

BENT TREE SADDLE CLUB POLICIES, PRACTICES & PROCEDURES
(As amended 8.05.11, 9.30.11, 8.03.12, & 12.04.13)

In order to promote and ensure safety, etiquette, courtesy and ethical proceedings, the following policies, practices and procedures have been recorded for the benefit of the Executive Committee as well as event leaders/hosts and the membership as a whole.

ADMINISTRATION:

Policy:

- 1) The Treasurer and President have check signing privileges.
- 2) Ads in the Newsletter are restricted to members only.
- 3) The Club will maintain a farm liability insurance policy to protect itself in the event of a lawsuit filed by a non-member. The policy should cover the club in general and specifically for horse shows, member trail rides and a specified number of public events, if any. Before renewing the policy at the beginning of a calendar year, a member of the Executive Committee should determine events planned for the upcoming year and make sure coverage is obtained to cover the number of scheduled events in each coverage category.
- 4) The club will recover any bank fee costs incurred if a check written by a member of the club or guest is returned for insufficient funds. It is the responsibility of the Treasurer to collect from the responsible party the amount of the check and bank fees, if applicable.

Practice:

- 1) The Executive Committee has the discretion to expend funds to purchase gifts for people who have shown a courtesy to the Saddle Club.
- 2) The Treasury should end the year with a balance of approximately \$1000 for the beginning year expenses.
- 3) The Executive Committee has the authority to approve expenditures up to \$250 per instance. This provision does not apply to events where expenses are to be covered by collected fees. It also does not apply to small administrative expenses of less than \$50 incurred by the President, Treasurer, Secretary and other Club officers.
- 4) Expenditures for capital items, fixed assets and exceptional expenditures over \$250 per instance must be approved by a majority vote at a general meeting.
- 5) The annual Founder's Award for exemplary service over several years and the annual Volunteer Award for exceptional volunteerism in the present year are determined by the President with advice from the Executive Committee.
- 6) Any special awards are determined by the President. Other year-end awards, such as best event and super horse, are at the discretion of the Executive Committee.
- 7) The December Executive Committee meeting is attended by the present year's Executive Committee and the newly elected Executive Committee to facilitate the transfer of power for each position.
- 8) When making appointments to the Executive Committee, the President should take into consideration Social Member representation.

MEMBERSHIP:

Policy:

- 1) While the club does have and has accepted members who are not Bent Tree property owners or lot designees, it is the desire of the Club that it maintains a solid representation of Bent Tree property owners and lot designees. To that end, the Club will not accept new non-property owners or non-lot designees until the percentage of Bent Tree property owners and lot designees as members equals or exceeds 50% of the Club membership. Membership applications from adult children and grandchildren of Bent Tree property owners and lot designees will be considered as if they are Bent Tree property owners.
- 2) New members must be a member for one full year before sponsoring a new member.
- 3) Guests (non-members) may participate in no more than two Club events per calendar year.
- 4) If the Club has not achieved the 50% membership goal cited in number 1) above, the Executive Committee may, when it deems it to be in the best interest of the Club, approve waiting list applications from non-Bent Tree property owners and non-lot assignees for membership.

Practice:

- 1) The BTCI Liaison to the Stables Committee is an Honorary Member. The spouse may join as a Social Member or Full Member.

COMMITTEES:

Practice:

- 1) Nominating Committee. In seeking candidates to serve as club officers, the committee should strive to adhere to the following principles. Officers should serve no more than 2 consecutive 1-year terms in a given position. A majority of the voting members of the Executive Committee should be Bent Tree property owners. Full and social members should be appropriately represented on the Executive Committee. The Presidential nominee(s) should have previously served on the Executive Committee.

EVENT LEADERSHIP:

Policy:

- 1) Prepaid reservations are required for events held at other than a commercial establishment and are non-refundable unless cancelled prior to the reservation deadline.
- 2) All event checks should be made to BTSC, not the event leader.
- 3) Event leaders may determine, with the approval of the Executive Committee, which categories of membership may participate, and may establish conditions for youth member participation.
- 4) Event leaders may invite their own personal guests when leading or hosting an event on their own property.
- 5) Event leaders should not profit monetarily from leading an event (i.e. free meals, trips, etc.) unless expressly declared in advance. An example would be a member sponsoring a clinic and then attending the clinic at no cost.

Practice:

- 1) Charges for events (with the exception of the Christmas Party) should be calculated to cover the entire cost of the event. Exceptions requiring use of treasury funds may be made by majority vote at a general meeting.
- 2) Event leaders should not incur any out of pocket expenses beyond that of an attendee.
- 3) Reimbursement for expenditures will be made by the Treasurer upon submission of receipt(s).
- 4) If the Treasurer or President is present at the time payment is required, payment by BTSC check may be made directly to the vendor upon receipt of the invoice and product.

BENT TREE SADDLE CLUB HORSE PARK:

Policy:

- 1) Horses must be held to a walk or slow trot outside the arena.
- 2) Dog owners will clean up after their dogs. A scooper is available in the storage unit.
- 3) Club events in the Horse Park are on a first come, first served reservation basis. Individual members reserving the Horse Park pay the usual Bent Tree fees.
- 4) The Back Gate will be opened once prior to an event and once shortly after the competition concludes. If there is a cookout or meeting following the competition, the gate will be opened one more time at its conclusion. Those unable to use the gate at those times must use the main gate of Bent Tree.
- 5) Event leaders must ensure manure is removed from the arena and the area around the pavilion after use of the Horse Park.

Practice:

- 1) In order to ensure availability of the Horse Park for as many events as desired, reservations for Saddle Club events should be made by the Saddle Club Liaison as soon as the Calendar for the year has been set. Rain dates should be included as well as extra dates in case changes in scheduled dates are necessary.

EQUESTRIAN EVENTS:

Policy:

Event leaders needing guidance on the below stated policies should contact the Club president or another member of the Executive Committee.

- 1) Only members may compete for ribbons.
- 2) With the exception of the biennial guest ranch trip, member guests are welcome at club events held at public facilities. Event leaders should encourage members attending a multi-day event at a public facility to not invite guests if accommodations are limited until club members have had an opportunity to make reservations.
- 3) Dogs must be on a leash while any Club horse event is in progress.
- 4) No dogs are allowed on trail rides.
- 4) Riders may not consume alcoholic beverages prior to or during events.
- 5) Current Coggins is required and must be presented for each horse for events and trail rides.

- 6) Youth Members must be accompanied by a parent or by someone with a written Power of Attorney.
- 7) Contestants in any Club sponsored competitive event must sign a waiver of liability.
- 8) Members may not invite guests to attend events held on other members' private property without obtaining prior approval from the private property owner.
- 9) Horses exposed to another horse with a known contagious disease or with a suspected contagious disease for which confirmation tests are scheduled or results are pending will not be transported to or participate in any Club sponsored event until negative test results are obtained or a vet has given clearance that horses are no long contagious.

Practice:

- 1) Ribbons for the entire year's events should be placed in one order in January to take advantage of a discounted price. Approval of the ribbon expenditure should be obtained at the Kickoff Meeting in January.

SOCIAL EVENTS:

Policy:

- 1) Members may not invite guests to attend events held on other members' private property without obtaining prior approval from the private property owner.