year!



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Accepting CPC membership application forms

MAKE SURE YOU USE FORMS FOR THE COMING YEAR!

Begin accepting membership applications from renewing members ASAP. Applications for new members can be accepted at any time, although the fall is a good time for new members to join to take advantage of branch education programs.

1. The CPC application is a two page form. Check that the parent has completed all sections especially:

- Name
- Address
- OEF number (if a member last year)
- Date of birth (use the format DDMMYYYY)
- Phone number
- EC sport license?
- Email address
- Signature on bottom of page 1
- Signature in middle of page 2

If the applicant is under 18 at the date of

signing, the parent must read and signed both forms.

If the applicant is 18 or older at the time of signing, they must read and sign both forms. A parent can review and sign the form as well but it isn't required.

WE CANNOT ACCEPT THE FORMS WITHOUT THESE SIGNATURES

This is page 2 of the CPC Application form. Make sure the parent has signed in the middle of the form. The section at the bottom is filled in by the DC.

CANADIAN PONY CLUB
2013 MEMBERSHIP APPLICATION FORM (revised August 2012)
Page 1 of 2 (BOTH pages must be completed)
FOR JAN 1 - DEC 31, 2013 (Sept 1, 2012 to Dec 31, 2013 for anyone not a member before Sept 1, 2012)
WARNING: This document could affect your legal rights and liabilities. Please read this document carefully.
Revisions of any kind to the wording of this document are not permitted.

It is the responsibility of the applicant to be able to provide PROOF of a valid membership in the Provincial Equestrian Sport Organization (PSO) of the province of residence AT ALL TIMES while a member of the Canadian Pony Club. If at any time, the applicant cannot provide proof of a valid and current PSO membership, their membership in the Canadian Pony Club shall be not in good standing. The member shall have all Pony Club membership privileges suspended and shall not be permitted to attend any Pony Club activities. Please review the "Understanding the Membership Confirmation Process" document for the PSO in your Province, which is available from your District Commissioner or on the Pony Club website.

If you were not a member of your PSO at any time before Sept 1, 2012, and are joining the CPC before Dec 31, 2012, most of the PSO's have offered a special extended membership covering from the date of application until Dec 31, 2013. Ask your District Commissioner for more information on this extended membership.

Please print or type all information

BRANCH: _____ REGION: _____
LAST NAME: _____ USUAL GIVEN NAME: _____
GENDER: M or F (Please circle one) BIRTHDATE: dd / mmm / yyyy MINIMUM 6 YRS OLD WHEN APPLYING
To avoid confusion, please enter in the form 23-Jan-2000. Don't use numbers for both the day and month

STREET & NUMBER: _____
MAILING ADDRESS: CITY: _____ PROVINCE: _____
POSTAL CODE: _____ HOME PHONE (Incl. Area code) : _____

Member email: _____
Parent email: _____
Mother's Name _____ Father's Name _____
PSO MEMBERSHIP NUMBER: _____

Highest Full PC Level ACHIEVED: _____ (D1, C2, ETC) New members leave blank. DATE: _____
Any Partial Levels Achieved (ex. C2, B, FR, B2, S2): _____

If you are transferring from another Branch, what is its name? _____
Do you have a current Equestrian Canada Sport License? Yes No

If the parent or guardian's name or address is different from the above, please show them on the following lines
If you are the legal guardian, rather than the parent, please provide the necessary documentation.
NAME: _____ PHONE: _____
MAILING ADDRESS: STREET & NUMBER: _____
CITY: _____ PROVINCE: _____ POSTAL CODE: _____

If you are a new member, how did you hear about Pony Club (friend, an ad, website)? _____

Member names and/or photos, but no other personal information, may be used from time to time to publicize the Pony Club, and in the reporting of activity results in various media. A minimum of additional information may be disclosed to the Provincial Sport Organizations solely for the purpose of confirming if our member is or is not a member of that PSO. For full details of our privacy policy, ask your DC or visit our web site at www.canadiaponyclub.org

Member's Signature _____ Date: _____ Parent Guardian (None / correct box) Signature if member under 18
This page must be signed. Unsigned forms must be returned to the parent.



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THE CANADIAN PONY CLUB INC.

2013 MEMBERSHIP APPLICATION FORM (revised August 2012)

Page 2 of 2 (BOTH pages must be completed)

WARNING: This document could affect your legal rights and liabilities.

Please read this document carefully.

Revisions of any kind to the wording of this document are not permitted.

Make sure the parent signs the middle of this form if the member is under 18

...sport of horses is a high risk sport and that I am participating at my own risk and in full knowledge of the inherent risks in this sport. I further acknowledge the inherent risks in riding and working around horses, both to both horse and rider which can result from normal use, competition or schooling.

...allowed to participate, I hereby assume all risk, and I hereby release and absolve the Canadian Pony Club officials, volunteers, Officers, Directors, agents, representatives and employees, and the person upon which the competition/activity is held, from all responsibility, liability or claims of any nature and kind arising from my participation, including but not limited to bodily injury or death to myself or my horse(s) and any cause whatever.

I have read and understood the foregoing Acceptance of Risk paragraphs and have consulted our branch D.C. sufficiently to understand the risks involved in Canadian Pony Club Inc. membership and in Regional and National events and activities. I hereby declare that this document I agree to the conditions stated herein and that it is binding upon my executors, heirs and assigns.

Signature of Member	If a member is under 18 years of age at the date this form is signed, the Parent/Guardian of the member must sign. If a member is 18 years of age or older at the date of the signing of this Form, the Parent/Guardian is no longer required to also accept legal responsibility for the member and need not sign.
Date	I acknowledge, as Parent/Guardian of _____, that I have read and fully understand and agree to the terms and conditions stated herein on behalf of _____ and myself.
Please print name	Signature of Parent <input type="checkbox"/> or Guardian <input type="checkbox"/> Please <input checked="" type="checkbox"/> the correct box.
	Date
	Please print name

I certify that the above named member and parents have reviewed this document and have had an opportunity to question me for clarification of any items where they were not satisfied that they had a good understanding of the risks. My signature does not indicate any agreement to accept any risks or responsibility related to this member.

This applicant has provided a copy of a PSO membership card which expires on: _____
(copy attached)

Branch _____

This applicant has submitted a PSO membership application and fees through this branch sufficient to cover the period from now through Dec 31, 2013
Yes or No: _____

Signature of D.C. _____

Date (this is the official date of this application) _____

If it is not a parent who is signing, the DC must see the document giving the person the authority to sign on behalf of the member.

If this is a renewal membership the registration is due at the National Office NO LATER THAN DEC 31, 2012

All members must complete this form immediately upon joining Canadian Pony Club Inc. (CPC Inc.) and upon each renewal of membership. Members who do not submit properly completed Membership Application Forms will not be permitted to take part in any CPC Inc. activities unless or until the Membership Application Form is executed and submitted to the Branch. Members may have reasonable opportunity to seek independent legal advice in advance of executing this Form if desired. In writing of the revised form, the member is obligated to advise the Branch of any changes to their personal information during the course of the membership, the member is obligated to advise the Branch of any changes to their personal information during the course of the membership.

This section is filled in by the DC

Completed forms will be kept on file and their parents/guardians are aware that there are significant risks involved in working with and applicants are aware of the risks involved in competition.



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Complete the OEF section of the CPC application.

- If the applicant has given you their OEF application to submit by branch, circle **Yes**. If they have submitted their application on their own, circle **No**.
 - If the applicant has provided a copy of a OEF membership card **for the coming year** or an official OEF email receipt, make a copy and attach it to the application. Indicate that you have attached a copy. **If you accept a copy of the OEF online receipt make sure it is marked “Official Receipt” and is not just the application page before it is processed!**
2. The DC dates and signs page 2 of the CPC application and fills in your branch name. This is the official date that the applicant’s PC membership begins.

Complete the OEF section

I certify that the above named member and parents have reviewed this document and have had an opportunity to question me for clarification of any items where they were not satisfied that they had a good understanding of the risks. My signature does not indicate any agreement to accept any risks or responsibility related to this member.

This applicant has provided a copy of a PSO membership card which expires on: _____ (copy attached)	Branch _____	This applicant has submitted a PSO membership application and fees through this branch sufficient to cover the period from now through Dec 31, 2011 Yes or No: _____
Signature of D.C. _____		Date (this is the official date of this application) _____

The DC must sign and date the CPC application

3. Accept payment for the total amount of branch, regional and national fees. The CPC combined regional and national fee is \$100.00 for the first member in the family and \$80.00 for subsequent members from the same family. Make sure the payment you collect from the member also includes your branch fee, which will vary depending on the bylaws of your branch.
4. Ask the member to make their cheque for the total amount (branch, regional and national fees) payable to your branch.
- You will submit a branch cheque later in the process for the regional and national portions. For information about the amount to submit see *What payments are required?*, page 15.
5. The next step is to record the information on the Summary of CPC Memberships Submitted. For more information about using this list see *Using the*, page 7.
6. If members are submitting OEF applications through the branch, collect these applications and the corresponding payment. For information about handling OEF membership applications, see *Accepting OEF application forms*, on page 12.



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1. Double check all PC membership application forms, making sure all fields are filled in and that **both pages of the application form are signed by the parent** (or applicant if they are 18 or older).

Check your testing records and verify the level recorded on the applications. Parents don't always remember the level their child has attained or when!

Make sure you **keep a copy** of the membership applications for your branch records.

2. Under Member name either write or type the name of each member whose application is in this batch.
3. Put a checkmark in the **New** or **Renewal** column for each application. If you are filling it in on the computer tab across and press Enter in the correct column. The checkmark will be added automatically.
4. Record the **regional/national fee** you are submitting for this member in either the Full or Sibling column. The fee is \$100.00 for the first member in a family and \$80.00 for each sibling in the same family.

Total the payments column and write a branch cheque for the total amount of Full and Sibling fees, payable to *Western Ontario Region*. If you're completing this on the computer, the Full and Sibling columns calculate automatically.

5. **Make a copy of the completed Summary of CPC Memberships Submitted** and retain the copy for your branch records.
6. **Copy all application forms** and keep the COPY for your branch records.
7. **Send the ORIGINALS** to the regional membership chair within 2 weeks, accompanied by the Summary of CPC Memberships. For information about where to send the forms, see *Submitting the application forms*, on page 16.



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About CPC Associate Membership

Associate members are adults who actively support Pony Club activities on a volunteer basis. They can be parents, coaches, vets, farriers, past pony club members – in short, anyone who contributes on a voluntary basis to the CPC program. These people perform valuable roles at the branch level and they often move on to positions at the regional and national levels as well.

The numbers of Associate members we have on record are included with our Active Members when we submit our association information to OEF and give Canadian Pony Club a larger “voice” within the equine community. Many people outside of Pony Club have no idea of the depth of knowledge and commitment offered by the many volunteers that make this organization so great. Often that knowledge is not known outside of the branch.

In an effort to create a database of this pool of knowledge, we would like all branches to ask their branch executive, parents, coaches and volunteers to complete an Associate Membership form and submit it with their regular CPC memberships. There is no fee for doing this, it is simply a way of bringing together contact information, experience levels and skill sets that are available within the group, as well as creating the larger “voice” needed to compete for funding for our organization.

This information is kept strictly confidential and is only used within PC.

The Associate Member form looks like this and is available on the CPC website in the Downloads section.

Some will have completed this form in the past and will ask “Why do I have to complete this again?” People move and change their email address. Completing the form each year guarantees we have the most current information and have a record of current volunteers. Each fall, branches will receive a list of Associated Members affiliated with their branch.

Encourage all your parents to apply!

CANADIAN PONY CLUB
APPLICATION FOR ASSOCIATE MEMBERSHIP see last page 10/11
(To be completed once and resubmitted only with any administrative changes)
Please print or type all information.

THIS APPLICATION IS FOR A: PLEASE CHECK ONE
BRANCH REGIONAL NATIONAL ASSOCIATE MEMBERSHIP

PLEASE INDICATE IF THIS IS A: NEW APPLICATION OR AN INFORMATION UPDATE
(Please fill in all information) (You will fill your name and this branch information)

LAST NAME: _____ FIRST NAME: _____
STREET & NUMBER: _____
MAILING ADDRESS: CITY: _____ PROVINCE: _____
POSTAL CODE: _____
EMAIL ADDRESS: _____ HOME PHONE: _____
Please indicate your current Branch and Regional affiliation (if any)

BRANCH: _____ REGION: _____
DO YOU HAVE A CURRENT EQUINE CANADA SPORT LICENSE? (Y OR N) ARE YOU A CURRENT MEMBER OF YOUR EQUINE FED (OEF, AEF, NHEF, FEU) (Y OR N)

If you were previously a Pony Club member or volunteer, please let us know approximately the years that you participated and what your previous branch and regional affiliations were. It would be necessary to let us know you have done so, if you were a member, please indicate your verification of your final year level. Please use the back of the page or an attached page if you don't have enough lines.

Do you have any special equine related skills or experience of interest to the Pony Club such as:
Certified Instructor (children level) Certified Coach (adult level) Certified (O)Wend (adult level) Veterinarian (Y or N) Farrier (Y or N) Other (Please specify)

This section is for Regional and Branch use

Application accepted: _____
Signature _____ Position (OEF, Regional Clerk, etc) _____ Date _____



About OEF membership

The Ontario Equestrian Federation (OEF) is a not-for-profit sport governing office. It provides education, leadership and support to individuals, associations and companies in Ontario's horse community. The OEF represents over 17,000 individual members, 40 equine breed and discipline associations, 150 companies and 125 horse facilities.

The OEF offers its members a variety of services, programs and benefits, not the least of which is liability and accident insurance coverage. This insurance plays a key role in maintaining manageable fees for our CPC insurance coverage.

OEF provides special application forms for Pony Club and will accept new memberships from us from September to December for the coming year. In early November, OEF sends out pre-printed renewal forms to its current members. If members are renewing in September or October please use the special "for Pony Club use" application form available on the CPC website. If members are renewing in November or later, please use their own pre-printed form. This will result in faster processing and fewer errors.

If new OEF memberships are submitted to OEF THROUGH THE BRANCH, they are effective immediately and the member can participate in activities at the **branch level for 30 days** while we wait for confirmation of membership from OEF. A copy of a valid OEF card or confirmation of membership directly from OEF is required before participation is allowed at regional or national activities.

OEF membership options

- **Renewal membership** runs from January 1 to December 31.
- **Extended membership** runs from September 1 to December 31, **of the following year** for those who would join PC and want to participate prior January 1st.
- Current OEF basic membership fees:

Renewal: Adult \$67.80 (\$60.00 + 7.80 HST)
Junior 56.50 (\$50.00 + 6.50 HST)
Family 226.00 (\$200.00 + 26.00 HST)

Extended (Sept– Dec of the following year) for new members only:

Adult \$84.75 (75.00 + 9.75 HST)
Junior 73.45 (65.00 + 8.45 HST)
Family (not available)

The amount due to OEF may be higher if the member opts to order insurance or magazines. Full information about the fees can be found on the OEF website:

<http://www.horse.on.ca/membership/index.html>



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Options for applying for OEF membership in order of preference

- Paper applications submitted through the branch (PREFERRED METHOD)
- Online receipt as proof of submission (after mid November)
- Paper applications submitted by the member

Paper applications sent through the branch:

The best way to be sure the branch receives confirmation from OEF quickly is to submit the applications **EARLY** through the branch. There is always a backlog of applications at OEF near the year end so in an effort to speed up the process, OEF allows DCs to act as their agent for accepting membership applications and fees. The DC must date and sign the OEF applications (across the top of the page) so OEF knows the date to begin coverage and submit the forms with an OEF Confirmation of Membership Summary.

Benefits of applying **EARLY** through the branch:

- New members can participate immediately in branch activities
 - PC branch submissions are easily identified when they arrive at the OEF office so they are given special priority
 - DCs have a record of OEF submissions so are assured of member insurance coverage for 30 days while the applications are processed
- ! An OEF Confirmation of Membership form should accompany all paper applications sent to OEF.**

Online applications submitted by the parent or DC:

OEF's online application system is available in November. When applications are submitted online a receipt is emailed immediately to the email address on file. This receipt can be used as proof of membership. Make sure if this method is used that you get a copy of the Official Receipt, not the application. OEF still prefers all PC applications to arrive in the mail with a Confirmation of Membership summary attached as submitted by the DC. **Submit application forms as soon as possible after receiving them. Membership is effective for 30 days from the date the DC enters on the top of the OEF application so please submit them immediately upon receipt.**

Online or Paper applications sent by the member:

If the member mails an application themselves, their membership is not effective until OEF processes the form and Pony Club receives confirmation from OEF that the membership is valid. **The member cannot participate in ANY Pony Club activities, mounted or unmounted during this time.** This is the least preferred method of applying.



Accepting OEF application forms

If OEF membership forms and fees are submitted to the branch DC, the OEF membership, insurance coverage and permission to participate in branch Pony Club activities begins as soon as the DC signs and dates the top of the OEF form as being received. For new members, this permission to participate is **only valid for one month from the date of the DCs signature**, so make sure you submit the forms to OEF immediately! Renewing members are covered until December 31st under their current year OEF membership.

Checking OEF Application forms

1. For NEW members, you can accept OEF applications between September and December the Extended Application form available online or on the CPC website. For renewing members, the online and paper forms are available in November. Make sure renewing members use the Membership Renewal form.
2. Accept payment for OEF fees payable to your branch. The branch submits one cheque to OEF for all applications. Information about the fees can be found in *What payments are required?*, page 15.
3. On the OEF application forms, check that the following areas have been completed:
 - date of birth
 - signature of member/parent or guardian
 - Date that the application was signed by the member or parent (below the signature)
 - Ensure all categories have been added correctly and payment is attached
4. Double check the addition on the form to ensure they have included all supplementary association memberships, magazine subscriptions and donations.

These are located **on the front and back** of the form.

OEF cannot process the entire batch of applications if one is added incorrectly. Double check all addition!

5. Record the total at the bottom of the first page in the **Payment Method** section under **Total**.

OEF will reject applications without payment, date of birth, valid signature and date!

6. Across the top of each OEF application form write: *“Received on <date (MMDDYYYY)> by Jane Doe, D.C., My Pony Club”* and sign.

For new members or renewals after January 1st, the 30 day grace period starts from the date the DC writes on this form.



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Print several copies of the OEF Confirmation of Membership summary so you always have a blank copy handy for further submissions.

1. Fill in the following information:

- Name of your branch
- the name of each applicant
- The member's OEF # if it is available (renewing members only)
- The amount of the TOTAL from the Method of payment section of the OEF application
- Date OEF Membership Begins - For new members, this is the date when you receive the OEF application. For renewals received before December 31st this will be January 1 of the coming year. Otherwise it is the date that you receive the application.

2. If you are submitting a family membership, put an asterisk (*) beside the names of those who are NOT PC members. List the PC member first if they have different last names.

Only record applicants whose application forms and payment are attached.

3. Add up the Totals column and write a branch cheque payable to OEF for the total amount of OEF fees shown on the OEF Confirmation of Membership summary.
4. The form must be signed and dated by the DC. Permission to participate in branch activities **is limited to ONE MONTH from the date on this form** so please ensure you send the forms to OEF promptly.
5. Make a COPY of all forms so you have a copy for your branch records.
6. Send the OEF applications, the OEF Confirmation of Membership summary and branch cheque payable to the OEF office. For information about where to send the forms, see *Submitting the application forms* on page 16.



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What payments are required?

Two branch cheques will be required for each batch of memberships submitted:

- One is for the total amount of CPC memberships. Make this cheque payable to Western Ontario Region.
- One is for the total amount of OEF memberships. Make this cheque payable to OEF (Ontario Equestrian Federation).

Post dated cheques are not acceptable.

Current **CPC combined regional and national fees** are:

- First member \$100.00
- Siblings \$ 80.00 for each subsequent member in the same family

The total of these amounts make up your payment to the region.

The payment you collect from the member will also include your branch fee, which will vary depending on the bylaws of the branch.

Current OEF basic membership fees:

- Renewal:** Adult \$67.80 (\$60.00 + 7.80 HST)
 Junior 56.50 (\$50.00 + 6.50 HST)
 Family 226.00 (\$200.00 + 26.00 HST)

Extended (Sept– Dec of the following year) for new members only:

- Adult \$84.75 (75.00 + 9.75 HST)
Junior 73.45 (65.00 + 8.45 HST)
Family (not available)

The amount payable to OEF may be higher if the member opts to order insurance, magazines or include other association fees. Full information about the fees can be found on the OEF website: <http://www.horse.on.ca/membership/index.html> .



Submitting the application forms

Get into the practice of submitting the forms as soon as possible after receiving them so they do not get forgotten or misplaced. This is especially important for OEF applications received **after** January 1st or for new members. These **MUST** be submitted immediately as members only have 30 days from the date the DC records on the top of the form for OEF to receive the forms and process them.

Where do I mail the OEF Membership Applications?

Send forms to OEF IMMEDIATELY so they ARRIVE AT OEF no later than 1 week from the date received. Make sure you put your Pony Club name in the return address so OEF can recognize the package as Pony Club applications and give them priority.

Send the completed OEF application forms, the OEF Confirmation of Membership Summary and a branch cheque payable to OEF to:

Ontario Equestrian Federation
1 West Pearce St, Suite 201,
Richmond Hill, ON L4B 3K3

You may wish to send the package by Priority Post so you have a tracking number and can be sure that OEF did receive it.

PLEASE DO NOT FORWARD YOUR OEF APPLICATIONS TO THE WOR MEMBERSHIP CHAIR. This will result in long delays in getting the applications to OEF and you may run over your 30 day window.

Where do I mail the CPC Membership Applications?

Send the completed **CPC application forms**, a copy of the Branch Summary and a cheque for regional and national fees payable to Western Ontario Region to:

Nancy Purser
WOR Membership Chair
c/o 12 Arbutus Crescent.,
Stoney Creek, ON L8J 1M8

Submit the forms **NO LATER** than 2 weeks after receiving them. The DC will be notified by email when the forms arrive.



Receiving confirmation of OEF membership

The DC will receive confirmation of OEF membership by email when the members are confirmed by OEF.

Each week, national office sends the OEF office a list of members for whom we do not have OEF membership confirmation. The OEF office checks the list and confirms those who are approved OEF members. Branch DCs will receive a automated report by email each week listing members with OEF outstanding. When the National office receives confirmations from OEF and makes the updates, the branches will be automatically notified by email of the confirmation. **Between now and December 31st, this listing will also include all renewing members who will show up as outstanding for 2013.** This is because the database is working on 2013 so if current members haven't renewed their OEF yet for 2013 it marks them as outstanding even though they are covered under their current membership until December 31, 2012.

At the beginning of each month, all branches will receive a current list of all their members on file, including test levels and PSO status. Please check these lists carefully and make sure our records match yours. If you've done some testing and the results are not shown on the list please forward a copy of your test results so I can make the updates in the database. During the September-December period these reports will include information for two years.

Please notify the Regional Membership Chair if your email address changes or if you are not receiving automated emails.

If you have any questions about an outstanding OEF confirmation, first check to see how the application was submitted.

- If the application was submitted directly by the parent, contact the parent first to ensure they did in fact submit the forms and to see if their payment has cleared.
- If the DC submitted the forms using the OEF Confirmation of Membership form, then contact the WOR Membership Chair who will follow up on your behalf.



Frequently Asked Questions

What is the amount of regional and national fees that the branch must submit?

The combined amount for regional and national fees is \$100.00 for the first member and \$80.00 for subsequent members in the same family. For the first member in a family, National PC receives \$80.00 and the Region retains \$20.00. For siblings in the same family, National receives the full amount and the Region does not retain any portion of the fee.

Why do we have to send originals of the CPC forms to the region?

For insurance purposes, the CPC membership forms must be kept for 18 years. A faxed copy will fade over time so it is very important that the original files are archived with National.

Why do we always contact the DC when the branch has a designated membership person?

It comes back to insurance and privacy issues. The DC and ADC are the regional contacts for your branch so it is up to the DC to forward the email or message on to the appropriate membership or treasurer contact within your club.

Contacts

If you have any questions about membership issues, please feel free to contact me at any time:

Nancy Purser
WOR Membership Chair
c/o 12 Arbutus Crescent.,
Stoney Creek, ON L8J 1M8

Phone: 905-573-1810
Email: nancy.purser@hamilton.ca

It's much easier to sort out issues before the forms are submitted than to have to send them back!