



Club Information 2017

Please retain for your reference

1. Club Membership Requirements

Manitoba Horse Council (MHC) Club membership is limited to provincial, regional, and local equine organizations (need not be based in Manitoba) which engage in the promotion and development of equestrian sport and recreation activities in Manitoba and which meet the following criteria:

1. Have a minimum of 10 club members;
2. Are not-for-profit, volunteer based and democratic in nature;
3. Have a written constitution;
4. Hold regular meetings;
5. Hold elections of directors and officers;
6. Maintain a financial record-keeping system which will be available on request to the Manitoba Horse Council (MHC);

In order to process an application for club membership MHC requires the following. A club application will not be processed until **ALL** of the following requirements have been received:

1. Completed Club Executive Listing (enclosed)**
2. Completed Equestrian/Horse Club Liability Application (enclosed)
3. List of **ALL** club members – first and last name and MHC membership number
4. List of **ALL** club coaches– first and last name, Respect in Sport number (mandatory) and NCCP number (optional)
5. List of 2017 club activities/events for inclusion on the Calendar of Events at www.manitobahorsecouncil.ca
6. List of 2017 meeting, activity/event dates
 - Event dates will be included on the Calendar of Events at www.manitobahorsecouncil.ca

** The member club will appoint a MHC Club Representative – a representative to Manitoba Horse Council and a conduit between the Club and MHC

- See Section 3 for details of the responsibilities of the MHC Club Representative

** The member club will appoint a MHC Bingo Representative or indicate that the club does not wish to receive bingo funding opportunities

- See Section 5 for details of the responsibilities of the MHC Bingo Representative

The following must be available upon request from MHC:

1. Copy of club constitution/by-laws
2. List of activities/events in previous year's operation
3. Copy of last fiscal year financial statement

Upon processing and approval by MHC of the club's application the club will then be:

- Approved and eligible for MHC club membership benefits (Section 2)
- Approved by the insurance carrier in order for the club to receive insurance benefits (Section 8)
 - i. A Certificate of Insurance will be issued and sent out to the club upon the insurer's approval
 - ii. For individual insurance purposes **club members must hold individual MHC memberships**

2. Club Membership Benefits

**** Clubs are not eligible for any MHC club membership benefits until ALL requirements have been received by the MHC office as outlined in Section 1 ****

Insurance

By becoming a **FULL** member club with Manitoba Horse Council, your club receives insurance coverage for MHC's entire club membership term (**see the 2017 Liability Package in Section 8 detailing the types of coverage included**)

Voting Privileges

MHC member clubs receive one vote on any one issue-at-hand at the MHC AGM and/or Council of Clubs meetings. Such items subject to voted approval of MHC member clubs include:

- Provincial or local issues-at-hand
- National issues-at-hand requiring a Provincial vote
- Election of MHC Board of Directors
- Approval of MHC By-Law changes

Funding Programs

MHC member clubs have access to monetary assistance through various programs and grants:

- Recreation Grant
 - Designed to aid and enhance the development of recreation-specific projects
 - \$2500. available to approved projects in 2017
 - Member clubs and individual MHC members may apply each year once applications are made available
- Clinic Support
 - Member clubs may apply to MHC's Clinic Support program designed to aid clubs in providing high-caliber clinics and clinicians to its members
 - \$600 maximum available per approved clinic/club in a calendar year
- Bingo Funding
 - Member clubs are eligible to receive bingo allocations from MHC and receive a designated portion of funds for each bingo the club participates in (see section 5 below)
 - \$390 minimum to each club per bingo allocation
 - Request for inclusion in the Bingo Funding program must be indicated by providing a Bingo Representative on the Club Executive Listing (see section 5 below)
 - Member clubs will not be included in the Bingo Funding program if no Bingo Representative with full contact details is listed
- Other
 - Sport Manitoba grants, offered thru their regional community development program, including travel assistance, development of athletes, coaches and officials at the community level emphasizing training and skill development

Through MHC, your club and its members will also have access to:

- The Manitoba Horse Council Equestrian Centre
 - MHC member clubs receive preferential access for competition booking at the beautiful MHC Equestrian Centre located in Birds Hill Park
- Other Sport Manitoba services
 - the use of Sport Manitoba ****meeting rooms** at no charge for club activities
 - Rooms available can accommodate up to 85 people
 - the use of Sport Manitoba print shop services for club activities at a discounted rate

****Meeting Rooms**

A member club wishing to book a meeting room must notify the MHC office as **far in advance as possible** as the rooms are in high demand. Please note that availability of meeting rooms on desired dates is not guaranteed. Please follow any instructions regarding the use of meeting rooms the MHC office provides.

3. MHC Club Representative Responsibilities

- **All member clubs must provide a MHC Club Representative and current contact information** for that representative on the 2017 Club Executive Listing
- This representative must be a current MHC individual member over 18 years of age, a member in good standing of its member club, and a resident of Manitoba
- This representative will attend MHC meetings (Councils of Clubs, AGM)
- This representative will act as the primary conduit between MHC and the club receiving the majority of communication from MHC
- This representative automatically holds the vote for his or her member club as outlined in Section 2 above
 - The Club President or a club designate may also hold the vote; see Section 4

4. MHC Club Rebate

All member clubs are eligible for a \$150 club rebate at the end of the club membership year (December 2017). **The criteria for receipt of the rebate are as follows:**

- The MHC Club Representative or Club President must participate in all MHC meetings throughout the year (Council of Clubs and Annual General Meeting)
 - The MHC Club Representative for Club President attending must be a current MHC individual member over 18 years of age, a member in good standing of its member club, and a resident of Manitoba

- If either the MHC Club Representative or President are unable to attend, a designate is permitted to attend on behalf of the club. Written designation (email is acceptable) from the Club President must be provided to the MHC office a minimum of 3 business days prior to the meeting date
 - The designate attending must be a current MHC individual member over 18 years of age, a member in good standing of its member club, and a resident of Manitoba
- Teleconference Meeting Attendance
 - Teleconference meeting attendance accepted for MHC member Club Representative or Club President residing more than 200km from meeting location
- No alternative amounts will be considered. All MHC meetings throughout the year must be participated in by the member club in order to receive the \$150 rebate

5. MHC Club Bingo Representative Responsibilities

1. All member clubs wishing to participate in the MHC Bingo Funding program must provide a named Bingo Representative with current contact information on the 2017 Club Executive Listing
2. This Bingo Representative will act as a contact person and information conduit with MHC allowing the member club to be eligible for participation in the Bingo Funding program
 - If there is no provision of a named Bingo Representative with current contact information on the 2017 Club Executive Listing the member club will not be included in the Bingo Funding program
 - If the named Bingo Representative cannot be reached in a timely manner during the year, the member club will be subject to elimination from the Bingo Funding program
3. The Bingo Representative should familiarize his or herself with the MHC Bingo Policy
4. The Bingo Representative receives all bingo correspondence from MHC and is responsible for keeping his or her member club informed on all bingo news and for ensuring the club complies with MHC's Bingo Policy
5. Bingo information and allocations are sent to Club Bingo Representatives via email notification. Please inform MHC of any contact information changes
6. The Bingo Representative is responsible for organizing his or her club's bingo volunteers upon receipt of a bingo allocation notification. The Bingo Representative is responsible for designating one of the volunteers as Bingo Chairperson if required.

Please read carefully the MHC Bingo Policy and Bingo Chairperson Role summary provided as a separate document (enclosed).

Please provide said document to the individual designated as the member club's Bingo Representative.

6. Club Competitions

MHC offers guidance to member clubs that wish to hold Equestrian Canada-sanctioned competitions. When completing Equestrian Canada competition paperwork, be sure to take note if the paperwork is due to MHC, or Equestrian Canada. Paperwork submission and deadlines differ per discipline and competition level.

- Equestrian Canada competition forms and information accessible at:
- Equestrian Canada (EC) website at www.equestriancanada.ca
- MHC website at www.manitobahorsecouncil.ca
- Through inquiry to the MHC office

A renewed MHC provincial competition structure will be announced April 2017. For more details visit <http://www.manitobahorsecouncil.ca/Events-Competitions-Heritage-Circuit>.

7. End of Club Year Checklist

- All post-event reports required submitted to MHC
 - Bingo expenditure sheets
 - Clinic Support post-event reports
 - MHC/EC Recreation Grant post-event reports
- Outstanding payments owed by member club to MHC rectified
 - Invoices for use of MHC Equestrian Centre
 - Invoices for any meeting-room related charges (eg. late cancellation fees)
 - Other outstanding payments
- Competition drug fees owed by member club**
 - **All drug fees collected at Equestrian Canada (EC)-sanctioned competition are to be submitted directly to EC.**

**Contact the MHC office for the provision of drug testing at a competition that is not EC-sanctioned.

8. 2017 Club Pac/Association Liability Package

This policy is designed to protect member clubs in good standing with the Manitoba Horse Council by providing coverage for club activities including:

- competitions & clinics sanctioned by Manitoba Horse Council and/or the member club
- meetings, fundraisers and special events itemized on the application

POLICY TERM January 1, 2017 to December 31st, 2017

Note: Each club member participating in an event must also be an individual member of Manitoba Horse Council

Club Coverage Includes:

\$5,000,000 Comprehensive General Liability - Including:

- ◇ Premises and Operations
- ◇ Personal Injury
- ◇ Broad Form Property Damage
- ◇ Bodily Injury including Participants
- ◇ Volunteers Additional Insureds
- ◇ Tenants Legal Liability \$2,000,000
- ◇ Host Liquor Liability
- ◇ Non-owned Automobile \$1,000,000
- ◇ Legal Liability for hired automobile - \$50,000 limit, deductible \$500
- ◇ Incidental malpractice (involving people only)
- ◇ Blanket Contractual
- ◇ Stableman's Liability for care, custody and control of non-owned horses
\$10,000 per horse / \$100,000 aggregate
- ◇ Contingent employers' liability
- ◇ Interest before and after judgment
- ◇ Land Owners as Additional Insureds with regards to Club Activities

Property Insurance and Directors' & Officers Liability Insurance can also be provided at additional cost to member clubs who require either or both of these coverages.

Please direct any questions regarding insurance coverage to Kara Edwards at:

BFL Canada Risk & Insurance Services Inc.

2685 Queensview Drive, Suite 101, Ottawa, Ontario K2B 8K2

1- 888-244-6709 FAX 1-613-722-7829 kedwards@bflcanada.ca