



Club Information 2022

Please retain a copy for your Club's records

145 Pacific Avenue, Winnipeg, MB R3B 2Z6 Phone: 204-925-5718

mhc.admin@sportmanitoba.ca

www.manitobahorsecouncil.ca

1. Club Membership Requirements

Manitoba Horse Council (MHC) Club membership is limited to equine organizations 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;
7. Agree to Dispute Resolution as mandated by Sport Manitoba;
8. Agree to Safe Sport policies and principles for competition as mandated by national sporting body

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

1. Completed Club Contact Listing
2. List of Club members as at January 1, 2021 (first/last name, birth date and MHC membership number). A follow-up list submitted no later than June 1, 2021.
3. Payment for club membership via credit card, cheque or e-transfer.

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 following must be available upon request by 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
4. Copy of Club's Equine Association Insurance

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 is to be sent direct to CapriCMW in order for the Club to receive insurance benefits, and a Certificate of Insurance will be issued and sent out to the Club upon the insurer's approval.

- As an insurance prerequisite, individual club members are required to have appropriate MHC membership. (See CapriCMW application page 1, #1, and page 2, #3.) Club insurance does not cover individual members for Liability claims at events.

2. Club Membership Benefits

In order to receive MHC Club membership benefits, the criteria outlined in Section 1 must be met and appropriate payment processed.

Insurance

Member Clubs of Manitoba Horse Council must be insured and are eligible to apply for preferential rates with CapriCMW.

Voting Privileges

MHC member Clubs receive one vote on any issue at the MHC AGM and Council of Clubs meetings. 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 as noted in the Bylaws
- Approval of MHC By-Law changes

Funding Programs

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

- \$2,500 Annual Recreation Grant in total to approved projects in 2022. Applications may be received from Member Clubs and individual members for projects designed to aid and enhance the development of recreation-specific projects.
- MHC's Provincial Clinic Support program is designed to aid Clubs in providing high-calibre clinics and workshops to its members, subject to a maximum available per approved clinic/Club in a calendar year.
- Program Support Grants available twice each year to support club activities such as clinics, competitions, volunteer awards, bursaries and equipment purchase/maintenance. The grants are funded by Sport Manitoba and MHC is responsible for reporting activities in a way which supports the Integrated Funding Formula applied by annually by MHC

Other

- The Club and its members will also have preferential access for competition booking at the Manitoba Horse Council Equestrian Facility 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 MHC office as far in advance as possible as the rooms are in high demand. Please follow any instructions provided by 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

- All member Clubs must provide an MHC Club Representative and current contact information for that representative on the 2021 Club Executive Listing.
- This representative must be a current MHC individual member over 18 years of age, in good standing with its member Club, and a resident of Manitoba.
- This representative will ensure there is representation at a minimum of two MHC meetings (Councils of Clubs, AGM) and will act as the primary conduit between MHC and the Club for all communications.

- 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.
- 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.

Meeting Attendance other than in person

- During Covid restrictions: all meetings will be held on Zoom
- During normal times: Teleconference or digital meeting attendance is accepted for an MHC member Club Representative or Club President/designate residing more than 200 km from meeting location. (Under review).

4. MHC Contribution to Club Development

All member Clubs are eligible for an amount of \$150 towards Club Development at the end of the Club membership year (December 2021). A representative of each Member Club must participate in all meetings during the year in order to receive the \$150 contribution. No alternative amounts will be considered. The requirements of Club Membership in Section 1 must be met.

5. MHC Club Grants

Unless otherwise advised, the President and Treasurer of the Club will be responsible for the coordination of grants.

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 MHC office
- Show Secretary to collect the Provincial Safe Sport fee (previously coaching levy) plus list of those paying, and remit to MHC by end of the competition year.

7. End of Club Year Checklist

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
- Provincial Safe Sport fees and reports from each show if not sent after each show

Accounts due to MHC must be settled by the Fall Council of Clubs meetings

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.

7. Club Listing on web etc

Existing clubs: Please check <https://manitobahorsecouncil.ca/Club-Listings> to ensure your listing is correct.

New Clubs: Please advise phone, email, web and Facebook if you wish your information to be added to the above page.