



Drouin Pony Club Inc

Riding Member Registration Policy

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1 Definitions.

- 1.1 In this document the term member refers to associate member and riding member as defined by the pony Club Association rules.

2 Aims.

- 2.1 To provide an environment that is safe, effective and enjoyable.
- 2.2 To encourage members to be part of the club community.
- 2.3 To demonstrate the community orientation of the club by providing special consideration to siblings of current members.
- 2.4 To ensure the capacity of the club facilities is not exceeded.
- 2.5 To communicate clearly to members and the broader community the current membership status.
- 2.6 To communicate clearly to members and the broader community the process of obtaining membership.
- 2.7 To provide equal opportunity to all people for membership.
- 2.8 To comply with the PCAV guidelines.

3 Rules

- 3.1 The committee must approve offers of membership.
- 3.2 The maximum number of registered members is capped at 50.
- 3.3 The committee cannot make offers of membership that would cause this limit to be exceeded.
- 3.4 Normally an applicant must be at least of five (5) years of age to become a registered member.
 - 3.4.1 An application for membership can be made for an applicant of less than five (5) years of age.
 - 3.4.2 If the committee passes a resolution to permit the applicant of less than five (5) years of age to become a registered member the resolution should include the reason as to why this action has been taken.
 - 3.4.3 If the committee permits an applicant of less than five (5) years of age to become a registered member that applicant can only attend rallies unmounted until they have attained the age of five (5) years.

- 3.4.4 If the committee decides not to offer membership to an applicant of less than five (5) years, the committee can pass a resolution to permit the applicant to remain at the top of the list. The resolution should include the reason as to why this action has been taken.
- 3.5 An offer of membership must be responded to in writing has an expiry period of 21 days.
- 3.6 The term siblings refers to siblings of members not associate members .

4 Membership Inquiry Process

- 4.1 A membership inquiry is received.
- 4.2 The membership inquiry should be forwarded to the secretary.
- 4.3 The applicant will be sent
 - 4.3.1 A copy of the standard 'Riding Membership Application Form'.
 - 4.3.2 A copy of the standard 'Riding Membership Application Letter' detailing the current annual membership fees and the current membership status.
 - 4.3.3 Drouin Pony club member's information booklet.
- 4.4 The outgoing correspondence will be recorded as outgoing correspondence in the next committee meeting minutes.

5 Membership Application Acceptance Process

- 5.1 A 'Riding Membership Application Form' is received. Post is the preferred method of return.
- 5.2 The membership application should be forwarded to the secretary.
- 5.3 The application is checked to ensure it has been completed correctly. If all required data has not been entered correctly the application is returned with a request for the missing information.
- 5.4 After the application has been completed correctly, the secretary or their delegate will accept the application by
 - 5.4.1 Entering the date into the 'Received Date' field of the application
 - 5.4.2 Entering the time into the 'Received Time' field of the application
 - 5.4.3 Entering their name into the 'Received By' field of the application
 - 5.4.4 Signing the 'Riding Membership Application Form'
- 5.5 After the application has been accepted
 - 5.5.1 If there are no vacancies the applicant's name shall be entered onto the waiting list and managed in accordance with the 'Waiting List Management Process '.
 - 5.5.2 If there are vacancies an item of business seeking approval for an offer of membership shall be entered onto the agenda of the next

committee meeting and the application will be managed in accordance with the 'New Member Registration Process'.

5.5.3 The accepted application will be filed.

6 Offer of Membership Process

- 6.1 An 'Riding Membership Application Form' must have been accepted prior to any offer of membership to an applicant.
- 6.2 The committee must approve an offer of membership to an applicant before it is made.
- 6.3 If the committee elects not to offer membership to any applicant.
 - 6.3.1 The resolution that has been carried to deny membership should include the reason as to why this action has been taken.
 - 6.3.2 The committee will inform the applicant in writing of this decision
 - 6.3.3 The letter will explain the reason for this decision.
 - 6.3.4 If the applicant's name is on the waiting list it will be removed from the list.
- 6.4 If the application is from a family requesting more than one membership and the number of membership vacancies is less than the requested memberships.
 - 6.4.1 The committee can only offer the number of vacant memberships to the family.
 - 6.4.2 It is the responsibility of the family to decide which applicants will accept the offered memberships.
 - 6.4.3 The family will be advised that the unsuccessful applicants with then be deemed sibling-applicants and maintain first position on the waiting list.
 - 6.4.4 The committee should vote on the applicants maintaining their position at the top of the list if they decline the membership due to insufficient vacancies.
- 6.5 The offer of membership is made by sending the following documentation to the applicant
 - 6.5.1 If the application is from a family and there are not enough vacancies to offer all family applicants membership a copy of the 'Partial Family Offer of Riding Membership Letter' otherwise a copy of the 'Offer of Riding Membership Letter'.
 - 6.5.2 A copy of the 'Riding Membership Registration Form'.
 - 6.5.3 A copy of the current applicant details held by the club.
 - 6.5.4 The letter of offer will detail the cost and payment terms.
- 6.6 The outgoing correspondence will be recorded as outgoing correspondence in the next committee meeting minutes.

7 Member Registration Process

- 7.1 The membership registration process cannot commence until a completed 'Riding Membership Registration Form' form and the payment in accordance with the invoice terms have been received.
- 7.2 The 'Riding Membership Registration Form' is checked to ensure it has been completed correctly. If all required data has not been entered correctly the 'Riding Membership Registration Form' is returned with a request for the missing information.
- 7.3 The payment is checked against the invoice terms. If the payment is not correct a letter of request for the correct payment will be sent to the applicant.
- 7.4 When a correctly completed 'Riding Membership Registration Form' accompanied by a correct payment is received, the person receiving the 'Membership Registration Form' will accept the form by
 - 7.4.1 Entering the date into the 'Received Date' field of the form
 - 7.4.2 Entering the time into the 'Received Time' field of the form
 - 7.4.3 Entering their name into the 'Received By' field of the form
 - 7.4.4 Signing the 'Riding Membership Registration Form'
 - 7.4.5 A copy of the 'Riding Membership Registration Received Letter' informing the applicant that they have been accepted as a member.
 - 7.4.6 The new member will be advised that they will be contacted by the DC to arrange grading into a rally group.
 - 7.4.7 The new member will be advised that they cannot attend rallies mounted until they are graded into a group.
 - 7.4.8 The person accepting the form will contact the DC and request the new member be graded.
- 7.5 The incoming correspondence will be recorded as incoming correspondence in the next committee meeting minutes.
- 7.6 The secretary will enter the member's name and date of acceptance onto the member's register.
- 7.7 The 'Riding Membership Registration Form' will be filed.
- 7.8 The DC will be responsible for grading the new member into a rally group. The new member may be graded by
 - 7.8.1 Confirming the PCAV grading by seeing the member's grading card.
 - 7.8.2 Arranging a session where the DC, Chief instructor or their delegate assesses the new member's riding skills.
 - 7.8.3 By other methods that the DC determines provide the necessary knowledge to safely grade the new member into the correct rally group.
- 7.9 After the DC has graded the new member into a rally group. The DC will

- 7.9.1 Notify the new member of their group.
- 7.9.2 Notify the new member they can now attend rallies as mounted.
- 7.9.3 Notify the secretary that the new member has been graded.

8 Waiting List Management Process

- 8.1 An applicant that is placed on the waiting list will be sent a copy of the “Placed on Waiting List Letter”. They shall be informed of
 - 8.1.1 Their position on the waiting list
 - 8.1.2 The number of new memberships offered the last intake.
- 8.2 Offers of membership from the waiting list will be in date and time of receipt order. Oldest application is processed first.
- 8.3 If on a single day multiple applications are received by mail, the time of opening the mail shall determine the time of receipt and therefore the order of priority.
- 8.4 The committee will make offers of membership based on application priority. The committee can consider the following methods to accommodate the new member.
 - 8.4.1 If this does not cause an excessive number of riders, increase the number of riders within a group.
 - 8.4.2 Move other members based on their experience to generate a vacant position at the required level.
 - 8.4.3 Offer the applicant a membership below their level. This would need to be clearly explained to the applicant.
- 8.5 Applications from siblings of members are also processed in date and time of receipt order but have priority over non-sibling applicants. Applications from siblings will be placed on the waiting list above non-sibling applicants and below all other previously applied sibling applicants.
- 8.6 If a sibling or non-sibling applicant declines an offer of membership
 - 8.6.1 The committee will normally move a resolution to remove the applicant from the list or move the applicant to the bottom of the list. The resolution should include the reason as to why this action has been taken.
 - 8.6.2 The committee can in exceptional circumstances pass a resolution to permit the applicant to remain at the top of the list. The resolution should include the reason as to why this action has been taken.
 - 8.6.3 The applicant will be sent a letter informing them of the committee’s action and the reason for this action.
- 8.7 If a non-sibling applicant declines an offer of membership and the committee moves a resolution that the applicant should maintain their current position on the waiting list, any new sibling applicants will still take priority over this applicant.

- 8.8 After the annual re-registration of current members and offers of membership to new members. The secretary will normally send the following information to all people on the waiting list. If a person has recently be placed on the waiting list the secretary may determine that they do not need to receive a request to update their details. All people who the secretary determines need to update their details will be sent
- 8.8.1 A copy of the standard letter “Offers Completed” informing them they were unsuccessful on the last intake, their new position on the list and the number of new memberships offered.
 - 8.8.2 The standard letter “Offers Completed” letter will also ask them to update their details and to confirm within 21 days that they wish to remain on the list. If they do not confirm there details they will be removed from the waiting list
 - 8.8.3 A copy of “Waiting List Update Form”
- 8.9 If an applicant fails to confirm within 21 days that they wish to remain on the list.
- 8.9.1 The applicant will be removed from the list.
 - 8.9.2 The committee can in exceptional circumstances pass a resolution to permit the applicant to remain on the list or be re-entered onto the list into their previous position. The resolution should include the reason as to why this action has been taken

9 Calculation of cost of New Membership

- 9.1 The cost of a new membership shall be determined as follows.
- 9.1.1 The PCAV insurance fee as calculated using the PCAV calculation method.
 - 9.1.2 The PCAV affiliation fee as calculated using the PCAV calculation method.
 - 9.1.3 The full Drouin Pony Club service levy as determined by the committee for that membership year.
 - 9.1.4 The Drouin Pony Club rally fee as determined by the committee for that membership year. The fee shall be calculated pro rata based on the number of rally days remaining after date of membership offer for the particular membership year.

10 Payment Terms of New Membership

- 10.1 The applicant cannot become a member until payment has been received in accordance to the terms offered. The applicant will be offered the following terms of payment.
- 10.1.1 Payment of the full membership fee no later than 28 days of the date of Membership Offer. The applicant will not become a registered member until this payment has been received and can therefore not part take in any of the member activities.
 - 10.1.2 Payment of 75 % of the full membership fee with in 21 days of the date of Membership Offer and the 25% balance within 90

days of the date of Membership Offer. The applicant will not become a registered member until the 75% payment has been received and can therefore not part take in any of the member activities.

- 10.2 The committee can in exceptional circumstances pass a resolution to permit the applicant to pay via alternative terms. The terms need to be agreed to in writing. The applicant must sign the terms indicating agreement. The resolution should include the reason as to why this action has been taken. The applicant will not become a registered member until payment at least equal to the PCAV Insurance and Affiliation Levy has been received and can therefore not part take in any of the member activities.