



# Policy Manual

Amended January 29, 2024

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## 1.0 Framework Policies

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### 1.1 PREAMBLE

This Policy Manual will assist in the transition of the Endurance Riders of Alberta (ERA) Board of Directors (BOD) from year to year, and will also clarify the policies and activities of the Society. This is a living document that is meant to serve as a guide for everyday operations, but is also intended to be flexible, as operational aspects and policies are expected to change over time. This document will provide statements that reflect the wishes of the ERA membership, will ensure a standard of operation for the BOD, and will guide the BOD in handling their duties to fulfill these wishes. Overall, this document will help the BOD to operate more effectively and efficiently in its ongoing efforts to represent and serve the membership of the ERA.

As the mission statement is the guiding principle for the Society, it shall be reviewed as necessary to ensure that it reflect the wishes of the membership. Changes to the mission statement shall be approved at the Annual General Meeting (AGM), as this may change the future direction and growth of the Society.

### 1.2 MISSION STATEMENT

The ERA will strive to provide a fair and educational environment to assist members in attaining their riding goals, and will promote good horsemanship, sportsmanship, fellowship, and education through endurance riding. The ERA will also provide the membership with guidelines that allow Society programs to be run in a fair and safe manner for horse and riders alike.

The Endurance Riders of Alberta will perpetually operate according to its motto:

***To Finish is to Win***

### 1.3 OBJECTIVES

1. Ensure the health and safety of the membership and their horses is always a priority.
2. Promote the sport of endurance riding in Alberta.
3. Foster a culture of continual education and learning in all aspects of the sport of endurance, horsemanship, and horse care.
4. Uphold the highest level of sportsmanship and respectful conduct at all levels of competition.
5. Encourage and support the development of the membership and their horses.

## **2.0 Board Self-Governing Policies**

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### **2.1 POLICY MAKING POLICY**

#### *POLICY*

Direction and continuity in formulating policies will be provided by stating who writes and who approves policies. Guidelines will also be provided to avoid any situation where a Society member may be perceived as working for their own benefit.

#### *PROCEDURES*

Any BOD member can recommend a policy on an issue, and the BOD must approve any recommended policy. Policy recommendations must be presented to the BOD one week prior to a meeting of the BOD. New policies will be ratified by a majority vote. The outline for policy making is included in Appendix C.

### **2.2 GOVERNING STYLE POLICIES**

#### *POLICY*

The BOD and the Society will be governed by a set of policies that guide the actions of the BOD and the operation of the Society.

#### *PROCEDURES*

Governing style policies will be reviewed and amended as necessary to comply with the wishes of the membership and to streamline BOD functions. Any BOD member can recommend a change to a governing style policy, and the BOD must approve any changes. Recommended changes must be presented to the BOD one week prior to a meeting of the BOD. Changes will be ratified by a majority vote or quorum.

#### **2.2.1 Maintaining a Calendar of Events**

##### *POLICY*

All BOD members will have access to a calendar of events that outlines important dates pertinent to their respective positions, Society events, and general operations of the Society. This calendar will be maintained and updated throughout the year.

##### *PROCEDURES*

All BOD members will contribute to a calendar of events by providing the Secretary with important dates pertaining to their respective positions. Important dates include but are not limited to filing of Society documents, endurance ride dates, BOD meetings, and committee

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deadlines. These dates will be made available at the first meeting after the AGM for the new BOD.

### **2.2.2 Passing of all Documents and Information over to the New Board of Directors**

#### *POLICY*

All updated documents and information will be made available to the new BOD by the first BOD meeting of the new calendar year.

#### *PROCEDURES*

Transfer of all Society property will be done at the AGM. Large items such as archives and extra awards may be transferred at a time of the old and new BOD's discretion. A policy manual, calendar of events, legal paperwork, up to date committee portfolios, and an itemized list of all motions and budgets passed at the BOD level will be given to all of the new members of the BOD at a time of the old and new BOD's discretion. A contact list for the new BOD will be created at the first BOD meeting after the AGM and will be provided to each BOD member.

### **2.2.3 Meetings**

#### *POLICY*

All BOD members shall be aware of the avenues by which to express their opinions and voice their decisions regarding votes on specific issues.

#### *PROCEDURES*

Meetings may be held via teleconferencing, Web conferencing, or in person. A telephone meeting may consist of a conference call. Only items deemed by the President to be of an urgent nature are to be decided via an email/Messenger vote. For persons not able to attend a meeting in person, the President may receive by telephone, signed and dated letter, or email/Messenger, a vote or a motion to be put to a vote. If a letter is hand delivered by another member of the BOD, it must be presented to the President before the meeting.

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**2.2.4 Conflict of Interest**

*POLICY*

No BOD member shall be placed in a position that may compromise their duties to the ERA as outlined in the Code of Ethics (Appendix B).

*PROCEDURES*

Any member who is or has a family member involved in a monetary way with the ERA will abstain from any vote on the subject in question (e.g., contract to supply year end awards). Any member who is or has a family member involved in a grievance with any program of ERA will abstain from any vote on the subject.

## **3.0 Roles, Responsibilities, and Functions Policies**

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### *POLICY*

All members of the BOD shall be aware of the roles and responsibilities of each position on the Executive and the BOD.

### *PROCEDURES*

All roles and responsibilities of the Executive and the Directors will be reviewed and updated yearly as necessary to reflect the needs of ERA and any changes to the bylaws. All members of the BOD must sign the Code of Ethics (see Appendix B) at the first meeting they attend at the start of their term.

## **3.1 EXECUTIVE POSITIONS**

### *POLICY*

The Executive members of the BOD are responsible for the major duties involved with daily and long-term operation of the Society.

### **3.1.1 President**

#### *ROLES AND RESPONSIBILITIES*

- Follow the rules as set out in Bylaw V5.2.
- Ensure all BOD members sign the Code of Ethics (Appendix B).
- Be familiar with the Alberta Gaming and Liquor Control Board casino regulations.
- Be familiar with all ERA rules and regulations, and bylaws.

### **3.1.2 Vice President**

#### *ROLES AND RESPONSIBILITIES*

- Follow the rules as set out in Bylaw V5.3.
- Support the President and become acting President when necessary.
- Should participate on at least one and no more than two committees.
- May be appointed by the President to head a committee if a Director resigns. Will then follow all policies pertaining to Directors.



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### 3.1.3 Secretary

#### *ROLES AND RESPONSIBILITIES*

- Follow the rules as set out in Bylaw V5.4.
- Responsible for administrative organization of the ERA.
- Outgoing Secretary will forward AGM minutes to the in-coming Secretary within 30 days.
- In-coming Secretary will review past AGM minutes and record any motions or directives for the new BOD to put in place.
- Issue meeting minutes within 30 days from meeting to the BOD and/or the membership. Be responsible for the calendar of events and maintaining a current list of BOD member contact information.
- Check AERC website for rule changes affecting the horse and present any changes to the BOD for discussion.

### 3.1.4 Treasurer

#### *ROLES AND RESPONSIBILITIES*

- Follow the rules as set out in Bylaw V5.5.
- Keep records updated and present a financial report at BOD meetings.
- Keep bank contact information on record.
- Know what items are acceptable for casino funding (Approved Use of Proceeds), i.e., clothing is not acceptable, junior funding is acceptable.

## 3.2 DIRECTOR POSITIONS

#### *ROLES AND RESPONSIBILITIES*

- Directors may head more than one committee depending on their knowledge and desire.
- The Director will function as the head of the committee if regular members serve on the committee.
- No one with a monetary interest in ERA may serve on the committee that pertains to the monetary interest.
- Committee heads will inform the President of committee activities and progress, and will maintain a folder with the terms of reference for the committee (see Appendix A).

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### 3.2.1 Youth Director

#### *ROLES AND RESPONSIBILITIES*

- Address youth (21 years of age and under) concerns, and support, encourage, and educate parents of youth members.
- Maintain a record of the youth members of ERA and their ride entries so they may be reimbursed for a percentage of their entry fees for the season.
- Send a list of youth members to the Treasurer at the end of the ride season.
- Be ready with pertinent information regarding youths to be used for any clinic or seminar.

### 3.2.2 Sanctioning Director

#### *ROLES AND RESPONSIBILITIES*

- Have an updated copy of the ride manual and vet manual, sanctioning information for ride managers, an information sheet for vets, and copies of all pertinent paper work needed to host a ride.
- Responsible for the ride box, the contents of the ride box, the return of all equipment, and replacement of all necessary forms and paperwork used at rides.
- Send out sanction request forms and information packages as required by ride organizers.
- Approve a sanction request, or not, and sign the sanctioning form. Once sanctioning is approved, ensure the current sanctioning fee for non-sponsored rides is sent directly to the Treasurer.
- For the purpose of drug testing, notify the proper authorities/laboratory of the proposed endurance rides with the name and contact of the head vet. Recommend that no less than two rides be tested per year and no less than two horses per ride be tested.
- Prepare a yearly report of rides and send to the Sanctioning Committee.
- Work with the Secretary and Information Director on ride result reporting.
- Ensure that ride reports and dues are forwarded to appropriate person/Director. Work with the Database Director as needed to create an electronic copy of ride results for submission to the Endurance Canada representative and reporting on the ERA webpage.
- Ensure that all fees, dues, and income forms are transferred directly to the Treasurer.

### 3.2.3 Promotions Director

#### *ROLES AND RESPONSIBILITIES*

- Acquire promotional items.
- Organize and create posters, brochures, flyers, etc.

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- Organize a display for trade fairs, booths, etc.

### 3.2.4 Information and Membership Director

#### *ROLES AND RESPONSIBILITIES*

- Gather all pertinent membership information to be entered into the database.
- Send membership dues to the Treasurer, or deposit membership dues and send deposit information to the Treasurer.
- Provide a membership card and unique number to each new member and newly registered horse.
- Compile a membership list that includes contact information.
- Be responsible for emailing pertinent information to membership.

### 3.2.5 Awards and AGM Director

#### *ROLES AND RESPONSIBILITIES*

- Gather information regarding mileage and points for all horses and riders.
- Order all the pertinent awards for presentation at the AGM.
- Assist AGM Master of Ceremonies with awards presentation.
- Meet with the BOD on selection of special awards.
- Form and head a committee to organize the AGM.
- Director or committee member will choose a facility based on location, suitability, and cost, and will be a liaison with the facility where the AGM will be held.
- Act as Master of Ceremonies or appoint someone to act as such. Do not appoint any of the major award recipients.
- Supply the Membership Director with information for membership notification of the AGM and be the contact for tickets.

### 3.2.6 Database, Facebook, Website Director

#### *ROLES AND RESPONSIBILITIES*

- Oversee the Endurance Riders of Alberta website and Facebook page; appropriateness of comments, posting newsworthy items, and notification of upcoming events.
- Complete updates to the Endurance Riders of Alberta database

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### 3.2.7 Veterinary Director

#### *ROLES AND RESPONSIBILITIES*

- Ensure the list of qualified veterinarians available to judge endurance rides is up to date with contact information.
- Supply the Sanctioning Director with a current list of qualified veterinarians
- Support the Sanctioning Director and ride managers regarding veterinarian responsibilities and qualifications.
- Be a liaison to ride veterinarians and receive veterinarian reports from each sanctioned ride from the Sanctioning Director.

### 3.2.8 National/International Director

#### *ROLES AND RESPONSIBILITIES*

- Coordinate all information on national and international championships and have this readily available for the ERA membership.
- Keep informed of updated information from the national and international bodies that are concerned with endurance riding.
- Represent ERA riders for funding consideration by the BOD.

### 3.3 PAST PRESIDENT

#### *ROLES AND RESPONSIBILITIES*

- The past President will be an ex-officio (by virtue of office) member of the BOD for a period of one year after their term has ended.
- Assist with BOD training and provide historical continuity regarding BOD activities. May participate on a committee at the discretion of the BOD.
- If a Director resigns, may head a committee at the appointment of the President.

## **4.0 Operational Policies**

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### *POLICY*

Outline the BOD's directions for the financial and program functions, and direct the actions of the Executive, the BOD, and the membership.

### *PROCEDURES*

Operational policies should be reviewed as the need arises and updated to reflect the wishes of the membership as required.

## **4.1 FINANCIAL**

### **4.1.1 Budget Monitoring**

#### *POLICY*

Budgets shall be monitored regularly throughout the year and adjusted as deemed necessary to allow for additional spending in a given area or on additional products and/or services that may benefit the Society.

#### *PROCEDURES*

- Approved budgets will be monitored quarterly.
- A budget will be made within 60 days of the AGM for both the casino account and the general account.
- The budget for the casino account will reflect the wishes of the membership and the casino guidelines.

### **4.1.2 Internal Control**

#### *POLICY*

1. All expenditures over \$100 from the general and casino accounts will require approval by the BOD prior to the purchase being made. Anything less than \$100 must be presented at the next BOD meeting with documentation regarding the expenditure. Approval is not required for the Treasurer to pay pre-approved annual expenses that are ERA requirements: Club Liability Insurance Policy, Directors and Officers Insurance Policy, Alberta Equestrian Federation Fee

#### *PROCEDURES*

- No two persons shall handle all aspects of any financial transaction.

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- The people signing the cheque are not the same as the ones approving it.
- All transactions must be approved by a majority vote of the BOD.
- BOD approval may be done at a meeting, via email/Messenger, phone, or at a function.

### 4.1.3 General Purchasing

#### *POLICY*

Purchasing practices shall remain consistent, and an appropriate paper trail of expenses shall be maintained for tracking purposes and year to year comparisons.

#### *PROCEDURES*

- When the need to purchase items on behalf of the ERA arises, a request that includes a description of the item and the expected cost must be presented to the BOD for approval.
- If the item is not within the approved budget of the committee or BOD position then the budget must be reviewed by the BOD.
- If using personal funds, a receipt in the name of ERA must be presented to the Treasurer for reimbursement for both the general and casino accounts as per the directive from the Alberta Gaming and Liquor Commission.

### 4.1.4 Administrative Purchasing

#### *POLICY*

To streamline the operations of the Society, purchase of small items needed for day-to-day business will not require a purchase order.

#### *PROCEDURES*

- The new BOD will set an administrative budget at the first meeting.
- The Executive and committee heads may purchase less than \$100.00 CDN of administrative supplies, such as postage, envelopes, copying, printing ink, etc., without a purchasing order.

### 4.1.5 Cheque Signing

#### *POLICY*

Spending of all funds within the general and casino accounts will be done in an appropriate manner and will follow appropriate financial procedures to document information.

#### *PROCEDURES*

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- Every cheque must have two of the three approved signatures.
- To hasten payments to veterinarians, etc., three cheques may be pre-signed by one of three board members with approved signing authority.

### 4.1.6 Payment of Veterinarians

#### *POLICY*

Full payment will be issued to veterinarians within 10 business days following submission of ride results to the Information Director.

#### *PROCEDURES*

- Veterinarians must provide an invoice or sign a prepared invoice for the fees payable for judging a ride (see Appendix D).

### 4.1.7 Funding for National and International Endurance Events

#### *POLICY*

The ERA shall provide a consistent and fair method for all members to access funds for national and international competitions and events.

#### *PROCEDURES*

- Before applying, the applicant must be a current ERA member in the year funding is applied for.
- The applicant must have supported ERA in some way at least three times during the season funding is applied for and/or during the season before, e.g., casino volunteer, ride manager/organizer, ride volunteer, competitor, etc.
- The applicant can be a rider, ride organizer, team veterinarian, or chef d'equipe.

### 4.1.8 Fee Schedule

#### *POLICY*

A description of all fees associated with the ERA will be made available to the BOD and the membership. The fee schedule shall balance the wishes of the membership and the needs of the Society, and will clarify the costs of the operations of Society programs.

#### *PROCEDURES*

- The fee schedule shall be reviewed and amended as deemed necessary.

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- Any BOD member or any person from the membership may recommend a change to the fee schedule.
- All fees except veterinarian fees must be ratified at the AGM (see Appendix D).

## 4.2 PROGRAMS

### *POLICY*

The ERA will ensure that all programs are consistent and that they provide a guideline for ride managers, competitors, and volunteers alike.

### *PROCEDURES*

- The BOD will review the programs yearly to confirm that they reflect the wishes of the membership, and will update the programs as necessary by adding new motions passed at the AGM that pertain to these programs.

### 4.2.1 Endurance Rides

#### *POLICY*

The ERA will sanction rides that provide competitors with safe and well-marked trails and water available on the trail for horses at least once on every loop greater than 10 miles, and will support ride managers in hosting endurance rides.

#### *PROCEDURES*

- Fees will be set by ride management with guidelines from the Sanctioning Director. Any one person, non-profit club, group, or ERA may host a ride.
- Participants may be placed in categories based on their age as of the first day of the year. Categories of competition will include junior (under the age of 16), youth (ages 16 to 21) under the age of 22 as of the first day of the year, and senior (greater than 21).
- All expenses for ERA sanctioned rides will be the sole responsibility of the ride host unless there is an ERA approved budget.
- Veterinary expenses will be paid for by ERA only for non-profit rides. An individual may receive funds if proof of profit is paid to a non-profit group, which must be named on the sanctioning application.
- All ERA members wishing to compete in an ERA sanctioned ride must possess a current AEF membership. Membership remains "not mandatory", but a valid AEF or equivalent is required. A day fee of \$15 will apply to non-members wishing to participate.



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- Any person wishing to collect miles and points, and be eligible for year-end awards, must be an ERA member in good standing, and must possess a current AEF membership.
- A grievance committee will be appointed by the President and/or the BOD for each grievance received regarding an incident at a ride.
- Each grievance will have different parties involved to avoid conflict of interest.
- The ride box and its contents are to be in the care and control of the Sanctioning Director until the ride manager(s) receives it.
- The ride box may be shipped by the Sanctioning Director to the new ride or may be taken from last ride by the new ride manager or agent.
- Upon passing over of the ride box, a check of the contents must be made by the person passing and the one accepting of the contents. This must be noted on the log and signed by both parties.

### 4.2.2 Junior/Youth

#### *POLICY*

Youth participation in the sport of endurance riding will be promoted and recognized.

#### *PROCEDURES*

- A Junior is considered to be under the age of 16 as of the first day of the year.
- A Youth is considered to be 16 – 21 years (under the age of 22 as of the first day of the year).
- Proof of date of birth will be required with membership or upon entry.
- Encourage new junior/youth members and their parents/families to join ERA.
- All junior/youth riders will have a part of their entry fees for ERA sanctioned rides reimbursed through the casino funds.
- Reimbursement will apply to all rides, completed or not.
- The junior/youth will be reimbursed as per Schedule of Fees (see Appendix D).
- Junior/youth accomplishments will be recognized at all rides and at the annual AGM banquet and awards ceremony.

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### 4.2.3 Year End

#### *POLICY*

An AGM will be held yearly, in which all ERA members will be invited to attend to participate and vote on issues at hand. A banquet and awards ceremony will be held following the AGM, in which members and their horses shall be honored and receive awards from the previous ride season.

#### *PROCEDURES*

- The AGM will be held in the month of January following the fiscal year end.
- The cost of the AGM will vary depending on the cost of facilities, but will be shared as deemed appropriate with Trail Riding Alberta Conference (TRAC) should ERA and TRAC choose to share the venue for their respective AGMs and combined banquet and awards ceremonies.

### 4.2.4 Awards

#### *POLICY*

Ride season and career accomplishments of horses and riders will be recognized and celebrated annually.

#### *PROCEDURES*

- Mileage and points for year-end awards will be based on endurance rides of 50 miles or more. Limited distance rides of 25 miles or less are not recognized for points, but are recognized for lifetime mileage.
- ERA recognizes and awards at year end: top mileage horse, top mileage rider, (50 miles and up, no LDs), best-conditioned award, the five top-point horses (top-point horse) and the five top-point riders (top-point rider) in all three divisions – Senior, Youth and Junior separately.
- Lifetime mileage awards will be based on all sanctioned miles completed, and will include ERA sanctioned rides of Intro, (if in a mentoring role), 25 miles or more, as well as out of province miles.
- Certificates are provided at 250 mile increments for riders.
- Engraved plates for a plaque are provided at 250 mile increments for horses, beginning at 250 miles.
- The award for 1000 mile increments is a buckle for riders, and a blanket for horses, beginning with a fitted fleece and working up to a more expensive item such as a heavy

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winter blanket. The 10000 mile rider award is a painting of horse/rider. High mileage riders may also choose to have a pendant, bracelet, etc. made instead of a buckle.

- The ERA awards four Memorial Awards each year, which require nominations from members:
  - Darlene Key Memorial Family Award
  - Elaine Delbeke Memorial Partners Award
  - Ron Janzen Memorial Sportsmanship Award
  - Mavis Holroyd Memorial Mentorship Award
- Special Award voting is open to each Member in good standing. Votes must be submitted by individual ballots from each Member submitting a vote, by said Member, to the BOD member designated to collect the votes.

### 4.2.5 Clinics and Seminars

#### *POLICY*

The ERA will promote the sport of endurance to non-members and will encourage continual education.

#### *PROCEDURES*

- ERA shall host a novice event, clinic, or seminar yearly to fulfill Objective #3.
- The novice event, clinic, or seminar will be promoted as applicable at all events that are deemed to be appropriate venues for promotion.

### 4.2.6 Casino

#### *POLICY*

The ERA will participate in Casino fundraising and will allocate funds received as outlined in Casino rules and guidelines.

#### *PROCEDURES*

- ERA will coordinate with TRAC every two (2) years to ensure casino volunteer positions are filled. If the casino is a stand-alone event, ERA will ensure casino volunteer positions are filled.
- All casino book keeping must be kept separate from the general account.
- Cheques should be made payable directly to the recipient.

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- The BOD must follow the guidelines as printed by the Gaming Commission.
- The expenditure must follow the percent formula as approved by the membership and must be in line with casino regulations (Approved Use of Proceeds).

### 4.2.7 Database, Website, Facebook and Member Information

#### *POLICY*

The ERA will ensure that members are kept up to date with information on rides, ride results, clinics, rider lifetime data, endurance and related information, and special events.

#### *PROCEDURES*

- Develop and maintain a ride result/mileage database.
- The operator must be very familiar with the program(s) in use.
- The retiring operator must spend the required time to ensure that the new person is familiar with all the requirements this program entails.
- Ride managers/secretaries shall submit ride results to the Database Director within 14 days from the end of the ride.
- The Database Director will input all data to ensure that reports are complete.
- The ERA will adhere to the rules and regulations of the *Freedom of Information and Privacy Act* with respect to member information.

### 4.2.7 Website and Database

#### *POLICY*

All information contained on the Endurance Riders of Alberta website or in the database is solely for INFORMATION ONLY. No acknowledgement is made to the accuracy. It shall remain the responsibility of the user to confirm that the information is correct.

#### *PROCEDURES*

The information contained in the database is the property of the club and the individual member for which the data has been collected. Any transmission, reproduction or distribution without the written permission of the club and member is prohibited, and is punishable under the law.

**ENDURANCE RIDERS OF ALBERTA**  
**POLICY MANUAL 2024**

Review of Policies Policy  
January 29, 2024

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## **5.0 Review of Policies Policy**

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### *POLICY*

To set a guideline for keeping the policies up to date.

### *PROCEDURES*

- All policies should be reviewed once a year by the new BOD at the first meeting following the AGM.
- Any motions pertaining to the policies that were passed at the AGM must be addressed at the first meeting, and the date of changes must be noted.
- The BOD may update the policy manual at the last BOD meeting of the year.
- A copy of the policy manual with changes and a report on what changes were made and why will be presented to new BOD.
- A current copy of the policy manual will be made available to membership on the ERA webpage.
- The updated policy manual will be forwarded to Societies and AEF at the time of annual filing.
- Changes to objectives, Rules and Regulations, and/or by-laws by special resolution at the AGM will be forwarded to Societies with the appropriate fee at the time of annual filing.

Reviewed Date: January 29, 2024

Policy #s Changed: N/A.

Approval Date: February 11, 2024

*These policies have been made following the procedures recommended by the Board Development Program administered by Culture and Community Services, Government of Alberta.*

## **Appendix A: Terms of Reference for Committees**

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The following information will be included in the terms of reference for each committee:

1. Name and type of committee
2. Duties and responsibilities of committee members
3. Specific activities and estimated costs
4. Reports for BOD meetings
5. Year-end report for AGM
6. Review and evaluation process

This is a general guideline. Each committee may add to this list to compile a complete terms of reference applicable to the respective committee.

**ENDURANCE RIDERS OF ALBERTA**  
**POLICY MANUAL 2024**

Appendix B: Code of Ethics  
January 29, 2024

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**Appendix B: Code of Ethics**

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I, \_\_\_\_\_, am a member of the Board of Directors of the Society, Endurance Riders of Alberta. In carrying out my duties as a director of the Society during my term of office I declare that:

- I will use the powers of my office and carry out my duties honestly, in good faith, and in the best interest of the Society. At all times I will do so reasonably and prudently.

I will honor and observe the Society's:

- Rules, objectives, and bylaws;
- Policies adopted and approved by the Board of Directors; and
- Decisions taken by resolution of the membership.

I will publicly support the policies and positions of the Society as approved by the Board of Directors.

I will keep confidential all information I learn about matters specifically determined by the Board of Directors motioned to be matters of confidence. Where I am uncertain in determining whether something is a matter of confidence, I will seek direction by way of a resolution of the Board of Directors, and until then matters of uncertainty are to be kept confidential.

I will publicly support actions taken by the Society's management to implement programs and achieve the objectives contained in the Society's approved plans and budgets.

I will strive to place the interests of the Society and its Board of Directors ahead of my personal interests and I will immediately declare any conflicts of interest that arise.

I will be deemed to have resigned as a Director on the date I am not in good standing.

I will be loyal to the Society in that I will uphold the interests of the Society and its membership.

I will present a positive view of the Society to the public.

I will treat my fellow Board of Directors members with respect, displaying appropriate ethical and professional conduct required of each Board of Directors member to maintain the confidence of the other members of the Board of Directors and the membership.

Signature: \_\_\_\_\_ Witness (print): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **Appendix C: Policy Making**

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Written and publicly announced framework policies show that the BOD is willing to be held accountable for its decisions. Policy governance is the primary function of a BOD, carried out to:

- Clarify the BOD's procedure to uphold ERA's rules, regulations, and bylaws; and
- Direct the actions of all members of the BOD.

The governing BOD is the only body authorized to approve policies on behalf of ERA.

A policy is an expression of the will of the BOD. It is a:

- Governing principle;
- Framework for carrying out duties;
- Method for the BOD to delegate authority while maintaining control;
- Clarification of roles, responsibilities, and functions of the BOD;
- Means to improve conduct of the BOD, which saves valuable time; and
- Means to demonstrate that the BOD is operating the organization in an efficient and business-like manner, and that it can evaluate its own operation.

A policy provides the framework, parameters, terms, conditions, and procedures to guide the actions of the BOD and its committees.



## Appendix D: Fee Schedule

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### *YEARLY MEMBERSHIPS*

- Individuals/Youth: \$30.00
- Families: \$60.00
- Juniors: \$25.00
- If membership renewals are paid after March 31 of each year, \$20 is added for individuals and families. There is no increase for Junior memberships if paid after March 31. Late fees do not apply to New Members.
- All riders must be current members of the Alberta Equestrian Federation.

### *HORSE MEMBERSHIPS*

- One time registration fee: \$10

### *MILEAGE BUY BACK*

- In province miles: \$5/ride each for rider and horse
- Out of province miles: \$0.10/mile each for rider and horse
- Non-ERA sanctioned rides must be submitted with proof of completion
- See Rule 8.2 in Rules and Regulations Manual

### *SANCTIONING AND ASSOCIATED FEES*

- Application fee for non-sponsored rides: \$100 (\$10 administration fee retained by ERA, \$90 applied to sanctioning fees)
- Sanctioning fee: \$2/rider
- Drug testing fee: \$4/horse
- If ride management cancels a ride, the application fee may be retained at the discretion of the BOD
- A replacement ride may be approved and cancelled fees waived
- If a replacement ride is not approved by the Sanctioning Committee, \$90 will be refunded
- ERA offers sanctioned and sponsored events under the terms currently in use but for sanctioned only rides, increases the drug testing fee to \$10 per rider instead of the standard \$4 per rider. Ride managers must submit a financial statement at the end of the year to the ERA Board of Directors.

This financial statement will determine future eligibility for casino funds.

**ERROR! REFERENCE SOURCE NOT FOUND.**

Appendix D: Fee Schedule

January 29, 2024

**VETERINARIAN FEES**

	Head Vet	Second Vet	Vet Student
Vet-In	\$200 \$300 if one vet present vets in 30+ horses, or is mentoring vet students	\$200 \$300 if one vet present vets in 30+ horses	\$100
Day 1	\$600 +\$150/75 mile or +\$200/100 mile +\$200 if mentoring a vet student	\$550	\$275
Day 2	\$400 +\$100 if mentoring a vet student	\$350	\$175
Working with previously mentored vet student	\$150/weekend		
Additional	Bring Treatment kit - \$50	Mileage - \$0.61/km	

**YOUTH REIMBURSEMENT**

- Limited distance rides: \$15.00/ride
- Endurance rides: \$30.00/ride