

**The Welsh Pony and Cob Society of
South Africa**

**Administrative Procedures
January 2008**



Administrative Procedures

Joining the Society

Anyone wishing to join the Society should complete an application form and send it, together with the relevant fees (as listed on the reverse of the form), including the application fee, to the National Secretary. Only once the application has been processed by him (not by the Regional Secretary /Administrator) will a person be deemed to have become a member. Only paid-up members of the Society may register foals and compete in shows held under the auspices of the Society. However, provided the owner of a pony is a member, this requirement does not apply to competing riders or drivers.

Termination of Membership

Termination of membership requires one month's written notice and settlement of all outstanding accounts. Until written notice is received the member will continue to be charged annual subs. and levies.

Annual subscriptions and levies

Annual subs are due on 1st January each year. If they have not been paid by 28th February membership will be suspended and the Secretary will not complete any administrative work for such members until payment is received. Any member paying annual subs. after 31st March will be charged a late payment levy.

An annual levy is charged on all Birth Notified ponies. Charges are on a sliding scale depending on the number of ponies owned. The onus is on owners to notify the Secretary of any ponies they have sold or which have died during the year. Failure to do this will mean that the pony remains on the member's pony list upon which annual levies are based.

Buying and selling ponies

Anyone intending to buy a Pure or Partbred Welsh Pony should insist on seeing the Registration or Recording Papers. If it is claimed that the papers are lost or that the pony has only been Birth Notified this should be confirmed with the Office. Duplicate certificates can be obtained but will take time to process. If a birth notified pony is not still in the possession of its breeder it is permissible for the current owner to complete the Registration / Recording application. Buyers should also ensure that the seller completes the details on the back of the certificate and sends it to the W.P.C.S. office.

Members selling ponies should ensure that they are in possession of the relevant Registration (purebred) or Recording (partbred) certificate. This certificate should be completed on the back with the date of sale, name and address of the buyer and signature of the seller. The certificate, a transfer form or explanatory letter and the applicable fee should be sent to the Secretary who will process the transfer and return the certificate to the new owner. Breeders and other members who regularly transfer ponies are strongly advised to obtain a transfer book, which will enable them to keep a copy of each transfer form they complete. Sellers should NOT give certificates

directly to the buyer. It frequently happens that if the new owner is not already a member of the Society, he or she will not complete the transfer and records of the pony will be lost. If the Secretary notes, on receipt of a transfer, that the new owner is not a member, he will automatically include a membership application form when he returns the processed certificate.

Leasing a Pony

Members may wish to lease, rather than sell, a pony to another member for purposes of breeding or showing. The Society urges both parties to complete an official lease form obtainable from the Office and to lodge one copy of the agreement with the Secretary.

Unless the pony in question is officially transferred to the lessee it will be regarded as the property of the lessor for both breeding and showing purposes. This means that foals must be registered in the prefix and ownership of the lessor and the latter must still be a paid up member of the Society before the pony can be shown.

Registering a Stud

Potential breeders must apply for registration of a Stud Prefix. This is the name which will identify all stock bred by the Stud. Foals are always registered in the prefix of the owner of the mare at the time of birth.

No pony may be birth notified without a Stud Prefix, even if the owner has purchased one mare in foal and has no intention of breeding more ponies in future.

Prefix application forms are obtainable from the Secretary, to whom they must be returned on completion, with the applicable application fee. A list of six possible stud names and six herd designation marks (a 3 letter combination) will be required. The Secretary will send the application to S.A. Stud Book Association, the body that controls prefix registration for all livestock. Normally, the first choice prefix will be approved unless it has already been allocated to another breeder.

Registering a Stud Stallion

Those breeders intending to use their own stallion must ensure that it is registered as a Breeding Stallion with the Society. Prior to registration the stallion must be examined by a Veterinarian who will issue a certificate confirming that both testicles are descended and that the animal has no visible hereditary defects. The stallion must also be DNA-typed. The veterinary certificate and DNA typing result must both be lodged with the Secretary with the applicable fee. The Secretary will then issue a Breeding Stallion Registration Certificate.

Breeders using another member's stallion should ensure that it is a Registered Breeding Stallion (*as above*). A Service Certificate must be issued by the owner of the stallion, confirming the covering dates of the mare. This will usually only be done on payment of any agreed service fee. Failure to include a Service Certificate with the Birth Notification application, or use of an unregistered stallion will result in rejection of the Birth Notification application.

Birth Notification of a foal

All foals, whether Pure or Partbred, must be Birth Notified within six months of their birth. Birth Notification forms are obtainable from the Office. The completed form, service certificate where necessary and the applicable fee per foal should be returned to the Secretary. The form requires details of Sire and Dam, the foal's name, including Stud prefix, date of birth and description. The colour given in this description is not necessarily the final colour and can be modified later.

Registration / Recording of a Pony

N.B. Registration refers to Purebred Ponies and Recording to Partbred Ponies. The procedure is the same in both cases. The word Registration in the following paragraph should therefore be read as meaning Registration or Recording.

All ponies, (and their Pure or Partbred Welsh Dams), must be DNA profiled before they can be Registered and Registration must be completed before the pony is three years old or before it is sold, whichever is the sooner.

Application forms, obtainable from the Secretary should be completed as accurately as possible, particularly with regard to name, colour, whorls and markings. Once the information has been entered on the Registration Certificate it cannot be changed. Any certificates on which information has been visibly changed are considered invalid. Completed application forms should be returned to the Secretary with the applicable fee. The Secretary will forward the completed certificate to the owner once it has been processed by S.A. Stud Book Association.

Only Registered or Recorded ponies may be bred from or shown in Welsh classes. (Ponies under three years must be Birth Notified.)

Death of a Pony

Upon the death of a pony the Registration Certificate must be returned to the Secretary for cancellation. Unless this is done the pony's name will remain on the member's levy list, even if the member has verbally informed the secretary of the pony's death.

*Queries on procedures should be addressed to the Secretary tel 0837882503
Address of the W.P.C.S. Office: P.O. Box 1029, Halfway House 1685*