



## 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. Club members must hold individual MHC memberships.
2. Have a minimum of ten members.
3. Are not-for-profit, volunteer based and democratic.
4. Have a written constitution.
5. Hold regular meetings.
6. Hold elections of directors and officers.
7. Maintain financial records which are available on request to MHC.
8. Agrees to Dispute Resolution as mandated by Sport Manitoba.
9. Agrees 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 Executive Listing
2. List of Club members as of January 1 (first/last name, birth date and MHC membership number). A follow-up list submitted no later than June 1.
3. List of Club activities/events, which will be uploaded to the Calendar of Events at [www.manitobahorsecouncil.ca](http://www.manitobahorsecouncil.ca)
4. Payment authorisation for club membership via credit card, cheque, or e-transfer.

The member Club will appoint an MHC Club Representative as the liaison 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

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 Acera Insurance Services 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 insurance purposes all Club members must hold individual MHC memberships.** A club's insurance cover may be compromised in the event of a claim if this requirement is not fulfilled.

## 2. Club Membership Benefits

Once the criteria outlined in Section 1 have been met and appropriate payment processed, Clubs receive the following benefits.

### Insurance

Member Clubs of Manitoba Horse Council must be insured and are eligible to apply for preferential rates with Acera Insurance Services. (See package attached.)

### 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
- 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 2021. Member Clubs and individual MHC members may apply each year, by formal application.
- Member Clubs may apply to MHC's Provincial Clinic Support program 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.
- Member Clubs are eligible to apply for Program Support 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 Facility in Birds Hill Park.
- MHC Zoom account is available for Clubs to book virtual meetings, clinics, and webinars.
- 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 eighty-five 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 2023 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 MHC meetings (Councils of Clubs, AGM) and will function as the primary conduit between MHC and the Club for communicating the business undertaken at these meetings.
- 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.

Page 2

### 4. MHC Club Rebate

All member Clubs are eligible for a \$150 Club rebate of membership fee at the end of the Club membership year (December). The criteria for receipt of the rebate are as follows:

- The MHC Club Representative or designate attending meetings 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/designate must participate in all MHC meetings throughout the year (at minimum, 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 three 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.
- The member Club must participate in all meetings during the year to receive the \$150 rebate. No alternative amounts will be considered.

#### Meeting Attendance other than in person

- 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.

### 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](http://www.equestriancanada.ca)
- MHC competition forms and information: [www.manitobahorsecouncil.ca](http://www.manitobahorsecouncil.ca) or by inquiry to MHC office
- Show Secretary to collect the provincial coaching levy plus list of those paying, and remit to MHC.

## 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
- Coaching levy 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.