

## NELSON & DISTRICT RIDING CLUB POLICIES

*Presented and passed at the January 2008 AGM*

### Glossary of Terms

1. **Clinic** - Club sanctioned Instruction
2. **Instructor** - Including clinicians, coaches, educator & trainers.
3. **Proposal** - A written request consisting of: a) Submission Report b) Resume stating qualifications of service offered c) Dates, times & arena requested d) Fee structure) Two letters of reference and f) Proof of liability as well as HCBC insurance.
4. **NDRC** - Nelson & District Riding Club
5. **HCBC** - Horse Council of British Columbia

### Board of Directors & Meetings

1. All Directors are expected to be in attendance for all Executive Meetings. Any Director missing three consecutive meetings may submit a written resignation or be replaced.
2. Individuals will not be openly criticized at meetings. If an issue cannot be resolved between the said parties, then a written complaint can be submitted to the NDRC Executive for mediation.

### General

3. All **Proposals for scheduling events** must be made in writing to the Executive by **FEBURARY 1<sup>st</sup>** to be considered and approved by **MARCH 1<sup>st</sup>** General Meeting. Proposals for scheduling events **received after March 1<sup>st</sup>** will be considered on a first come, first serve basis.
4. All proposed changes to the **Policies and Rules** must be made in writing to the Executive, for consideration at the next Annual General Meeting or through a Special Meeting as per the Constitution.
5. All NDRC members and/or participants in NDRC sanctioned events are required to have proof of valid HCBC Insurance.
6. Riding Helmets are mandatory for Child and Junior Riders while riding and/ or driving at the NDRC grounds including all club sanctioned events. **With the exception of Western Heritage qualifying events** in which case child and junior riders may chose to wear Authentic Western Attire.
7. Non-members are subject to a \$10.00 ring fee for all clinics, camps and events, **excluding the NDRC Annual Show**. (The ring fee is to help with maintenance of the grounds)

8. A receipt for expenses incurred by a member on behalf of the NDRC must be submitted to an Executive member to be presented at an Executive Meeting for reimbursement. **Expenses exceeding \$100.00** must be submitted for approval by NDRC Executive committee prior to the purchase.
9. All **fundraising proceeds** shall be submitted to the NDRC treasury and will be included in the NDRCs general revenue. The President will track all donations. Before approaching businesses or individuals for donations, members must contact the President for approval to approach said business or individual.
10. Camping during non-scheduled events is permitted for one-week intervals. Anyone wishing to camp longer should make a request in writing or by e-mail to the NDRC Executive committee for approval.

### Clinics

11. Fees levied for Clinics **should** cover all expenses incurred.
12. Individuals who withdraw from a clinic after the closing date will forfeit their entrance fees, unless they can provide a medical or veterinary certificate.
13. The Clinic Chairperson will be required to contact the Concession Committee and make their own arrangement for the operation and availability of the concession during their event.
14. Dates are to be submitted to the NDRC for final approval.

### Cattle and Use of Pasture

15. Cattle Committee: Members of the NDRC who assume financial responsibility for the care and maintenance of the cattle being used.
16. An area of cattle pasture is available for members of the NDRC. Traditionally this area is used to pasture the cattle of use in cow working disciplines. As long as there are members in the NDRC who support cow working disciplines, this area will be available to pasture the cattle provided that:
  - Members recognize that the cattle are legally privately purchased and are being made available to members for use in cattle disciplines involving horses (i.e. roping, cow working)
  - Members wishing to make use of the cattle are required to be on the Cattle Committee. Committee members must pay fees to cover the basic non-profit costs of maintaining the cattle and are responsible for covering any injuries/losses incurred.
  - Cattle fees will be used to cover hay, interest charges, veterinary and any other associated expenses incurred by the cattle. The NDRC will not assume responsibility for any outstanding debt incurred by the Cattle Committee.
  - Use of cattle must be approved first by the Cattle Committee and then by the Executive committee.

- Supply feed for the cattle and that the cattle are fed and watered twice daily. The first feed given before 10:00 am
- Remove cattle from the pasture when they are no longer being used (end of season).
- The pasture fence and gate(s) are to be maintained so the cattle do not escape.
- When cattle are in the pasture it will be the responsibility of the Cattle Committee to post on the fence in at least two locations the presence of cattle thus addressing a safety issue for people who have horses that spook at cattle.
- Contact name and telephone numbers are to be posted at the NDRC grounds.
- Treat the opportunity to keep cattle at the NDRC grounds as a privilege, and carry out their responsibilities towards the animals and facilities in a manner that does not reflect adversely on the NDRC.

### Stabling

17. Subject to stall availability, NDRC members have the right to stable one or more horses up to *a maximum of fourteen days of each calendar month* provided that they:
- a. Provide all feed for the animal
  - b. Maintain stalls and equipment in a clean and tidy state. Report any damage to the facility or equipment to the Executive .
  - c. Treat their right to keep horses at the grounds as a privilege, and carry out their responsibilities towards the animal and the facility that does not reflect adversely on the NDRC

### *In particular the following rules are to be observed:*

- All horses being stabled at the NDRC grounds require an **Emergency Contact Form** to be posted outside the horses stall. The form is to include:
  - Owner's name, Ph. #, HCBC #
  - Alternate emergency contact person
  - Horse's name, sex & age
  - Veterinary's name & phone #
- Members are expected to show consideration for others who wish to use the facility—communication is encouraged to prevent conflicts in timetables.
- Horses are to be fed and watered twice daily, the first feed before 10:00 am.

- It is the responsibility of the owner to vacate their horse from the facility during sanctioned events in which the stalls may be needed. All horses must be removed from the facility one week prior to the **Annual Horse Show**.

**All horses must belong to NDRC members in good standing in order to stable at the NDRC grounds.**

**Non-members are not permitted to use the NDRC grounds outside club-sanctioned events.**

### **Facility Use: Instruction/Training**

18. As per the constitution:

- d. The NDRC guarantees access to the NDRC grounds to any person or persons who wish to use it in accordance to its intended purpose.
- e. The charge for use of the facility shall be 10% of the earnings or an amount agreed upon by the NDRC Executive.
- f. Proposals for the use of the NDRC grounds must be approved by the Executive Committee.

19. All **Instruction/Training** to be performed at the NDRC must be approved by the Executive Committee. The Professional will be required to submit a **Proposal** (see glossary of terms) prior to commencement. The Executive has final approval of all dates.

20. Members wishing to keep horses at the NDRC grounds for instruction/training purposes, in which money is being exchanged for services rendered, must submit an application for stabling to the NDRC Executive for approval. The application shall include:

- o Arrival, departure and duration dates
- o Name & phone # of owner
- o Name of Professional providing services & ph. #.
- o Any other pertinent information

### **Fee Structure**

- Instructors who are giving clinics or lessons organized by the NDRC will not be levied a charge provided all clinic proceeds go through the NDRC treasury.
- All other clinics or lessons will be levied a charge of 10% or an amount agreed upon by the NDRC Executive.
- All other Instructors will be charged a fee of 10% of their training fee.
- Any situation not covered in this outline will be discussed and decided upon by the Executive on review of application by member/professional.