

POLICIES

Revised and Passed 2018

Nelson and District Riding Club

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As per the constitution, the NDRC guarantees access to any person/persons who wish to use it in accordance to its intended purpose

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GENERAL

1. All participants in **equestrian activities**¹ must have proof of Horse Council of British Columbia (HCBC) or an equivalent 3rd party liability insurance with the exception of **Instructors**² who carry coaching insurance (or an equivalent) who are participating in activities covered by said insurance
 2. All **child**³ and **junior**⁴ **members**⁵/**non-members**⁶ must wear a BSI (British Standard Institute) or ASTM (American Society for Testing and Materials) protective headgear with safety harness correctly secured at all times while mounted, unless an activity is specifically exempted in writing (with conditions) by the **Board of Directors**⁷
 3. Non-members are required to pay a \$10.00 **non-member fee**⁸ (per horse, per day). Fees can be paid directly to the Board of Directors or deposited in the yellow drop box near the barns (see site map). If fees are dropped in the yellow drop box, please let the Board of Directors know using the info@nelsonridingclub.ca email
 4. The NDRC does not provide garbage service – please take your garbage out with you
 5. Use of electrical outlets for day-use or overnight camping purposes is permitted only in the designated camping area (unless approval is received in writing by the Board of Directors), (see site map)
 6. The NDRC has first option to run the concession during an **event**⁹
 7. Upon vacating, stalls are to be stripped and wet spots limed (see site map for location of lime). A \$10.00 fee will be charged on all stalls not cleaned in accordance to this policy.
 8. Please leave the NDRC in a clean and tidy state; including but not limited to returning picnic tables, hoses and tools to designated locations and cleaning up after your animals, in particular, removing manure and dog poop from all active areas of the facility
 9. NDRC is a dog friendly facility. Responsible dog owners ('responsible' as outlined below) are welcome to bring their dog(s) to the NDRC, provided that they:
 - a. Keep their dog(s) under control at all times, while on the NDRC grounds
 - b. Consider the safety and comfort of other users at all times (ie. Some horses may be 'spooked' by dogs. Likewise, some people are fearful of dogs. The fears may exist regardless of how well behaved the dog is. NDRC expects dog owners to ask other users about their comfort level with dogs and leash, tie up or remove the dog to another location as per the wishes of other users)
- The Board of Directors will adjudicate any user complaints about dogs on the NDRC grounds. Further, The Board of Directors reserves the right to ban certain dogs from the grounds, based on a judgement of how 'responsible' a dog owner's behavior has been
10. The water at the NDRC is **non-potable**¹⁰
 11. The NDRC strives to promote equine well-being. The NDRC expects that all horses will be treated with kindness, respect and compassion and they will never be subjected to mistreatment

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CAMPING

NDRC provides campsites for member and non-member use (see site map for location of campsites)

- Reservations for **serviced camping**¹¹ during scheduled events can be made through the event organizer
- Reservations for serviced camping during all other times can be made through the NDRC Board of Directors or the info@nelsonridingclub.com e-mail
- If you are **dry camping**¹² in a serviced site, you may be asked to move to a dry camping site if a reservation for a serviced site has been made
- Please observe #1-11 listed above in 'General'

Camping Fees

Members:

- Dry camping – included with membership
 - Serviced camping - \$15.00/day
- *water is for **Grey Water**¹³ use only*

Non-members:

- Dry camping - \$10.00/day
- Serviced camping - \$25.00/day
- Fees for non-member grounds use (\$10/day per horse as detailed in 'General #3' above are calculated separately)

GROUNDS USE APPLICATIONS (GUA)

Any member/non-member wishing to schedule an event at the NDRC must submit a **GUA**¹⁴ to the board of directors. Gua's will be reviewed on a first come, first served basis.

An approved GUA is similar to a contract between NDRC and the applicant. It is the applicants' responsibility to ensure that:

- All participants are aware of, and follow, NDRC policies and rules including 'General' above
- All non-member and camping fees are paid to NDRC
- An **Event Completion Report**¹⁵ is submitted to the treasurer (with any outstanding fees) within a month of the event

Additionally

- Instructors are required to pre-pay **GUA Fees**¹⁶ one month in advance before commencing
- All other applicants are required to pay a 50% non-refundable deposit of GUA Fees within a month of GUA approval

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The GUA Fees for use of the NDRC are:

- \$5.00 an hour for lessons with instructors/trainers who have an approved GUA on file
- \$25.00/half day¹⁷ and \$50.00/full day¹⁸ (camping and non-members fees calculated separately)
- If the applicant wishes the event be covered under the NDRC insurance policy, there is an additional \$10/day fee. Applicants must be current NDRC members in good standing to use this option

STABLING

NDRC provides stabling for horses for personal use on a 'first come, first served' basis (see site map for location of stables)

Members: may stable up to 3 horses for a maximum of fourteen days annually (in addition to stabling for NDRC approved events)

Non-members: may make a written request to the Board of Directors

Stabling privileges are subject to the following rules which are intended to promote equine well-being and NDRC facilities maintenance:

- Horses must be fed and watered a minimum of twice daily with the first feeding before 10am
- An **emergency contact card**¹⁹ must be prominently displayed on the outside of the stall
- Please observe #1-11 listed in 'General'

LIVESTOCK FIELD

The NDRC provides a **livestock**²⁰ field for member and non-member use (see site map for location of field)

- Anyone wishing to use the livestock field to house livestock may make a written request to the NDRC Board of Directors
- NDRC users should know that any livestock in the field are privately owned
- Anyone using the field to house livestock are responsible for any damages incurred
- When livestock are present on NDRC grounds, the owner must post signage (noting presence of livestock and providing contact information) at the entrance gate to the grounds and in a minimum of 2 conspicuous locations along the pasture fence (this is intended to notify all NDRC users of the presence of livestock and avoid horses 'spooking')
- The Board of Directors has the authority to restrict access to the livestock field if the safety of the field is in question
- Just as the NDRC strives to promote equine well-being, so too does it strive to promote humane and responsible treatment of livestock

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GOVERNANCE

General:

- All by-laws in the constitution will be adhered to and are listed in the constitution for reference. Contact the Board of Directors if you would like a copy

Meetings:

- NDRC meetings are intended to be a positive, welcoming experience for all members. The Board will make every effort to direct meetings in this fashion, focusing on generating positive solutions to business in a collaborative fashion that reflects the NDRC's **VMV**²¹ (contact the board of directors if you would like a copy). Members should come to meetings prepared to participate in business in a manner that reflects the same

Finances:

- Receipts for expenses incurred by a member on behalf of the NDRC that are less than \$100.00 must be submitted to the treasurer for reimbursement. Expenses exceeding \$100.00 must be submitted to the Board of Directors prior to the purchase, excluding expenses listed in the annual budget
- Budgets for grounds improvements, fundraisers or activities hosted by the NDRC must be submitted in writing to the executive for approval. Receipts for said projects must be submitted collectively to the treasurer accompanied by a detailed listing of receipts submitted, amount payable and to whom
- All fundraising proceeds shall be submitted to the NDRC treasury and will be included in the NDRC's general revenue unless otherwise approved by the Board of Directors

Policy Changes:

- Members may submit policy change requests up to and including the November general meeting
- All policy change requests will be reviewed by the Board of Directors and presented for discussion at the December General Meeting. A final draft of policy changes will be distributed to the membership a minimum of 15 days before the AGM
- Policy changes will be voted on at the AGM (due to time constraints, there will be no time allotted at the AGM for policy change discussion. Please familiarize yourself with the proposed changes before coming to the AGM

Committees:

- Individual committees are accountable to the Board of Directors
- All final plans/budgets are to be submitted to the Board of Directors for approval

Members:

All members in good standing have the right to

- Stand on the Board of Directors
- Suggest and vote on policy changes

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- Attend and participate in general meetings
- Use the facilities for its intended purpose

The Board of Directors:

The NDRC Board of Directors makes a commitment to the following good governance:



- Duty of Care – Take care of the non-profit by ensuring prudent use of all assets (facility, equipment, people, financials); provide oversight for all activities that advance the non-profits effectiveness and sustainability
- Duty of loyalty – Make decisions in the best interest of the non-profit corporation, not in his or her self-interest
- Duty of obedience – Ensure that the corporation obeys applicable laws, acts and policies; adheres to its stated purpose; that all activities serve to advance it's mission
- E-mail is not an excepted avenue for communication about concerns one member/director has about another member/director, nor is it an excepted avenue for voting on policy changes

The Board of Directors has the authority to decide on matters that are not specified in this document and will endeavor to adjudicate such matters in a fair and transparent fashion

BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

The NDRC Board of Directors duties shall include but are not limited to:

The Board collectively:

- Stand on or support sub-committees where appropriate
- Attend a monthly general and executive meeting
- Attend up to three additional strategic focus meetings annually (for purposes such as policy revision, strategic planning, team building, conflict resolution, etc)
- Be pro-active in coming to meetings informed on current subject matter (such as policies, the constitution and agenda topics)
- Maintain an NDRC e-mail address

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- Review monthly meeting minutes for accuracy

Specific Board Roles:

President:

- Draft and distribute meeting agendas
- Chair meetings
- Public liaison
- Adjudicate meetings

Vice-President:

- Fill in for the President during absences
- Support the President in his or her specific roles

Secretary:

- Custodian of records, except those assigned to other members such as the treasurer
- Take accurate meeting minutes at general and executive meetings
- Distribute meeting minutes for review by the membership or Board of Directors
- Redistribute minutes if any corrections are made
- Respond to all correspondence received via the info@nelsonridingclub.com email address

Treasurer:

- Custodian of all financial records
- Provide monthly reports for monthly meetings
- Provide a year-end report for the AGM
- Maintain a current financial ledger
- Normal banking duties

Directors:

- Assist the president, vice-president, treasurer or secretary as needed – provide advice, assist in governance, lead sub-groups, oversee the monthly newsletter, etc

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GLOSSARY OF TERMS

- ¹ **Equestrian activity** – any activity involving a horse (includes leading)
- ² **Instructors** – Including Clinicians, Coaches, Educators and Trainers
- ³ **Child** – anyone 12 years of age or younger
- ⁴ **Junior** – anyone 13-18 years of age
- ⁵ **Member** – anyone who holds a current NDRC membership in good standing
- ⁶ **Non-member** – anyone using the NDRC facility who does not hold a current NDRC membership
- ⁷ **Board of directors** – member elected president, vice-president, secretary, treasurer and 6 directors
- ⁸ **Non-member fee** – a daily fee designated to non-members who bring horses to the grounds. The fee is to help with maintenance costs associated with use of the grounds
- ⁹ **Event** – any activity or function at the grounds that has been approved by the Board of Directors
- ¹⁰ **Non-potable** – not for human consumption
- ¹¹ **Serviced camping** – includes 15amp power service and grey water
- ¹² **Dry camping** – camping without hook-ups
- ¹³ **Grey Water** – water that suitable for use outside of human consumption
- ¹⁴ **GUA** – Grounds Use Application which includes the GUA form and any appropriate supporting documentation
- ¹⁵ **Event Completion Report** – a report used to provide details to the NDRC about the event, including but not limited to participants names and HCBC numbers and monies collected
- ¹⁶ **GUA Fees** – The fee associated with booking the facility for an event - \$25.00/half day, \$50.00/full day
- ¹⁷ **Half day** – up to and including 5 consecutive hours
- ¹⁸ **Full day** - over 5 consecutive hours
- ¹⁹ **Emergency contact card** – a document which includes horses name, owners name and contact info, alternate emergency contact name and contact info and veterinarians name and contact info
- ²⁰ **Livestock** – Domestic animal such as but not limited to cows, pigs, goats and sheep raised for home use or profit
- ²¹ **VMV** – Vision, Mission and Values

NDRC Grounds Layout Map

