



Manitoba
Horse Council



Club Information 2018

Please retain a copy for your records

145 Pacific Avenue, Winnipeg, MB R3B 2Z6

Phone: 204-925-5719

email: mhc.exec@sportmanitoba.ca

www.manitobahorsecouncil.ca

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 members;
2. Are not-for-profit, volunteer based and democratic;
3. Have a written constitution;
4. Hold regular meetings;
5. Hold elections of directors and officers;
6. Maintain financial records which are available on request to MHC.

A Club application will be processed once the following documents have been received:

1. Completed Club Executive Listing
2. Completed Equestrian/Horse Club Liability Application
3. List of Club members – first and last name and MHC membership number
4. List of 2018 Club activities/events (also uploaded to the Calendar of Events at www.manitobahorsecouncil.ca)

The member Club will appoint an MHC Club Representative as the connection between the Club and MHC. See Section 3 for responsibilities of the MHC Club Representative.

The member Club will appoint an MHC Grants Coordinator, or indicate that the Club does not wish to apply for funding opportunities. See Section 5 for responsibilities of the MHC Grants Coordinator.

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 previous fiscal year's financial statement

Upon approval by MHC of the Club's application the Club will be eligible for MHC Club membership benefits (Section 2). The Club's insurance application to be sent direct to Capri Insurance in order for the Club to receive insurance benefits (Section 8), and a Certificate of Insurance will be issued and sent out to the Club upon the insurer's approval. For individual insurance purposes all Club members must hold individual MHC memberships .

2. Club Membership Benefits

Clubs are not eligible for any MHC Club membership benefits until the criteria outlined in Section 1 have been met, and appropriate payment has been received.

Insurance

By becoming a member Club with Manitoba Horse Council, the Club receives insurance coverage for MHC's membership term. (See the 2018 Liability Package available separately.)

Voting Privileges

MHC member Clubs receive one vote on any issue 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
- National issues requiring a Provincial vote
- Election of MHC Board of Directors
- Approval of MHC By-Law changes

Funding Programs

MHC member Clubs have access to financial assistance through various programs and grants:

- Recreation Grant. Designed to aid and enhance the development of recreation-specific projects. \$2,500 available in total to approved projects in 2018. Member Clubs and individual MHC members may apply each year, by formal application.
- Clinic Support. Member Clubs may apply to MHC's Clinic Support program designed to aid Clubs in providing high-caliber clinics and workshops to its members. \$600 maximum available per approved clinic/Club in a calendar year.
- Club Grants: Member Clubs are eligible to apply for grant allocations from MHC (see Section 5).

Other

- The Club and its members will also have preferential access for competition booking at the Manitoba Horse Council Equestrian Centre in Birds Hill Park.
- Sport Manitoba grants, offered through their regional community development program, include travel assistance, development of athletes and coaches at the community level emphasizing training and skill development.
- Sport Manitoba meeting rooms (145 Pacific Avenue, Winnipeg) can be booked at no charge for Club activities. Rooms available can accommodate up to 85 people. 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 follow any instructions provided by the MHC office regarding the use of meeting rooms.
- Sport Manitoba print shop services are available for Club activities at a discounted rate.

3. MHC Club Representative Responsibilities

- All member Clubs must provide a MHC Club Representative and current contact information for that representative on the 2018 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 all communications 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 2018). The criteria for receipt of the rebate are as follows:

- 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.
- The MHC Club Representative or Club President must participate in all MHC meetings throughout the year (Council of Clubs and Annual General Meeting).
- 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 is accepted for an MHC member Club Representative or Club President residing more than 200 km from meeting location.

The member Club must participate in all meetings during the year in order to receive the \$150 rebate. No alternative amounts will be considered.

5. MHC Club Grant Coordinator Responsibilities

All member Clubs wishing to participate in the MHC/Sport Manitoba Grant Allocation program must provide a Club Executive to be named Grant Coordinator, with current contact information on the 2018 Club Executive Listing. This person must become versed in the grants that are available, as well as deadlines and eligibility requirements. An information teleconference will be set up in late November to review these important details and help in accessing funds.

6. Club Competitions

MHC offers guidance to member Clubs that wish to hold Equestrian Canada-sanctioned competitions. When completing Equestrian Canada competition paperwork, the Club representative should be careful to note whether the paperwork is due to MHC, or Equestrian Canada. Paperwork submission and deadlines differ by discipline and competition level.

- Equestrian Canada competition forms and information: www.equestriancanada.ca
- MHC competition forms and information: www.manitobahorsecouncil.ca
- Or by inquiry to the MHC office

A renewed MHC provincial competition structure will be announced April 2018. For more details visit www.manitobahorsecouncil.ca/Events-Competitions-Heritage-Circuit.

7. End of Club Year Checklist

Post-event reports to be submitted to MHC prior to the Fall Council of Clubs meeting:

- Grant application reports
- Clinic support post-event reports
- MHC Recreation Grant project reports
- Payments for use of MHC Equestrian Centre
- Payments for any meeting-room related charges (eg. late cancellation fees)
- Any outstanding payables to MHC
- Competition drug fees owed by member Club*

*Contact the MHC office for the provision of drug testing at a competition that is not EC sanctioned. All drug fees collected at EC-sanctioned competitions are to be submitted directly to EC.