

SUNSHINE BAY RIDING CLUB

POLICY MANUAL

To the Members:

The policies in this manual and any amendments thereto (“the policies”) have been set by the Sunshine Bay Riding Club’s (“SBRC”) Board of Directors and approved by your fellow members. The policies are intended to assist in the achievement of the SBRC’s purposes and to help foster its activities.

Your membership in the SBRC is your commitment to adhere to the policies.

The Board welcomes suggestions on policy matters with a view to ensuring each policy is necessary and practicable. Contact a member of the Board or the Executive Committee for clarification of any policy and to suggest any changes which you believe appropriate.

Adopted by:

Date: Mar. 6, 2019

Membership of the
Sunshine Bay Riding Club

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TERMS OF REFERENCE

(approved Feb. 2003)

The Sunshine Bay Riding Club (SBRC) was formed by a small group of horse enthusiasts residing in the Harrop/Procter and Balfour areas and was registered as a non-profit society in 1992. This document outlines the SBRC mission statement, goals, objectives and associated principles and policies. Over time these items will change and an annual review and update of this document will be required.

Mission Statement:

To promote and foster the enjoyment and skills of equestrian activities in the Kootenay Lake area.

This will be accomplished through the following goals:

GOAL #1 – Fostering a spirit of safe, healthy, equestrian related activity for persons of all ages and ability levels.

Objectives:

- a) provide educational opportunities through clinics, guest lecturers, seminars, books, magazines, and videos, etc.;
- b) develop a library / resource centre consisting of books, magazines, videos, CDs;
- c) demonstrate by good example;
- d) ensure members adhere to Code of Ethics as defined by Horse Council BC.

GOAL #2 – Acting as an organizing body for the development of instructional, competitive, and social events as desired by society members.

Objectives:

- a) hold regular meetings open to all members and other invited guests;
- b) encourage new membership;
- c) provide a variety of clinics for disciplines of interest to members;
- d) develop new and support existing programs.

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GOAL #3 - Developing a safe riding facility for the use of all members and horse council insured participants at sanctioned events.

Objectives:

- a) adhere to Regional District of Central Kootenay Sunshine Bay Park Expansion Plan (1995);
- b) ensure all members are familiar with facility rules by posting rules at the riding facility, providing a copy to all new members, and having copies available upon request;
- c) maintain the facility for safety and function.

GOAL #4 – Fundraising for ongoing activities and maintenance and development of facilities.

Objectives:

- a) collect membership fees as set by the club annually;
- b) raise funds through activities such as bottle drives, bake sales, silent auctions, dances, raffles, garage sales, etc.;
- c) acquisition of grants.

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POLICIES

The following policies will be followed by all SBRC members.

1.0 General

- 1.1** The Board of Directors shall set policies governing the operations of the SBRC and record them in a policy manual which shall be for the benefit of the members. The policy manual shall be available to members at all times. Each policy shall be reviewed by the membership at the Annual General Meeting and those policies approved by the majority of members present shall be the policies of the SBRC until the next Annual General Meeting, or a special meeting of the members duly called to review a policy or policies, whichever meeting shall first occur. (approved Feb. 2003)
- 1.2** The SBRC shall be a member of Horse Council British Columbia. Each SBRC member shall read and be familiar with the Code of Ethics of Horse Council British Columbia. (approved Feb. 2003)
- 1.3** At all times the SBRC shall comply with those provisions of the Regional District of Central Kootenay Sunshine Bay Park Expansion Plan (1995) which pertain to the operation of the SBRC and to SBRC activities. (approved Feb. 2003)
- 1.4** Membership fees shall be set by the members at the general meeting next prior to the Annual General Meeting. Membership fees are due and payable in January of each year. Some members are recognized as “Life Members” and are listed in Appendix 1. Junior and child members included in family “life memberships” will remain life members until the age of 19. (approved Feb. 2003)
- 1.5** Membership fees are due and payable by Mar. 31st each year. An additional late fee of \$10.00 will be added to any membership fees paid after the due date. (approved Mar 7, 2018)
- 1.6** The SBRC will maintain a postal box in Harrop, B.C. for receipt of all correspondence. (approved Feb. 2003)

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2.0 Officer's Duties

- 2.1** The Secretary of the SBRC will record all correspondence received and bring forth to the next general meeting. If the correspondence requires immediate attention, a special executive meeting may be called to address it. (approved Feb. 2003)
- 2.2** The Secretary of the SBRC shall maintain a calendar of equestrian events and their locations that are sponsored by the SBRC and keep Horse Council British Columbia informed of the particulars of all such events. (approved Feb. 2003)
- 2.3** The Secretary or duly appointed person ("membership secretary") shall maintain an accurate list of all members, including their telephone number, email, and Horse Council British Columbia membership numbers. (approved Mar. 2019)
- 2.4** The Treasurer of the SBRC shall prepare an annual budget for the SBRC. The Chair of each Committee of the SBRC shall prepare an annual budget or in the case of ad hoc Committees, a budget for the event(s) in hand. All budgets shall be submitted to the members for their approval at a general meeting of the SBRC. (approved Feb. 2003)

3.0 Finances

- 3.1** All fund raising activities sponsored by the SBRC shall have as their object the financing of SBRC activities and the maintenance of the SBRC's grounds and facilities. (approved Feb. 2003)
- 3.2** All monies raised by the SBRC shall count as revenue for the SBRC generally and not for a particular equestrian discipline or interest. (approved Feb. 2003)
- 3.3** The annual SBRC budget shall include provision for operating expenditures and thereafter for;
- a) facility and grounds maintenance and development
 - b) clinic contingency
 - c) member education.
- The target allocation for a), b), and c) shall be:
- a) 40 – 60% facility/grounds
 - b) 30 – 50% clinic contingency
 - c) 10% member education.
- (approved Feb. 2003)
- 3.4** Prior to submission, all grant applications and plan for disbursement shall be presented to the members for their approval at a general meeting of the SBRC. (approved Feb. 2003)

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4.0 Club Activities

- 4.1** A proposal for any activity undertaken in the SBRC's name or involving the SBRC's grounds, facilities, or assets ("a Club activity") shall be in writing and shall be presented to a duly called meeting of the members for their approval. A Club activity shall not take place without the approval of the majority of the members present at such a meeting.

The written proposal for a club activity shall contain as much detail as possible and shall include a description of the activity, a budget for the activity, a description of the certification/qualification of any instructor involved, and the particulars of any insurance required.

(approved Feb. 2003)

- 4.2** Each SBRC activity involving income and expenses shall be managed so as to be financially successful at least to the extent of "breaking even" and not deliberately incurring a financial loss.

(approved Feb. 2003)

- 4.3** All expenditures made in the course of SBRC activities shall be duly approved by the SBRC's members at a general meeting of the SBRC.

(approved Feb. 2003)

- 4.4** Regular riding lessons offered at the SBRC's grounds must be pre-approved by the SBRC Board of Directors. All participants of these lessons must be a SBRC members in good standing or pay a \$10.00 drop in fee, or have current H.C.B.C.

(approved Mar 2019)

5.0 Grounds and Facilities

- 5.1** The Board of Directors shall set Rules of Conduct for those using the SBRC's grounds and facilities located on Erindale Road, Harrop, B.C... The Board shall post the Rules in such a manner as the Board may decide at the said grounds. The Board shall provide a copy of the Rules to each member of the SBRC (Appendix 2). The Board may amend the Rules from time to time or set special Rules of Conduct for a particular event or events. The Board shall notify all members of amendments to the Rules of Conduct or special Rules as soon as is practicable.

(approved Feb. 2003)

- 5.2** All persons using the SBRC's grounds and facilities located on Erindale Road, Harrop, B.C., shall read and be familiar with the Rules of Conduct, amendments thereto, and special Rules of Conduct from time to time in force.

(approved Feb. 2003)

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- 5.3** The grounds and facilities located on Erindale Road, Harrop, B.C. developed and operated by the SBRC under lease or permit granted by the Regional District of Central Kootenay are for the use and enjoyment of SBRC members and those duly authorized by the Board of Directors and no others. (approved Feb. 2003)
- 5.4** The SBRC Board of Directors will set the operating times of the grounds and facilities (seasonal opening and closing) annually and will let the membership know at a general meeting prior to April and October. The SBRC Board of Directors may temporarily close the grounds during the operating season should extreme weather or wildfire conditions pose a threat to the arena (approved Mar 7 2018)
- 5.5** Club activities shall have priority and take precedence over all other uses of the SBRC's grounds and facilities at Erindale Road, Harrop, B.C.. (approved Feb. 2003)

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APPENDIX 1

SBRC Lifetime Members

| Last | First | Address | City | Postal Code | phone |
|-------------|--------------|------------------------|-------------|--------------------|--------------|
| Ballance | Penny | 6456 Harrop-Procter Rd | Nelson | V1L 6R1 | 229-4585 |
| Ballance | Garth | | | | |
| Bell | Connie | 4719 Robertson Rd | Nelson | V1L 6N4 | 825-4693 |
| Edey | Marna | 7561 MacKinnon | Nelson | V1L 6R5 | 229-4030 |
| Etelamaki | Eva | 7511 Harrop-Procter Rd | Nelson | V1L 6R8 | 229-4428 |
| Gain | Scott | 536 Muirhead Rd | Nelson | V1L 6R4 | 229-5453 |
| Gain | Glenda | | Victoria | | 477-8296 |
| Miller | Val | 6302 Mill Creek Rd | Nelson | V1L 6P9 | 229-5313 |
| Miller | Don | | | | |

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APPENDIX 2
SBRC Grounds and Facility Rules of Conduct

(approved Mar 2019)

1. All riders/members using the grounds and facility must have current B.C. Horse Council insurance coverage.
2. Stabling rules will be as determined by the SBRC Board of Directors or their appointed committee.
3. Child and Junior riders must wear an approved helmet while riding on the grounds. It is further recommended that helmets be used at all times.
4. Protective headgear with secure harness is mandatory for all ages when jumping anywhere on the grounds.
5. Shoes or boots with heels must be worn when riding with stirrups. Recommend sturdy boots be worn at all times.
6. Overnight camping is permitted. More than two nights must be approved except during a sanctioned event.
7. Campfires only allowed in designated areas.
8. Dogs must be on a leash at all times or they must be removed from the grounds.
9. Clean-up after your dog.
10. Bicycle riding is not permitted on the grounds during club activities.
11. No loping, cantering or galloping horses on the grounds outside the arena during an event.
12. Horses are not to be tied to the arena fence or any other fence.
13. Equipment must be put away, not left in the arena. If an extended period of use is required, prior approval by the executive must be obtained.
14. The last person leaving the grounds is to close the gate.
15. The SBRC Board of Directors reserves the right to dismiss from the grounds any horse that is obviously sick.
16. Horses must be under handler's control at all times or they will be asked to leave the grounds.
17. Stallions may be permitted on the grounds with the permission of the SBRC Board of Directors. They must be stabled separately from other horses and kept under strict control and not handled by a junior or child.
18. No crops, quirts, whips or spurs allowed in Gymkhana. Horses may not be hit with the ends of reins, a proper bat must be used. No hitting in front of the cinch. No over and under ropes.
19. At the discretion of the SBRC Board of Directors, non-members may use the facility as long as they have valid B.C. Horse Council insurance and are accompanied by a member.
20. Any use of the facility that provides bona fide or suspected personal financial gain to a member has to be pre-approved by the SBRC Board of Directors.
21. No horse shall be left unattended at the grounds. This includes overnight or any extended period of time. (approved March 2006)
22. Instructors and clinicians using the grounds must have current insurance.

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