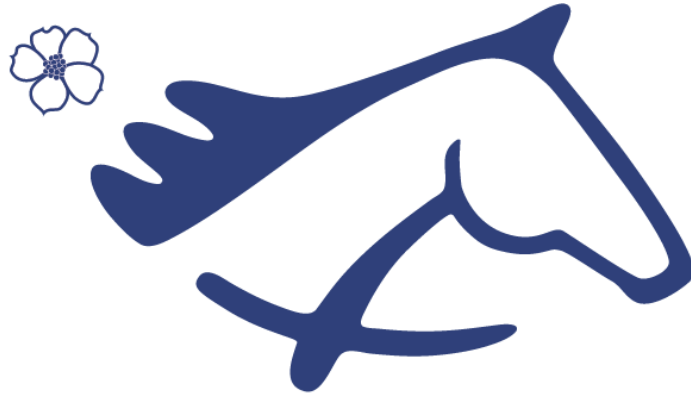


POLICIES AND PROCEDURES MANUAL



HORSE COUNCIL
BRITISH COLUMBIA

Version: May 21, 2020

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HORSE COUNCIL B.C.

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GENERAL INFORMATION

Acronyms
Dates to Remember

AAFC	Agri-Food and Agriculture Canada
AAP	Athlete's Assistance Program
AGM	Annual General Meeting
BC	British Columbia
BC4H.....	BC 4H Provincial Council
BCAC	British Columbia Agricultural Council
BCCDS.....	BC Carriage Driving Society
BCETF	BC Equestrian Trail Fund
BCHBC	Back Country Horsemen of BC
BCHJA	BC Hunter Jumper Association
BCTRA.....	BC Therapeutic Riding Association
BOD	Board of Directors
CAC.....	Coaching Association of Canada
CASL.....	Canadian Anti-Spam Legislation
CC	Competition Coach (English or western)
CCS	Competition Coach Specialist
CD.....	Coach Developer
CED	Canadian Equestrian Development
CDART	Canadian Disaster Animal Response Team
CFIA	Canadian Food Inspection Agency
COC.....	Canadian Olympic Committee
CCP	Canadian Pony Clubs
CS4L.....	Canadian Sport for Life
CTHS	Canadian Thoroughbred Horse Society
DBC.....	Dressage BC
DSO.....	Disability Sport Organization
EC or ECE	Equestrian Canada
ED	Executive Director
EFP	Environmental Farm Plan
ERABC.....	Endurance Riders Association Of BC
EVABC.....	Equestrian Vaulting Association of BC
FEI	Federation Equestrian International
FIPPA	Freedom of Information and Protection of Privacy Act
FMS	Fundamental Movement Skills
HCBC	Horse Council BC
HP1.....	High Performance 1 Coach
HRBC.....	Harness Racing BC Society
HWAC	Horse Welfare Alliance of Canada
IAF	Investment Agriculture Foundation
JTAC	Joint Trails and Access Committee
KPI	Key Performance Indicators
LF.....	Learning Facilitator

LTED	Long Term Equestrian Development
LTAD	Long Term Athlete Development
LTD	Learn to Drive
LTR.....	Learn to Ride
MA.....	Ministry of Agriculture
MCD.....	Master Coach Developer
MED.....	Make Ethical Decisions
MLF.....	Master Learning Facilitator
FLNRO.....	Ministry of Forest Lands and Natural Resources
MSO.....	Multi Sport Organization
NCOC	National Coaching Operations Committee (EC)
NCTC.....	National Coaching Technical Committee (EC)
NCCP	National Coaching Certification Program
NSO	National Sport Organization
OIPC.....	Office of the Information and Privacy Commissioner
ORC.....	Outdoor Recreation Council
PD	Coached Professional Development Hours
PET.....	Performance Enhancement Team
PIPA	Personal Information Protection Act
PR	Public relations
PRO.....	Provincially Recognized Official
PTSO or PSO	Provincial Territorial Sport Organization
SBC	Sport BC
USE	United States Equestrian
WCRA	Western Canadian Reining Association
YTP.....	Yearly Training Plan

First Quarter

Year-End procedures & Annual Audit

Jan

January 1st – CAC Locker deadline for renewed coaching Status

Membership Renewals Ongoing

Club Renewals Ongoing

January 31 – Affiliate membership deadline to have Director on the Board

Feb

Coaches must have EC Sport Licence and HCBC Membership

Membership E-renewals go out

Mar

Sport BC, ViaSport Athlete of the Year Event

Spring Membership renewal reminder and BC Equine Lifestyle goes out

Board Reports due 3 weeks prior to board meeting

Annual Report published for AGM

Annual General Meeting & Board of Directors Meeting – typically last weekend in March dependant on Easter

Gaming Applications accepted March 1 - May 31

Second Quarter

Annual Return to be filed

Apr

April 1st - Core Grant request deadline

April 1st - BC Equestrian Trails Fund request deadline

viaSport – Second Reporting period

BC Equine Education Summit (when applicable)

May

Share the Trails Workshop

June

Equestrian Canada Horse Day - Annually; First weekend of June

Third Quarter

July

BC Summer Games 3rd week in July in even years

Aug

August 1st – Budget Request Due to Executive Director/Finance Committee

Sept

Next year's HCBC membership intake begins

Extended membership available after Labour Day

Fourth Quarter

Oct

October 1st – Officials Applications

Board Reports due 3 weeks prior to board meeting

viaSport – First Reporting period in October

Fall Membership renewal reminder and BC Equine Lifestyle goes out

Mane Event

Nov

Fall Board of Director's Meeting (typically late October or early November)

Equestrian Canada Convention

BC Ag Days in Victoria

Core Grant Reporting Deadline

Dec

Dec 5th - BC AAP Application Deadline

Dec 15th – All current years Coaches PD should be submitted to HCBC

Membership Renewals Ongoing

Club Renewals Ongoing

Affiliate Renewals Ongoing

Office closed for Christmas and New Years' holidays

HORSE COUNCIL B.C.

POLICIES AND PROCEDURES MANUAL

Section 1

MISSION STATEMENT

Horse Council BC is a member service organization that collaborates with business, industry and government on behalf of the equine and equestrian community to enhance the equine lifestyle in this Province.

VISION

“A British Columbia where quality opportunities to participate in equestrian sport and recreation are available to ALL”

VALUES

Fairness: We are committed to the value of fairness in all our undertakings. We promote “playing by the rules”, open-mindedness, listening to others and treating people with respect. We believe fun and enjoyment in a safe environment should be at the heart of recreation and sport.

Science-based Education: We believe in science-based education as the means to improve practices related to safety, equine welfare and performance.

Respect: We expect from ourselves and others that all members, staff and volunteers will be treated with respect.

Responsibility and Accountability: We value the rights of equines and equestrians and the responsibilities that come with those rights. We provide responsible, accountable service and are committed to being a knowledgeable voice for our community.

Inclusivity and Diversity: We welcome everybody and value a participant base that is reflective of our diverse community in BC. We recognize the need to be proactive in achieving this.



HORSE COUNCIL B.C

POLICIES AND PROCEDURES MANUAL

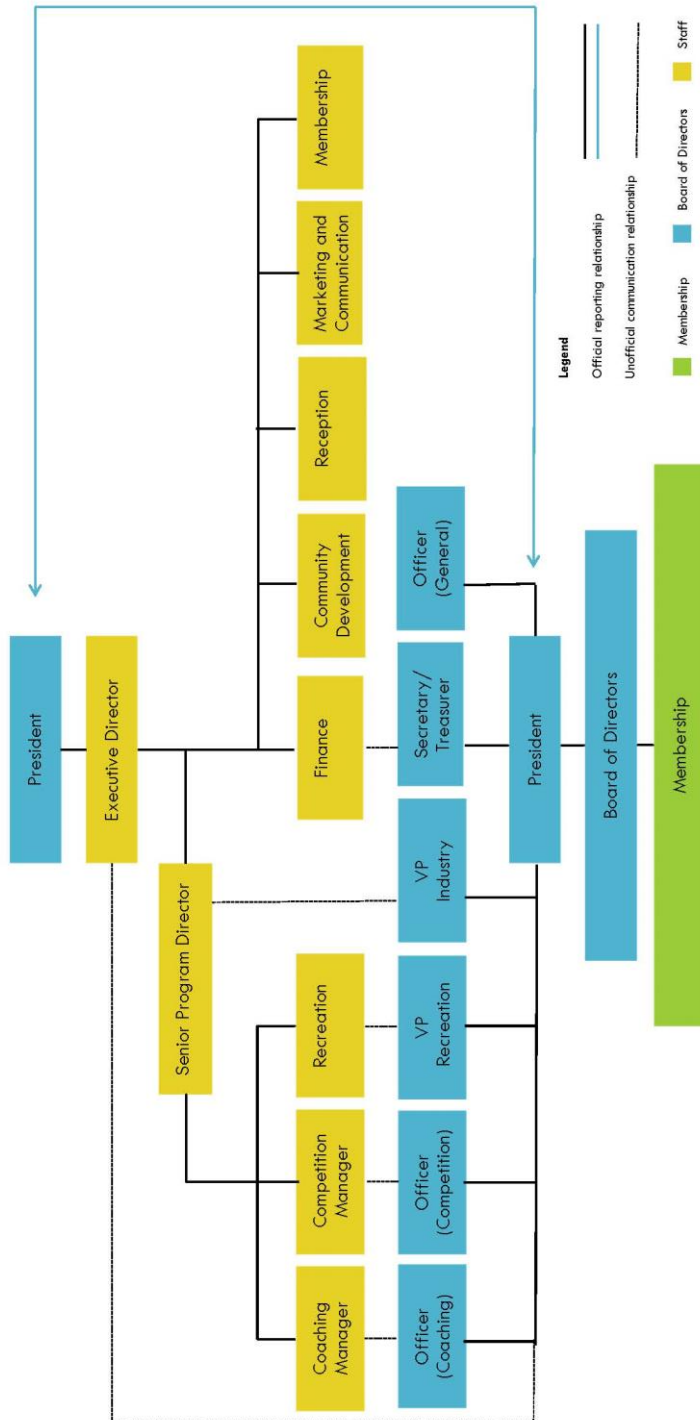
Section 2

ORGANIZATIONAL STRUCTURE

RULES & RESPONSIBILITIES

Organizational Chart
The Board's Role
Board Member Roles & Responsibilities
Committee Responsibilities Policy
Policy Development
Procedure Development
Regional Map

ORGANIZATIONAL CHART



 **HORSE COUNCIL BC - ORGANIZATION CHART**
REPORTING, RESPONSIBILITIES AND COMMUNICATION HIERARCHY (FORD/MS/2020)

ORGANIZATIONAL STRUCTURE THE BOARD'S ROLE

The Board of Directors is the group that decides on the route the association takes in its development. The following three crucial points illustrate the board's role as a guiding body vs. an operational body (that is your Executive Director's job). The Board's main roles are to:

1. Plan, something like travelers consulting a map.
2. Decide from options, and wise decisions can only be made when all the options and information are clearly known, and
3. Monitor through regular reviewing of the association's plan, including approving budgets and setting policies.

In accomplishing the important role board members play, there are ten significant responsibilities:

1. The Board is responsible for long-range planning, not day to day affairs.
2. The Board is responsible for seeing that the organization has enough revenue to carry out its plans.
3. The Board will give the Executive Director a clear idea of what it wants the Executive Director to accomplish, and then let the Executive Director make all the day to day arrangements of the organization.
4. The Board hires and manages only one employee – the Executive Director (the Executive Director hires and manages the staff).
5. The Board will channel complaints about staff to the Executive Director, who will handle them (staff need just one boss). Conversely, the board should expect staff to take their problems through the chain of command – and not directly to board members.
6. The Board will not allow individual board members to use their position for personal gain.
7. The Board will let the Executive Director, in concert with the finance committee, evaluate purchases and decide what to buy – as long as the money has been budgeted.
8. The Board will avoid jumping in to solve management problems – even in crisis situations.
9. The Board understands its role is monitoring and evaluation, not hands on implementation.
10. The Board performs a self-evaluation at least once a year to improve its performance
11. The Board elects the Executive Committee who is responsible for overseeing **month to month** conduct of HCBC

BOARD MEMBER ROLES & RESPONSIBILITIES

(Or, what am I supposed to do, now?)

Board members are responsible for the governance of the organization, for recognizing the responsibility of protecting the long-range future of the organization and seeing to it that it fulfils its obligations to its constituencies, however defined.

1. As a board member, you must make sure you meet the needs of the people you serve – the members of the organization; these are either Regional members, or Affiliate organization members.
2. Board members, acting as a group, set policies and goals for the association to implement and achieve, with the Executive Director's assistance.
3. Board members must ensure their organization has adequate finances and that money is reasonably spent. In fact, fund raising is one of the most important board/volunteer assignments.
4. Board members must play an active role in supporting the organization and Executive Director.
5. A Committee of the board selects and evaluates a chief staff officer (Executive Director) who in turn becomes the association's "manager".
6. Individual board members support the Executive Director with their consulting skills – when asked. They see to it that the organization is well managed, rather than managing it themselves.
7. Board members, acting as a team, make a written plan referred to as the Strategic Plan that outlines the long-term future of the organization (2 to 5 years).
8. Individual board members will attend board meetings and actively participate, including service on committees and as officers.
9. Individual board members will take responsibility for seeing that the future is protected by having successors in training.

The Board elects the Executive Committee from a list of nominees prepared by the Nomination Committee.

COMMITTEE RESPONSIBILITIES POLICY

HCBC Committee Structure and Responsibilities

There are four (4) types of committees: standing, advisory, grant and task force.

All committees must be based on a need and the President should have specific assignments for each based on Horse Council plans. Committee chairs are charged with allocating various responsibilities to committee members. Your participation on a committee is important. Being involved on a committee can help you to a better understanding of the organization's operations.

The President may sit ex officio on all HCBC Committees

The Executive Director may sit on all HCBC Committees in an advisory capacity.

1.1.1 The Chairperson's Role

These are a few suggestions to help you figure out what you are supposed to do:

1. You are the leader and facilitator. You make sure the committee assignments are detailed, specific and clear. Call meetings, set the agenda, stimulate discussion, record decisions and recommendations, and don't meet if there is nothing to do!
2. Know what your committee has been asked to do, keep in regular contact and remind members of objectives and limit the committee work to that delegated by the Board. Keep in contact with the president.
3. If needed, work with the Executive Director to request a budget for committee work, or work within established budget.
4. The President and Executive Director can be valuable assets to your committee and both have the right to be "ex-officio" members of all committees.
5. Be sure that committee members support your decisions prior to your reporting to the Board.
6. If the Board is expected to take action on the committee report, give a clear recommendation to act upon.
7. Provide committee members with all pertinent resources as well as periodic constructive feedback. Don't forget to say, "Thanks for a job well done."

Remember, successful committee work is linked to two factors: a thorough orientation and continued positive reinforcement.

Standing Committees

Executive Committee

- President is chair;
- Committee composed of elected Officers;
- Executive Director will attend ex officio;
- Duties are outlined in Bylaw 7.1.

- Reports to the Board

Finance Committee

- Secretary/Treasurer shall be chair;
- Committee composed of knowledgeable people selected by the Committee Chair in consultation with the Executive Director;
- Term of the Committee shall be 2 years;
- The Committee will consist of between 3 and 5 members;
- Members may be invited to sit on the committee for a maximum of 3 consecutive terms;
- President and Executive Director will attend ex officio;
- Finance Staff may be invited to attend in an advisory capacity.
- Reports to Executive Committee or the Board

Governance Committee

- Chair appointed by the President;
- Committee composed of Directors and/or members selected by the chair in consultation with the President;
- Term of the Committee shall be 2 years;
- The Committee will consist of between 3 and 5 members;
- Members may be invited to sit on the committee for a maximum of 3 consecutive terms;
- President and Executive Director will attend ex officio.
- Reports to the Executive Committee or the Board

Nomination Committee

- A committee elected annually by the Board from the membership;
- Maximum of 4 consecutive terms i.e. 4 years;
- Chair appointed by committee members;
- TOR has been established and requires between 3 and 5 members;
- Executive Director will attend ex officio in a supporting role
- Reports to the Board prior to the election of Officers

Advisory Committees

- Chaired by the staff person in charge of a department/program or as appointed by the Executive Director;
- Specialist Officers shall assist and advise staff person, the two may select a committee of up to 5 people for a specific task;
- May be short term covering a single task

- May be longer term advisory covering an ongoing issue/project/department
- Officers in General may be asked to assist other staff members in a similar manner on specific tasks;
- Chair may request assistance from persons with specific and/or general knowledge of topics and/or projects as and if required such as: Competitions (Rules, Officials, BCAAP, BC Summer Games); Coaching; Recreation; Industry; Agriculture; others may include Education and/or Marketing.
- Reporting to the Executive Director and the Executive through department reports

Grant Committees

- Grant Committees are short term committees that exist to disperse grant program funding;
- Grant programs currently (2020) include trail, core and education grants; other grant programs may from time to time be added
- Grant programs may be removed from time to time.
- Separate committees for each type of grant program;
- Chaired by a staff person as appointed by the Executive Director;
- Committee composed of Members selected by the chair and Executive Director on an annual basis;
- The Committee shall consist of between 3 and 5 members;
- Members may be invited to sit on a committee for a maximum of 3 consecutive terms i.e. 3 years;
- Reporting to the Executive Director and the membership through the Annual Report

Task Forces

- Chairs are appointed by the President;
- A Task Force may be created as required to address a short term or one-time project or issue
- Reporting to the President, Executive Director or the Board

Strategic Planning Task Force A Task Force established by the President as or when required or as directed in the current Strategic Plan.

- When the decision is made by the President and Executive Director to establish a new or refreshed Strategic Plan a new Task Force will be created with the President appointing a Chair person.
- The President will appoint a chair person who will in turn select a committee of between 3 and
- 7 persons. Other people may be brought in from time to time in an advisory capacity only.

- A member of a Strategic Plan Task Force may serve on a maximum of two Strategic Plans.
- The President and Executive Director will normally hire a facilitator with Strategic Planning experience.
- A Task Force will develop a new Strategic Plan for Board approval within 12 months of the decision to commence on a new plan or a Task Force may be asked to refresh the existing plan within a six-month window.
- Reports to the Board

Strategic Plans must be approved by the Board.

- Following Board approval of a Strategic Plan or a refreshed version of an existing plan, the Task Force will be reduced to a Strategic Plan Oversight group consisting of the Task Force Chair, the President, one other member of the original Task Force and the Executive Director in an advisory capacity. The Oversight group shall have a life of up to two years/two reporting periods.
- The Oversight group will prior to the annual anniversary of plan approval, review the plan and report to the Board on the anniversary of the approval i.e. plan approved spring 2019 Board meeting, review report due spring 2020 Board meeting, and spring 2021 Board meeting.

Policy #305-Feb2020

EXECUTIVE COMMITTEE

Who's on it? Usually the officers and the Executive Director (Ex officio). Horse Council has a President, a Secretary/Treasurer and Department Directors.

What do they do? Whatever the full board delegates to them. The board elects their executive committee and charges them with the responsibility to act on their behalf of board in the **month to month** conduct of the association's business.

How much power does the executive committee have? Whatever the full board gives them. Their authority is derived from the full board and is accountable to the full board.

What does the board do if the executive committee takes care of everything? When the board meetings are free of routine business, there is more time to deal with major issues such as long-range planning, policies and funding.

Any cautions? The board is liable for all actions taken by **its committees**; therefore a board must always know what its committees are doing.

REPORTING RELATIONSHIPS

Staff report to and are directed by the Executive Director (ED). Any direction to staff, from any Board member, must go through the ED.

Department Directors report to the President and together with the Secretary/ Treasurer and President form the Executive committee, and are the Officers of the organization, which reports to the Board.

The ED reports to the President. The President is accountable to the Executive and Board for their decisions.

The Department Directors or other volunteers and relevant staff will often work directly together on projects, which the ED is ultimately responsible for ensuring completion of. These working committees operate within current HCBC policy, and any policy changes recommended by the committees are brought to the Board for final decision.

Working committees **may be** chaired by Department Directors or staff, **and may** be directed by the ED.

POLICY DEVELOPMENT

The Board holds the ultimate responsibility for board policy, but there is a need for Executive Director and staff input to develop these policies. Staff should be encouraged to offer suggestions and help influence policy according to what they perceive to be the organization's needs.

The process for policy development has four steps:

1. The Board/staff formulate new policy.
2. The Board approves final policy.
3. The staff implements new policy.
4. The Board/staff evaluate outcome of new policy.

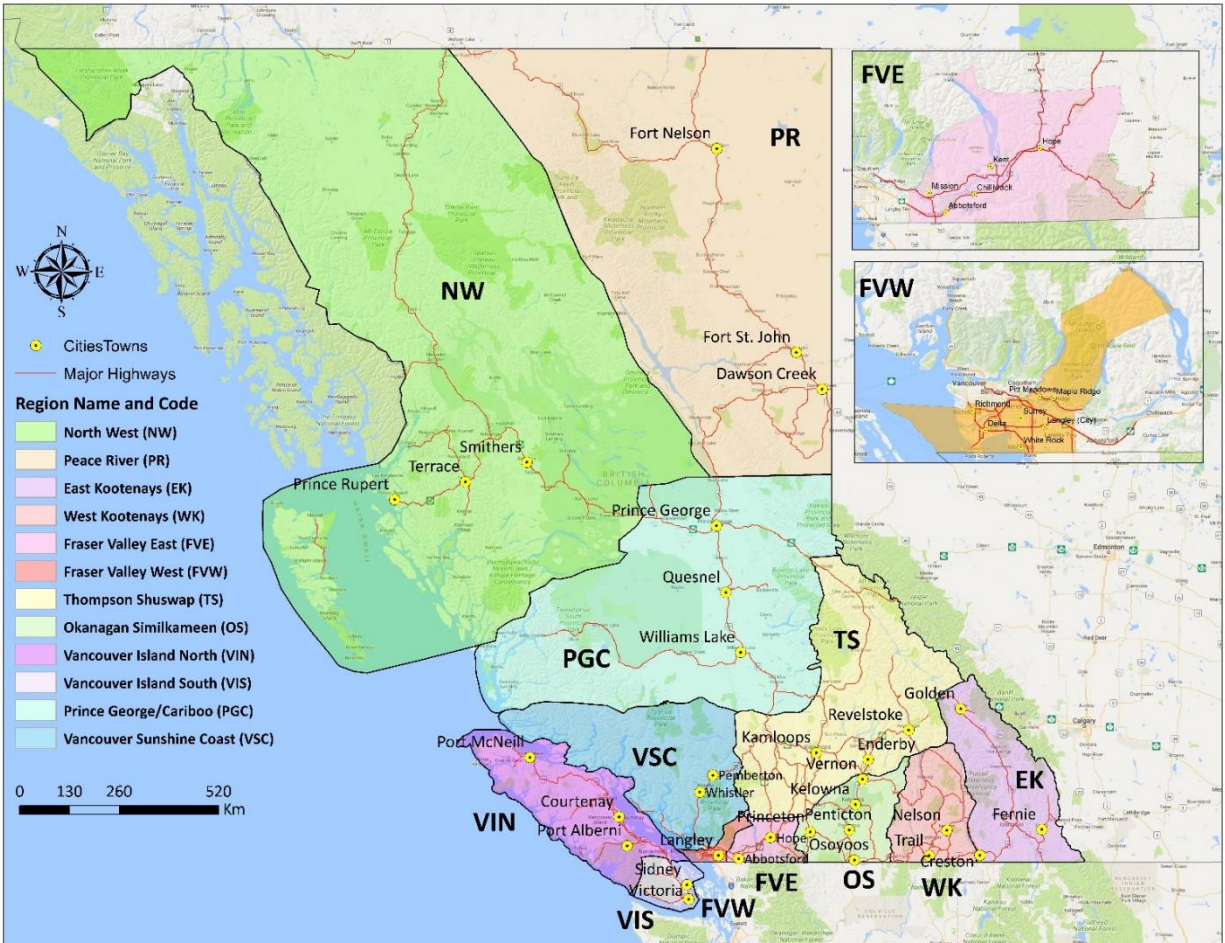
On an annual basis, the board should review the goals the organization has set as well as performing an annual review of the long range plan the organization has formulated in order to achieve those goals. The planning process is a dynamic one, changing in response to changing demands as they are made upon the association.

It is important to stress that the planning process must involve feedback from the members of the association – after all, THEY are the reasons that the association exists.

PROCEDURE DEVELOPMENT

Executive Director and staff are responsible for developing and implementing procedure and may be carried out in cooperation with a Department Director. Important procedures that directly relates to operational process around policy will be included in the Policy and Procedure Manual.

REGIONAL MAP



HORSE COUNCIL B.C. POLICIES AND PROCEDURES MANUAL

Section 3 POLICIES AND PROCEDURES

BOARD OF DIRECTORS' POLICIES

100 - NOMINATION & ELECTION OF BOARD OF DIRECTOR POSITIONS POLICIES AND RELATED PROCEDURES:

101-Jan2019	Filling vacant Regional Director and Director at Large Positions Policy
105-Nov2019	Nominating Committee Terms of Reference Policy
150-Sep 2018	Regional Director Nomination & Election Procedure
151-Sep 2018	Director at Large Nomination & Election Procedure
152-Jan 2019	Filling Vacant Regional Director and Direct at Large Positions Procedure
155-Mar2019	Affiliate Nomination & Designation Procedure
156-Sep2019	HCBC Board of Directors Designate for BC Regions Pony Club Affiliate Membership Policy
161-Nov2019	President Nomination & Election Procedure
162 Jul2019	Executive Officers Nomination & Election Procedure

200 - ROLES AND RESPONSIBILITIES – Appendix

201-Mar2019	Roles and Responsibilities Regional Directors
202-Mar2019	Roles and Responsibilities Directors at Large
203-Mar2019	Roles and Responsibilities Affiliate Directors
210-Nov2019	Roles and Responsibilities President
211-Nov2019	Roles and Responsibilities Secretary/Treasurer
212-Nov2019	Roles and Responsibilities Officer of Competition
213-Nov2019	Roles and Responsibilities Officer of Coaching
213-Feb2020	Roles and Responsibilities Officer of Industry
213-Feb2020	Roles and Responsibilities Officer of Recreation
220-as 2018	Roles and Responsibilities Director of BCAC
221-as 2018	Roles and Responsibilities Volunteer Representative to ORC

300 - OTHER BOARD OF DIRECTOR POLICIES AND RELATED PROCEDURES:

301-as 2018	Directors - Code of Conduct Policy
302-as 2018	Directors - Conflict of Interest Policy
303-as 2018	Directors – Confidentiality Policy
304-Apr2013	In-Camera Session Policy and Procedure
305-Feb2020	Committee Responsibilities Policy (contained in Organizational Structure section)

GENERAL POLICIES

400 - GENERAL POLICIES, RELATED PROCEDURES AND CRITERIA:

402-as 2018	Safety Policy
403-as 2018	Liability Policy

404-as 2018	Industry Policy
405-as 2018	Marketing Policy
406-as 2018	Right to Ride Policy
407-as 2018	Education Policy
408-as 2018	Excellence Policy
409-as 2018	Lines of Communication Policy
410-as 2018	Horse Organizations Policy
411-as 2018	Fair Play Policy
412-as 2018	Humane Treatment of Horses Policy
413-as 2018	Trail Policy
419-Nov2016	Workplace Bullying and Harassment
420-Mar2019	Privacy Policy
422-Nov2016	Police Record Check Policy
430-Nov2016	Diversity and Inclusion Policy
431-Nov2016	Gender Equity Policy
440-as 2018	Helmet Policy
441-as 2018	Concussion Policy
490-Apr2013	Criteria for the Acceptance of External Education Programs
491-Nov2013	Scholarship Criteria

500 - FINANCE POLICIES AND RELATED PROCEDURES:

501-Nov2018	Finance Policy
505-Nov2018	Expense Reimbursement Policy
506-as 2018	Major Project Procedure

600 - COMMUNICATION POLICIES, RELATED PROCEDURES AND CRITERIA:

601-Nov2013	Social Media Policy
610--Mar2019	Commercial Electronic Message Policy
620-as 2018	Annual Award Criteria and Procedure

700 - COACH POLICIES AND RELATED PROCEDURES:

701-Apr2016	Coaches or Instructor Code of Conduct Discipline Policy
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800 – COMPETITION AND POLICIES AND RELATED PROCEDURES:

801-Nov2016	Officials Code of Conduct Discipline Policy
805-Mar2014	BC Provincial Competition Policy
820-as 2018	Sport Programing Policy

900 - MEMBERSHIP POLICIES AND RELATED PROCEDURES:

901	Members' – Code of Conduct (Under Development)
902-as 2018	Member Not in Good Standing Policy (Under Development)
920-Mar2019	Lifetime Membership Policy
921-Sep2019	Affiliate Membership Policy
922 Mar2019	Club Membership Policy

FILLING VACANT DIRECTOR AT LARGE AND REGIONAL POSITIONS POLICY

As per Bylaw 5.4 (a) Filling a Vacancy....”In the event of a vacancy of a Regional Director position, the Board may choose to appoint a member to that position or leave vacant until the next Regional Election cycle. If applicable, during the next regional election cycle a replacement for the remainder of the term may be filled by a by-election.”

1. By-election.

2. Expressions of Interest.

1. By-election – may occur: if a Regional Director or a Director at Large position has been vacated or left vacant during the first year of a two year term and prior to the call for nominations during the next nomination and election cycle. The position may be filled for the remainder of the term i.e. one year. The by-election procedure will follow the same procedure as the regular nomination and election procedure and be run concurrently with that process.

2. Expressions of Interest may occur:

- a) when a Regional Director or Director at Large position remains vacant following the regular Nomination and Election process and cycle; or
- b) when a Regional Director or Director at Large position becomes vacant during a term of office at a point in time that does not fit the parameters and procedures for a by-election.

*application form, a maximum 500 word biography and a Consent to Act as Director form.

Regional Directors

In an attempt to ensure that the best interests of a Region are represented at the Board level, members of such Regions will be provided with an opportunity to fill that vacant position through an Expression of Interest procedure.

The Expression of Interest process will be completed in a maximum 28 day time line with the Executive reviewing applications prior to deciding to fill or leave vacant a Regional Director position until the next nomination and election cycle. In this circumstance and to ensure expediency the Executive is seen to be acting for the Board (Bylaw 7.1) and 5.4 (a).

The Expression of Interest procedure will be initiated by the President in consultation with the Executive Director. Those wishing to use the Expression of Interest procedure will be required to complete the Expression of Interest package* and follow the requirements as outlined in the procedure Expression of Interest for vacant Regional Director positions.

Director at Large

Should there be a vacant Director at Large position, the Executive may request the Executive Director via the President to put out a call to the membership for Expressions of Interest for the position. The process and timelines will be the same as that for Expressions of Interest for Regional Directors.

Notes:

A) Application package will at minimum include a completed application form, a maximum 500 word biography and a Consent to Act as Director form.

B) Nominations from the floor during a Board Meeting will not be permitted in order to allow notice to be given to voting members in the Region(s) affected or in the case of Director at Large to the voting membership at large.

NOMINATING COMMITTEE TERMS OF REFERENCE

Authority: The Nomination Committee is a committee of the Board of Directors with reporting responsibility to the Board.

Purpose:

- To recruit, solicit and receive nominations for the election or appointment of Officers of the Society.
- To be responsible for screening applications with the goal of providing a maximum of three (3) qualified candidates for each vacant Officer position in a single year to the Board for election by the Board.

Eligibility and Composition:

- The Committee will be comprised of adult or Lifetime Members in good standing elected by the Board from the membership.
- The committee shall be comprised of three or more members.
- Any member may complete an “Expression of Interest” in a position on the Nomination Committee.
- Should the Board not elect or appoint three (3) members at the Spring Meeting or should a vacancy happen following the Spring Meeting the Executive Committee may make appointments from the membership.

Chair:

- The Chair of the Committee shall be decided by the committee members at the first meeting. The president may appoint a liaison from the Executive to the committee.
- The Chair will submit reports on the progress of the Committee as it recruits and receives potential Officers.

Members of the Nomination Committee may not:

- seek office when they are sitting on the Nomination Committee; or
- sit on the committee if an immediate family member is seeking office; or
- nominate potential candidates.

Note: “immediate family member” for the purpose of this policy is defined as children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, step-brothers, step-sisters, aunts, uncles, nieces and nephews are all considered family members

Nomination Committee is Responsible to:

- seek suitable candidates for nomination by pursuing various, available avenues for recruiting potential candidates;
- ensure candidates are fully aware of what is expected of them should they be elected;
- direct interested applicants to the HCBC website to obtain an Officer Nomination package and relevant roles and responsibility description; Applications will be returned

to nomination@hcbc.ca and will be checked for completeness and eligibility and then forwarded to the Nomination Committee members;

- receive completed, eligible applications from the office following the closing date;
- review as a committee all applications for Officer positions for adherence to competency and suitability requirements;
- interview all candidates by phone using a pre-agreed set of questions developed by the committee; (Executive Director will provide conference call information)
- Chair may request the office to check the candidates' social media use to ensure candidates' allegiance to the Society's Mission, Values and principles;
- narrow the field to a maximum of three (3) candidates for each vacant officer position for presentation to the Board for election;
- one month prior to the Fall Board meeting supply the Executive Director or designate with the list of selected, qualified candidates, their biographies and competency sheet from their applications for inclusion in the Fall Board Book.

Terms of Office:

- Terms of office will commence following the closure of the Spring Board meeting at which they were elected and close at the start of the Spring Board meeting in the following year.
- A member may be elected/appointed for a maximum of four (4) concurrent one-year terms.

Nomination Committee relationship with the Executive Director:

- The Executive Director will provide the Board and the Nomination Committee with a list of the Officer positions to be filled.
- The Executive Director will provide the Nomination Committee with the relevant information such as the roles, responsibilities and competency requirements for each position and a copy of the Officer Nomination package(s).
- The Executive Director will provide the Board and the Nomination Committee with timelines for the various phases of the nomination process along with the Nomination and Election of Officers Procedure.
- The Executive Director will ensure that the membership is advised by electronic means of a general call out for Nominations for the various officer positions available in any given year.
- The Nomination Committee Chair may be assisted by the Executive Director or their designate at any time during the process. In order to ensure efficiency, standards and adherence to privacy requirements staff will be responsible for all electronic and other information sent to the membership at large.

Meetings:

The Nomination Committee will meet as frequently as is needed during the time period from the call to members for nominations to the fall Board meeting and election of Officers.

Nominations from the floor during Board Meeting will not be permitted.

Election or designation of Officers

- The Chair of the committee or designate shall act as Returning officer and conduct the election by secret ballot during the Fall Board meeting. The ballots will be collected and counted by appointed scrutineers that are staff or other non-voting members.
- Simple majority shall determine the successful candidate for each position.

REGIONAL DIRECTOR NOMINATION & ELECTION PROCEDURE

Dates are used just to provide a time line, given that Regional Directors terms begin January 1st. With the exception of the transitional year, Regional Directors are elected for a two year term, half in even years and the others in odd years.

Odd Year Regional Elections with terms beginning in even years: East Kootenays; Thompson Shuswap; Peace River; Vancouver Island North; Vancouver Sunshine Coast; Fraser Valley East

Even Years Regional Elections with terms beginning in odd years: West Kootenays; Okanagan Similkameen; Prince George Cariboo; North West; Vancouver Island South; Fraser Valley West.

1. SEND CALL FOR NOMINATIONS FOR REGIONAL DIRECTORS:

DUE DATE	DESCRIPTION	BY WHOM
October 1st – 15th	<p>A call for Nominations for each Regional Director shall go out to the members in the Regions no less than 72 days prior and no more than 91 days prior to the end of the year.</p> <p>Information on where nomination forms are located on web site, to whom the forms must be sent and the nomination closing date will be provided in notice.</p> <p>The nomination form, will at minimum include the nominees name, address, HCBC membership number, nominator and space for 1 additional supporting signature along with their HCBC numbers and a biography of no more than 500 words.</p> <p>September 30th will be the date of record for determining eligibility of the nominators and nominees. (They must have been an Adult Member in good standing on that date.)</p>	Executive Director

2. NOMINATIONS AND ELIGIBILITY:

DUE DATE	DESCRIPTION	BY WHOM
October or November	<p>Nominations shall close no less than 14 days and no more than 21 days following the Call for Nominations.</p> <p>In order to be eligible a completed nomination must be received by the Returning Officer.</p> <p>All eligible candidates must meet any requirements as established. The failure to meet the requirements by the deadline will render a nomination void.</p> <p>The Returning Officer will confirm eligibility and completion of nominations received for each Region.</p> <p>The Executive Director or designate shall be the returning officer for this election.</p>	HCBC office

3. ANNOUNCE REGIONAL ELECTION OR ELECTION BY ACCLAMATION:

DUE DATE	DESCRIPTION	BY WHOM
October, November or December	<p>Within 10 days of the closing of the Nomination period the results of each regions' Regional Director nomination process will be announcement by:</p> <p>If only one eligible nomination is received: an announcement that the member has been elected by acclamation as a Regional Director will be posted on the website included in the next E-newsletter; or</p> <p>If multiple eligible nominations have been received: an announcement that an election will be held by electronic means will be email to the affected members and posted on the website.</p> <p>The Regional elections will use the electronic voting facility provided by the database. All Adult Members in good standing from the Region at that time will be eligible to vote. The voting will be open for no less than 21 days and no more than 30 days</p>	HCBC Office

4. NOTIFICATION:

The results from each Regional election will be announced on the website

DUE DATE	DESCRIPTION	BY WHOM
Within 10 days of the voting close	Notify nominees and the current Regional Director of election results.	HCBC office
(November or December)	Announcement will be included in the next E-newsletter and on the website.	
	The current Regional Director and the newly elected Regional Director will work together to ensure a smooth transition.	current and Regional Director elect

4. REGIONAL DIRECTORS TERM OF OFFICE:

DUE DATE	DESCRIPTION	BY WHOM
January 1	The newly elected Regional Director's two year term begins	Regional Director elect

DIRECTOR AT LARGE NOMINATION & ELECTION PROCEDURE

Dates are used just to provide a time line, given that Directors' terms begin January 1st. Up to 4 Directors at Large maybe elected for a two year term, half in even years and the others in odd years.

1. SEND CALL FOR NOMINATIONS FOR DIRECTORS AT LARGE:

DUE DATE	DESCRIPTION	BY WHOM
October 1 st -15 th	<p>A call for nominations for Directors at Large shall go out to the members of HCBC, no less than 72 days prior and no more than 92 days prior to the end of the year.</p> <p>Information on where nomination forms are located on web site, to whom the forms must be sent and the nomination closing date will be provided in notice.</p> <p>The nomination form, will at minimum include the nominees name, address, HCBC membership number, nominator and space for 1 additional supporting signature along with their HCBC numbers and a biography of no more than 500 words.</p> <p>September 30th will be the date of record for determining eligibility of the nominators and nominees. (They must have been an Adults Member in good standing on that date.)</p>	Executive Director

2. NOMINATIONS AND ELIGIBILITY:

DUE DATE	DESCRIPTION	BY WHOM
October or November	<p>Nominations shall close no less than 14 days and no more than 21 days following the Call for Nominations.</p> <p>In order to be eligible a completed nomination must be received by the Returning Officer.</p> <p>All eligible candidates must meet any requirements as established. The failure to meet the requirements by the deadline will render a nomination void.</p> <p>The Returning Officer will confirm eligibility and completion of nominations received for each candidate.</p> <p>The Executive Director or designate shall be the returning officer for this election.</p>	HCBC office

3. ANNOUNCE DIRECTOR AT LARGE ELECTION OR ELECTION BY ACCLAMATION:

DUE DATE	DESCRIPTION	BY WHOM
October, November or December	<p>Within 10 days of the closing of the Nomination period the results of the Directors at Large nomination process will be announced as follows:</p> <p>If only one eligible nomination is received for available position: an announcement that the member has been elected by acclamation as a Director at Large will be posted on the website included in the next E-newsletter; or</p> <p>If multiple eligible nominations have been received for each available position: an announcement that an election will be held by electronic means will be emailed to members and posted on the website.</p> <p>The Directors at Large elections will use the electronic voting facility provided by the database. All Adult Members in good standing at that time will be eligible to vote. The voting will be open for no less than 21 days and no more than 30 days</p>	HCBC Office

4. NOTIFICATION:

The results from the election will be announced on the website

DUE DATE	DESCRIPTION	BY WHOM
Within 10 days of the voting close	<p>Notify nominees and the current Directors at Large of election results.</p> <p>Announcement will be included in the next E-newsletter and on the website.</p> <p>The current Directors at Large and the newly elected Directors at Large will work together to ensure a smooth transition.</p>	<p>HCBC office</p> <p>current and Director at Large elect</p>

5. DIRECTORS at LARGE TERM OF OFFICE:

DUE DATE	DESCRIPTION	BY WHOM
January 1	The newly elected Director at Large two year term(s) begins	Directors at Large elect

FILLING VACANT REGIONAL DIRECTOR AT LARGE BY EXPRESSION OF INTEREST PROCEDURE

This procedure will be used should Regional Director or Director at Large Position(s) remain vacant following the Nomination and Election Process in the Fall or when a vacancy occurs outside of the annual nomination and election of Regional Directors or Director at Large cycle. With the exception of the transitional year, Directors are elected for a two year term, half in even years and the others on odd years. Appointee may be appointed to fill the remainder of the term.

Odd Year Regional Elections with terms beginning in even years: East Kootenays; Thompson Shuswap; Peace River; Vancouver Island North; Vancouver Sunshine Coast; Fraser Valley East

Odd Year Director at Large Elections with terms beginning in even years: up to two positions

Even Years Regional Elections with terms beginning in odd years: West Kootenays; Okanagan Similkameen; Prince George Cariboo; North West; Vancouver Island South; Fraser Valley West.

Even Years Director at Large Elections with terms beginning in odd years: up to two positions

1. SEND CALL FOR EXPRESSIONS OF INTEREST FOR VACANT DIRECTOR POSITIONS:

DUE DATE	DESCRIPTION	ACTION
At the request of the President or Executive Committee	<p>A call for Expressions of Interest for each vacant Regional Director position shall go out to the members in the Regions affected.</p> <p>A call for Expressions of Interest for each vacant Director at Large position shall go out to the members.</p> <p>Information on where forms are located on web site and to whom the forms must be sent and the closing date will be provided in notice.</p> <p>The forms will at minimum include the applicant's name, address, HCBC membership number, and space for 2 additional supporting signatures along with their HCBC numbers; a biography of no more than 500 words and a completed <i>Consent to Act as Director</i> Form.</p> <p>The date of record for determining eligibility of the applicants and supporting persons will be set that is after the call is sent out.</p>	Executive Director

2. EXPRESSIONS OF INTEREST AND ELIGIBILITY:

DUE DATE	DESCRIPTION	ACTION
2 – 3 weeks following the call	<p>The closing date shall be no less than 14 days and no more than 28 days following the Call for Expressions of Interest for vacant Director positions.</p> <p>In order to be eligible the completed forms must be received by the Returning Officer.</p>	HCBC office

	<p>All eligible applicants must meet any requirement as established. The failure to meet the requirements by the deadline will render an application void.</p> <p>The Returning Officer will confirm eligibility and completion of the required information by those Expressing Interest</p> <p>The Executive Director (or designate) shall be the returning officer.</p>	
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3. APPOINTMENT(S):

DUE DATE	DESCRIPTION	ACTION
Within 2 weeks	Within 14 days of the posted closing date the Executive may appoint any of the applicants to the vacant Director position(s) for the remainder of the term. They may also choose to leave the position vacant.	Executive Committee

4. NOTIFICATION AND ANNOUNCE REGIONAL APPOINTMENT:

DUE DATE	DESCRIPTION	ACTION
Within 2 weeks	<p>Within 14 days of the decision on appointments by the Executive Committee all applicants will be notified of the decision.</p> <p>Following notification an announcement of any appointments will be posted on the website and included in the next E-newsletter:</p>	HCBC Office

5. REGIONAL DIRECTORS TERM OF OFFICE:

DUE DATE	DESCRIPTION	ACTION
Upon notification	The newly appointed Director's term begins	Director appointee

AFFILIATE DIRECTORS NOMINATION AND DESIGNATION PROCEDURE

Affiliates may submit an application for Affiliate membership throughout the year, however in order for an Affiliate to have a Director position on the HCBC Board of Directors (an Affiliate designate) such completed application must be received by HCBC prior to January 31.

A Designate must be an individual member that has been elected democratically by the members or the Board of Directors of the Affiliate to be the designate to the HCBC Board of Directors on the annual application form.

BC Gaming requires that eligible organizations have board members who are democratically chosen by its voting membership. Minutes recording the election of the designate must be attached to the Affiliate Application. (see Affiliate Membership Policy)

The designate (board member) to the HCBC board is an annual appointment. HCBC must be notified in writing by an officer of the organization if there is to be a change of designate during the membership year.

- The designate, must hold current Horse Council BC individual Adult membership.
- The designate named to the HCBC Board of Directors is accountable to Horse Council BC and members or supporters of their affiliate in the province.
- The designate to the HCBC board sits for the benefit of Horse Council BC and brings the benefit of their knowledge to the HCBC board of directors.
- The designate will work on tasks included in the Affiliate Directors Roles and Responsibilities (Job Description) included in the HCBC Policy and Procedures manual.

HCBC BOARD OF DIRECTORS DESIGNATE FOR BC REGIONS PONY CLUB AFFILIATE MEMBERSHIP

Canadian Pony Club in BC is represented by three Regions: BC Islands (BCI), BC Lower Mainland (BCLM) and BC Interior (BCIN). Together they are recognized by Horse Council BC as BC Regions Pony Club for the purposes of Affiliate membership to HCBC.

Individual Pony Club Branches in good standing within these three regions will receive HCBC branch status as part of the Affiliate membership fee (with privileges equivalent to those of HCBC Member Clubs.).

Method to be used for appointment of Director from BC Regions Pony Club to HCBC Board:

- Each Region is responsible for electing/appointing an HCBC representative from within their region, who is eligible and willing to take on the Role and Responsibilities that go with being a Director of Horse Council BC during their term. Verification of such election/appointment to be reflected in the minutes of each Region's AGM. A copy of these minutes to accompany Affiliate application.
- All other criteria for Affiliate Application must be met (see HCBC Affiliate Membership Policy) by January 31 of each year. Affiliate Directors position is for two (2) one (1) year terms and rotates through the Regions as follows:

BCIN – 2020-2022

BCI – 2023-2025

BCLM – 2026-2028

In order to properly represent BC Regions Pony Club each region's representative must supply a report to the current Pony Club Board designate 45 days prior to each HCBC Board Meeting (Spring and Fall) so that the current Director can prepare a comprehensive Report for the Board Handbook.

PRESIDENT NOMINATION & ELECTION PROCEDURE

1. SEND CALL FOR NOMINATIONS FOR PRESIDENT:

DUE DATE	DESCRIPTION	ACTION
August	<p>A call for Nominations for the position of President shall be emailed to the HCBC Board of Directors.</p> <p>The nomination package will lay out the requirements for a nomination.</p> <p>July 1 will be the date of record for determining eligibility of the nominators and nominees. (They must have been an Adult Member or Lifetime Member in good standing and a Director on the HCBC Board on that date and for the past 2 consecutive years.</p>	Executive Director

2. NOMINATIONS:

DUE DATE	DESCRIPTION	ACTION
August	<p>Nominations shall close no less than 14 days and no more than 30 days following the Call for Nominations.</p> <p>In order to be eligible a completed nomination must be received by the Nomination Committee Chair.</p> <p>All eligible candidates must meet any requirements as established. The failure to meet the requirements by the deadline will render a nomination void.</p> <p>The Nomination Committee Chair or designate shall be the returning officer for this election.</p>	Nomination Committee Chair

3. ELIGIBILITY:

DUE DATE	DESCRIPTION	ACTION
September 30	Within 30 days of the closing of the Nomination period the Nomination Committee will meet to confirm the eligibility of all applicants and their suitability for the position applied for and if necessary narrow the applications to a maximum of three for the position.	Nomination Committee
by the Board Report deadline in October	The Nomination Committee will submit to the office a committee report for the Fall meeting board-book. The report will include at minimum information on the slate of selected candidates for the election including at minimum the	Nomination Committee

	<p>competency page and biographies of candidate(s) for the election, it will also include a summary of the number of applications received.</p> <p>The Nomination Committee will advise applicants on the status of their application (not successful or successful and passed to the Board for consideration).</p>	
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4. ELECTION:

DUE DATE	DESCRIPTION	ACTION
Fall Board Meeting	<p>The Nomination Committee Chair or designate will announce the election for the President.</p> <p>If only one eligible nomination is put forward the Chair will announce that the member has been elected by acclamation</p> <p>If multiple eligible nominations have been put forward for a position the Chair will announce applicants for the stated position. A secret ballot election will then be held.</p> <p>The Chair will announce the successful candidate.</p>	<p>Nomination Comm Chair (or designate)</p> <p>2 -3 Scrutineers will be appointed to tally ballots.</p> <p>Nomination Comm Chair</p>
Post Board Meeting	Announcement of the newly elected President will be included in the next E-newsletter and on the HCBC website.	HCBC Office

TERM OF OFFICE:

DUE DATE	DESCRIPTION	Action
Commences at close of the Board Meeting	The newly elected President begins the term of office.	President of HCBC

EXECUTIVE OFFICERS NOMINATION & ELECTION PROCEDURE

1. SEND CALL FOR NOMINATIONS FOR OFFICERS:

DUE DATE	DESCRIPTION	ACTION
August	<p>A call for Nominations for Officer position(s) shall be posted on the Horse Council BC website and included in an E-Newsletter or Email notification to members.</p> <p>Information on where nomination forms are located on web site, to whom the forms must be sent and the nomination closing date will be provided in notice.</p> <p>The nomination package will at minimum include the nominees' name, address, HCBC membership number, 2 nominators and the signature of a current HCBC Director, a completed competency section and biography of no more than 500 words.</p> <p>July 1 will be the date of record for determining eligibility of the nominators and nominees. (They must have been an Adult Member or Lifetime Member in good standing on that date.)</p>	Executive Director

2. NOMINATIONS:

DUE DATE	DESCRIPTION	ACTION
August	<p>Nominations shall close no less than 14 days and no more than 30 days following the Call for Nominations.</p> <p>In order to be eligible a completed nomination must be received by the Nomination Committee Chair.</p> <p>All eligible candidates must meet any requirements as established. The failure to meet the requirements by the deadline will render a nomination void.</p> <p>The Nomination Committee Chair or designate shall be the returning officer for this election.</p>	Nomination Committee Chair

3. ELIGIBILITY:

DUE DATE	DESCRIPTION	ACTION
September 30	Within 30 days of the closing of the Nomination period the	Nomination Committee

<p>by the Board Report deadline in October</p>	<p>Nomination Committee will meet to confirm the eligibility of all applicants and their suitability for the position applied for and if necessary narrow the applications three for each position.</p> <p>The Nomination Committee will submit to the office a committee report for the Fall meeting board-book. The report will include at minimum information on the slate of selected candidates for the election including at minimum the competency page and biographies of candidate(s) for the election, it will also include a summary of the number of applications received.</p> <p>The Nomination Committee will advise applicants on the status of their application (not successful or successful and passed to the Board for consideration).</p>	<p>Nomination Committee</p>
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4. ELECTION:

DUE DATE	DESCRIPTION	ACTION
<p>Fall Board Meeting</p>	<p>The Nomination Committee Chair or designate will announce the election for each officer position. Officer positions will be dealt with individually.</p> <p>If only one eligible nomination is put forward the Chair will announce that the member has been elected by acclamation as the Officer for the advertised position.</p> <p>If multiple eligible nominations have been put forward for a position the Chair will announce applicants for the stated position. A secret ballot election will then be held.</p> <p>The Chair will announce the successful candidate.</p>	<p>Nomination Comm Chair (or designate)</p> <p>2 -3 Scrutineers will be appointed to tally ballots.</p> <p>Nomination Comm Chair</p>
<p>Post Board Meeting</p>	<p>Notify nominees of results by phone if possible</p> <p>Announcement of successful candidates will be included in the next E-newsletter and on the HCBC website.</p>	<p>Nomination Committee Chair</p> <p>HCBC Office</p>

TERM OF OFFICE:

DUE DATE	DESCRIPTION	Action
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Commences at close of the Board Meeting	The newly elected Officers begin terms.	Officer of the Executive Committee
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Roles & Responsibilities for Directors, Officers & other representatives

Roles & Responsibilities Regional Directors
Roles & Responsibilities Directors at Large
Roles & Responsibilities Affiliate Directors
Roles & Responsibilities President
Roles & Responsibilities Secretary/Treasurer
Roles & Responsibilities Officer of Competition
Roles & Responsibilities Officer of Coaching
Roles & Responsibilities Officer of Industry
Roles & Responsibilities Officer of Recreation
Director BCAC Job Description
Volunteer HCBC Representative to Outdoor Recreation Council

REGIONAL DIRECTOR ROLES & RESPONSIBILITIES

POSITION: REGIONAL DIRECTOR

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To grow the HCBC membership and strengthen the HCBC connection with members in the Region

Directors have fiduciary duty to act in the best interests of the society and with a view to its purposes. These come from common law and statute. Fiduciary duties include a duty of care and a duty of loyalty to the organization.

“Regions” mean geographic areas of the Province whose boundaries are established by the Board of Directors and which may be altered by the Board of Directors from time to time.

[For a Map showing Regions and List of communities by Region click here](#)

The Regional structure starts with voting members residing within a designated Region. The voting members residing in each Region are entitled to elect one representative for a two year term to the Horse Council Board of Directors.

The Regions are not legal entities unto themselves. The ultimate financial and legal responsibility for all activities conducted in the name of Horse Council rests with the Directors.

Funding for Regions, which is held by Horse Council BC, comes primarily from the Regions’ portion of the annual membership dues, which is determined by Board resolution. Additional funds may be available through other grant programs and through unique equestrian activities organized specifically to benefit the Region. Please refer to HCBC Finance Policy and Grant Funding Procedure Guidelines.

QUALIFICATIONS & REQUIREMENTS

- HCBC voting member in good standing
- Ability to collaborate on committee work
- Knowledge of and commitment to the mission, vision, purpose and programs of HCBC
- Ability to meet deadlines
- Strong communication skills
- Access to email or other current technology of the day for communication and meetings
- Some travel required

TIME COMMITMENTS

- Bi-annual Board of Director meetings including preparation and submission of reports
- Ability to commit volunteer time of a minimum of five hours per month
- Board Committee meetings and work where applicable

DUTIES & RESPONSIBILITIES:

Regional Directors

- Represent and promote HCBC within your Region to existing and prospective members and clubs and to the equine community at large.
- Keep Executive Director of HCBC apprised of relevant issues or concerns within the Region
- Strengthen the HCBC connection with members in the Region
- Participate or liaise with provincial, municipal or district levels of government and committees in your Region. Encourage members to populate local committees in order to encourage awareness and respect for equine related issues and concerns
- Where possible maintain current knowledge of programs/activities and projects
- Work with HCBC to promote/organize participation in BC Summer Games, BC 55+ Games, and all HCBC programs.
- May be asked by HCBC operations to assist and/or represent HCBC at events within their Region.
- Comply with policy and procedure for distribution of grant funding

Board Member

- Serve as an advocate and act in the best interest of HCBC
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Be accessible to members, staff and directors as needed
- Willingness to sit on committees of the Board
- Write brief Regional reports for meetings
- Fulfill commitments within the agreed upon deadlines
- Collaborate and communicate with other Regional Directors and Affiliates

Welfare and Emergency Response

- Be familiar with HCBC Policy around responding to concerns regarding welfare of equines in your region.
- Be familiar with HCBC capacity to respond to crises such as: Drought (hay shortage), Fire, Flood or any other situation possibly requiring evacuation.
- Media responses to Equestrian issues are handled by HCBC operations.

DIRECTOR AT LARGE ROLES AND RESPONSIBILITIES

POSITION: DIRECTOR AT LARGE

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To serve on the Board of Directors

Directors have fiduciary duty to act in the best interests of the society and with a view to its purposes. These come from common law and statute. Fiduciary duties include a duty of care and a duty of loyalty to the organization.

Directors at Large are elected by the voting members from across the province. The voting members of the organization are entitled to elect four Directors at Large for a two year term, half in even years and half in odd.

QUALIFICATIONS & REQUIREMENTS

- HCBC voting member in good standing
- Ability to work in a team
- Knowledge of and commitment to the mission, vision, purpose and programs of HCBC
- Strong communication skills
- Access to email or other current technology of the day for communication and meetings and a willingness to use it
- Some travel required

TIME COMMITMENTS

- Bi-annual Board of Director meetings
- Committee meetings and work where applicable
- Ability to commit volunteer time of a minimum of five hours per month

DUTIES & RESPONSIBILITIES:

Director at Large

- Represent and promote HCBC to the equine community
- Keep Executive Director of HCBC apprised of relevant issues or concerns that come to your attention
- Strengthen the HCBC connection with members
- Participate or liaise with provincial, municipal or district levels of government and committees in your area. Encourage members to populate local committees in order to encourage awareness and respect for equine related issues and concerns
- Where possible maintain current knowledge of programs/activities and projects
- Work with HCBC to promote/organize participation in BC Summer Games, BC 55+ Games, and all HCBC programs.
- May be asked by HCBC operations to assist and/or represent HCBC at events
- Serve as an advocate and act in the best interest of HCBC

- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Be accessible to members, staff and directors as needed
- Willingness to sit on committees of the Board
- Fulfill commitments within the agreed upon deadlines
- Collaborate and communicate with other Directors

Welfare and Emergency Response

- Be familiar with HCBC Policy around responding to concerns regarding welfare of equines
- Be familiar with HCBC capacity to respond to crises such as: Drought (hay shortage), Fire, Flood or any other situation possibly requiring evacuation.
- Media responses to Equestrian issues are handled by HCBC operations.

AFFILIATE DIRECTOR ROLES AND RESPONSIBILITIES

POSITION: **AFFILIATE DIRECTOR**

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To bring the perspective of their sector and strengthen the HCBC connection with members in the Affiliate

Directors have fiduciary duty to act in the best interests of the society and with a view to its purposes. These come from common law and statute. Fiduciary duties include a duty of care and a duty of loyalty to the organization.

Affiliate Directors are elected/designated annually by their provincial affiliate organization to represent their Affiliate members.

QUALIFICATIONS & REQUIREMENTS

- HCBC voting member in good standing
- Ability to collaborate on committee work
- Knowledge of and commitment to the mission, vision, purpose and programs of HCBC
- Ability to meet deadlines
- Strong communication skills
- Access to email or other current technology of the day for communication and meetings
- Some travel required

TIME COMMITMENTS

- Bi-annual Board of Director meetings including preparation and submission of reports
- Ability to commit volunteer time of a minimum of five hours per month
- Board Committee meetings and work where applicable

DUTIES & RESPONSIBILITIES:

Affiliate Directors

- Represent and promote HCBC within your affiliate or sector to existing and prospective members.
- Keep Executive Director of HCBC apprised of relevant issues or concerns within the sector
- Strengthen the HCBC connection with members in the sector
- Where possible maintain current knowledge of programs/activities and projects
- When applicable work with HCBC to promote/organize participation in BC Summer Games, BC 55+ Games, and all HCBC programs.
- May be asked by HCBC operations to assist and/or represent HCBC at events.
- Serve as an advocate and act in the best interest of HCBC
- Maintain the confidentiality of any information given to the Board of Directors

- Work within the policy framework established by the Board of Directors
- Be accessible to members, staff and directors as needed
- Willingness to sit on committees of the Board
- Write brief Affiliate reports for meetings
- Fulfill commitments within the agreed upon deadlines
- Collaborate and communicate with other Directors acting in the best interest of the organization and its members

Welfare and Emergency Response

- Be familiar with HCBC Policy around responding to concerns regarding welfare of equines.
- Be familiar with HCBC capacity to respond to crises such as: Drought (hay shortage), Fire, Flood or any other situation possibly requiring evacuation.
- HCBC Media responses to Equestrian issues are handled by HCBC operations

ROLES AND RESPONSIBILITIES PRESIDENT

POSITION: **PRESIDENT**

ACCOUNTABLE TO: The membership and the Board of Directors

FUNCTION: To provide leadership and direction to the membership and the governing board of the organization.

Ensure the Executive Committee acts in the name of the Board on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director.

Ensure that all Directors understand and exercise their responsibilities with regard to the management of the organization's programs and finances.

Work closely with and support the Executive Director in the management of operations.

PRIMARY DUTIES & RESPONSIBILITIES:

- Act as principal executive officer of the organization
- Supervise the Executive Director
- Facilitate communication between directors and Executive Director
- Preside over all Member's meetings, all Board of Directors and Executive Committee meetings
- Act as principle spokesperson for the organization
- Sign with other appropriate officers corporate and legal documents
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Understand Respect in Sport and all it pertains to in BC and Canada.
- Fulfill commitments within the agreed upon deadlines
- Understanding management reports, and risk management.
- Be accessible to members, staff and directors as needed
- Liaise with all equestrian groups or agencies at the provincial and/or national level.
- Liaise with all Provincial Gov't agencies to promote and represent HCBC.
- Appoint Chair persons to standing committees and any task force and ensure all committees are current, active and completing the duties assigned
- Assist in orientation of the Directors
- May appoint the Past President at the pleasure of the President for a one year term
- Ensure board follow-through on all assigned tasks
- Provide reports to be submitted at each executive meeting

- Provide written reports for each board of directors meeting, Annual Report and Lifestyles Magazine.

ATTRIBUTES

- Proven leadership ability and team player
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Maintain an outlook that has no discipline bias
- Knowledge of and skills in planning and non-profit management; ability to integrate vision with reality
- Some knowledge of Society Act requirements, governance, Roberts Rules of Order and Parliamentary Procedure
- Knowledge of issues, community and constituencies
- Excellent communication skills in oral and written self- expression
- Ability to work in a team and delegate responsibility if necessary
- Have a well-developed faculty for critical analysis.
- Knowledge of and commitment to the purpose, programs and governing documents of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Vision
- Creativity
- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TIME COMMITMENTS

- Volunteer time as required usually between five and ten hours per week
- Attend HCBC functions, conference calls, meetings with other agencies as required.
- Monthly executive conference calls or face to face meetings
- Bi-annual Board of Director meetings
- Committee meetings and work

TERM:

- Elected for a two year term - maximum of two consecutive terms

ROLES AND RESPONSIBILITIES SECRETARY TREASURER

POSITION: SECRETARY/TREASURER

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act in the name of the Board on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director.

Coordinate with the Executive Director to:

- oversee the record keeping and correspondence of the membership and governing body of the organization, ensuring compliance with relevant provisions of the bylaws and
- oversee the financial business of the organization. The role is carried out with the support of the Finance staff person and the Finance Committee.

PRIMARY DUTIES & RESPONSIBILITIES OF SECRETARY: ensure that, in accordance with bylaws and policies:

- notices of general meetings and directors' meetings are arranged
- minutes of general meetings and directors' meetings are recorded and distributed
- records of the Society are kept in accordance with the Act
- correspondence of the Board is properly conducted
- the annual report of the Society and any other filings with the registrar under the Act are completed correctly and on time.

PRIMARY DUTIES & RESPONSIBILITIES OF TREASURER: ensure that in accordance with policies:

- money collected from the members or other sources is received and banked
- accounting records in respect of the Society's financial transactions are kept
- the Society's financial statements are prepared
- the Society's filings respecting taxes are completed accurately and on time.

RESPONSIBLE FOR

- submitting a Treasurer's report for each executive meeting
- submitting a Treasurer's report for each board of directors meeting
- working with the Finance staff through the Executive Director and Auditor in developing and implementing financial procedures and systems
- ensuring financial procedures are meeting the needs of the organization
- ensuring legal audit requirements are met if applicable
- overseeing the preparation of the annual budget and monitors its implementation
- recommending and enforcing Financial Policies
- overseeing the financial wellbeing of the organization
- ensuring a regular review of insurance program is performed as required
- Chairing and actively participating in meetings of the Finance committee.

GENERAL DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects

- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management.
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to and actively participate on various committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

ATTRIBUTES

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity
- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TERM:

- Elected for a two year term – three terms maximum (for 2019 - elected for a 1 year-term, maximum 7 year term limit)

ROLES AND RESPONSIBILITIES EXECUTIVE OFFICERS

POSITION: OFFICER SPECIALIZING IN COMPETITION

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act in the name of the Board of Directors on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director.

Liaise, assist and provide another perspective and guidance to Competition staff on projects, and other related issues.

PRIMARY DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects
- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to and actively participate on various committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

RESPONSIBILITIES SPECIFIC TO COMPETITIONS

- Have an extensive background and understanding of the Provincial competition system, competition management and some knowledge of the National and International systems.
- Liaise, assist and support the Competitions staff
- Liaise with competition organizers, officials and provincial groups
- Assist in the continued development and maintenance of the grassroots to provincial competition system including encouraging strong relationship with Sport Discipline Affiliates
- Remain up to date on the HCBC Provincial Competitions Rule Book and be able to find and decipher rules both provincial and national
- Ensure the Provincial competition system is adhering to and supporting the principles of LTED (Long Term Equestrian Development)
- Ensure provision of clinics for the development and upgrading of officials within the province to ensure they meet a high standard of competency and safety
- Be willing to assist with dispute resolution between various groups relating to competition

ATTRIBUTES

- Ability to work in a team

- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity
- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TERM:

- Elected for a two year term – three term maximum

POSITION: OFFICER SPECIALIZING IN COACHING

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act in the name of the Board of Directors on a month to month to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director.

Liaise, assist and provide another perspective and guidance to Coaching staff on projects, and other related issues.

PRIMARY DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects
- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to and actively participate on various committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

RESPONSIBILITIES SPECIFIC TO COACHING

- Understand the National EC/NCCP Coaching system and the requirements in becoming certified and licenced.
- Liaise, assist and support Coaching staff
- Liaise with recognized instructors and coaches
- Ensure the principals of LTED (Long Term Equestrian Development) are being adhered too
- Ensure provision of clinics for development and upgrading instructors and coaches within the province

ATTRIBUTES

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision

- Creativity
- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TERM:

- Elected for a two year term – three term maximum

POSITION: **OFFICER IN GENERAL**

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act in the name of the Board of Directors on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director.

Assist and provide another perspective and guidance to Horse Council Staff on projects, events, educational opportunities, or other issues when requested by a member of staff.

PRIMARY DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects
- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to and actively participate on various committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

ATTRIBUTES

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity
- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TERM:

- Elected for a two year term – three term maximum

POSITION: OFFICER IN GENERAL SPECIALIZING IN INDUSTRY & AGRICULTURE

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act on behalf of the Board on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director. Assist and provide another perspective and guidance to the Manager of Industry & Agriculture on projects, and other related issues.

PRIMARY DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects
- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management.
- Understand Respect in Sport and all it pertains to in Canada.
- Commit time to other committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

RESPONSIBILITIES SPECIFIC TO INDUSTRY & AGRICULTURE

- Understand the various Government regulations especially those concerning environmental, equine health & welfare, waste management, ALR (Agricultural Land Reserve) and the Equine Code of Practice as they relate to and affect owners of equines;
- Have some experience with breeding and breeds of equine and be able to liaise with all groups;
- Liaise, assist and support the Manager of Industry & Agriculture;
- Ensure the right to farm is retained for the owners, breeders and other equine commercial businesses;
- Ensure continuing access to science based education in respect to equine health & welfare;
 - Serve on at least one committee, and to actively participate in meetings of the committee.

ATTRIBUTES

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity

- Patience
- Ability to communicate through email and other electronic means
- Some travel required

TERM:

- Elected for a two year term – three terms maximum

POSITION: OFFICER IN GENERAL SPECIALIZING IN RECREATION

ACCOUNTABLE TO: President and the Board of Directors

FUNCTION: Required to act on behalf of the Board on a month to month basis to ensure the organization stays true to the Mission, Values and Strategic Plan through collaboration with operations as led by the Executive Director. Assist and provide another perspective and guidance to Recreation staff on projects, and other related issues.

PRIMARY DUTIES & RESPONSIBILITIES:

- Participate in monthly executive conference calls or face to face meetings in order to review and approve monthly activities and emerging issues
- Work within the policy framework established by the Board of Directors
- Maintain current knowledge of programs/activities and projects
- Be prepared to work with staff on specific projects or issues when asked by staff
- Commit to the purpose and programs of the organization
- Understand management reports, financial statements and risk management.
- Understand Safe Sport/Respect in Sport and all it pertains to in Canada.
- Commit time to and actively participate on various committees, task force, working groups, events & workshops when requested
- Chair committees and/or meetings if requested by the President or as per Bylaws
- Be accessible to members, staff and directors as needed
- Maintain the confidentiality of any information given to the Executive and/or the Board of Directors
- Maintain loyalty to and serve as an advocate of the organization
- Attend all board meetings and participate in proceedings
- Commit volunteer time of a minimum of five to ten hours per month

RESPONSIBILITIES SPECIFIC TO RECREATION

- Understand the political and physical landscape with regard to land use and trails;
- Liaise, assist and support Recreation staff;
- Support and take an active part in Recreation partnered initiatives such as Share the Trails Workshops;
- Liaise with & serve as a resource to groups & individuals interested in seeking ways to expand recreational opportunities for all equestrians;
- Promote, encourage and provide information on the philosophy of Active for Life to all recreational riders and drivers;
- Ensure that information and availability on new and existing opportunities is consistently provided.

ATTRIBUTES

- Ability to work in a team
- Hold a high ethical standard and maintain integrity in professional and personal dealings
- Ability to work under pressure and maintain a calm focus
- Have a well-developed faculty for critical analysis.
- Fulfill commitments within the agreed upon deadlines
- Excellent communication skills
- Vision
- Creativity
- Patience
- Ability to communicate through email and other electronic means

- Some travel required

TERM:

- Elected for a two year term – three terms maximum

DIRECTOR BCAC JOB DESCRIPTION

POSITION: **DIRECTOR BCAC**
Advertises to membership
Identified by Industry and ratified by Executive

FUNCTION: To represent Horse Council as a director of BCAC

Duties & Responsibilities

- Maintain the confidentiality of any information given to the Board of Directors
- To work within policy framework established by the Board of Directors
- Provide a monthly progress report to THE VP INDUSTRY be submitted at each executive meeting
- Attend all BCAC meetings as required and participate in proceedings
- Serve as an advocate of the organization and maintain loyalty to
- Assist breeders with education and horse improvements
- Take pro-active action on issues such as environment concerns, animal welfare and waste management
- To act as a cohesive force in pulling various industry segments together to pool their resources for the common good rather than see them work only for their own interests
- Improve the marketing of various components of the industry on a provincial basis
- Fulfill commitments within agreed deadlines
- To assist in development of financial support for HCBC
- Lobby for horse industry issues
- Abide by BCAC Code of Conduct

Qualifications & Requirements

- Attend HCBC meetings when required
- Must have knowledge of and commitment to the purpose and programs of the organization
- Some travel is required
- Must have ability to meet deadlines
- Must have excellent communication skills
- Knowledge base of positional requirements
- Must have vision
- Must have the ability to work in a team setting
- Must have reliable email access and a willingness to use it

Time Commitments

- Attend all BCAC meetings and functions
- Semi-annual Board of Directors meetings

Term: Two year term

VOLUNTEER HCBC REPRESENTATIVE TO OUTDOOR RECREATION COUNCIL

POSITION: **VOLUNTEER HCBC REPRESENTATIVE TO OUTDOOR RECREATION COUNCIL**

REPORTS TO: Recreation

DUTIES:

- Attend ORC Meetings and provide a written report back within 2 weeks to VP recreation staff person
- Lobby for equestrian interests on trail and access issues in BC
- Liaison with user groups and governments as opportunities arise

QUALIFICATIONS:

- Interest and basic Knowledge of recreational equine use within the province
- Be prepared to attend meetings as required (lower mainland)
- Have an interest in conserving and enhancing outdoor settings

COMMUNICATION SKILLS:

- Able to express the equestrian position
- Express cooperative attitude with others
- willing to learn about trail development and work to secure access for equestrian use

Preamble

We believe:

That it is the right and responsibility of Horse Council BC to set standards in matters of ethics, sportsmanship and the welfare of the equine and in all matters under its jurisdiction.

That it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship, fair play and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interests of the organization.

That Board members should observe the spirit as well as the letter of this Code of Conduct.

That serving on the Board is a privilege, not a right and that such a position may be suspended, terminated or rejected following appropriate procedures. In particular, Board members who miss 3 consecutive meetings without cause, or who are inactive in promoting Horse Council between Board meetings may be asked to resign by majority vote of the Board.

Board members are expected to:

- Be trustworthy, exhibit honesty, loyalty and discretion in all equestrian related activities.
- Issue public statements only in an objective and truthful manner.
- Keep confidential information confidential
- Uphold issues of safety and fairness in all aspects of equestrian sport.
- Conduct themselves in a manner which reflects the values and ethics of Horse Council BC.
- Represent their skills and abilities fairly and accurately
- Never engage in any form of harassment, discrimination, inequitable or disrespectful treatment of any individual
- Develop and advocate policies and procedures that foster fair, consistent and equitable treatment for all
- Adhere to HCBC confidentiality and conflict of interest policy and guidelines.

- Be responsible for the commitments they make to and on behalf of Horse Council BC
Communicate promptly when they are unable to follow through on their commitments

CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY

Conflict of Interest Policy

A conflict of interest occurs when a Board Member derives or appears to derive a personal benefit or financial gain as a result of, or in connection with, their role as a Member of the Board. A personal gain has occurred if the benefit falls to the Member or someone in the Member's immediate family.

Voting Board Members must endeavor to keep all personal employment activities separate and distinct from Board responsibilities in order to prevent the appearance of a conflict of interest.

In addition, no one may be a voting member of the Board and a paid member of the staff of HCBC at the same time.

As soon as a Member identifies a potential conflict of interest s/he will disclose it to the Executive Committee of the Board where the status will be determined by unanimous vote. If the Executive Committee vote is not unanimous, the full Board must make the determination.

If a conflict of interest exists then, during any consideration of the matter by the Board, the Member must:

1. Abstain from participation in discussion or voting on the matter;
2. Refrain from influencing the voting in any way, either before or during the meeting; and

The minutes of the Board will record the existence of a conflict of interest and the actions taken in respect of above-noted points 1 and 2.

The Board may request the resignation of any Member who fails to disclose a conflict of interest.

Policy #302-as 2018

Confidentiality policy

Whereas Horse Council of BC is responsible for protecting the confidentiality of certain information and whereas, from time to time Board members may be privileged to hear or read confidential information.

Be it resolved that all such information is to be treated with the utmost discretion, and is not to be discussed outside of the Board. A board member who fails to uphold this policy may be asked to resign.

Policy #303-as 2018

"IN CAMERA" SESSION POLICY & PROCEDURE

In Camera Sessions should be called to review and discuss matters of a sensitive nature such as litigation, legal issues, and HR matters

1. An "IN CAMERA" session may be motioned by a member of the Board or Executive, during any meeting, on any important or confidential item.
2. Board/Executive minutes shall reflect entering into and exiting from an "IN CAMERA" session without recording the item discussed.
3. Board/Executive minutes shall not include a record of the "IN CAMERA" session or the discussion which occurred. The minutes of an "IN CAMERA" session shall be recorded and maintained under a separate "Confidential" cover by HCBC Privacy Officer.
4. All discussions held during an "IN CAMERA" session are subject to the provisions of Freedom of Information and Protection of Personal Privacy Act and are only accessible to members attending the "IN CAMERA" session.
5. Three members of the "IN CAMERA" session appointed during the session shall be responsible for the review and accuracy of the minutes before filing.
6. All discussion held during an "IN CAMERA" session shall remain confidential to the MEMBERS participating in the session. The content of the session shall not be conveyed to any third party.
7. A MEMBER failing to comply with the conditions of the HCBC "IN CAMERA" policy shall be deemed in violation of the policy. After a motion duly made seconded and passed at a board of directors meeting shall be excused from future "IN CAMERA" sessions conducted by the Board/Executive of HCBC for a period of time to be determined in the motion. Such a MEMBER which has been deemed in violation of the policy shall be required to be excused from the room until such time as the "IN CAMERA" session is complete.
8. All handouts or documents presented or examined during the "IN CAMERA" session shall be returned to the administrator. Such documents are not permitted to be retained by members and considered confidential documents.
9. A MEMBER may voluntarily abstain from participating in an "IN CAMERA" session. A MEMBER may declare a "Conflict of Interest" prior to the beginning of a discussion during an "IN CAMERA" session. Such a MEMBER shall be required to be excused from the session until such time as the "IN CAMERA" session is complete. In exceptional circumstances the board may request the member to remain.

10. A MEMBER who has not declared a “Conflict of Interest” but maintains an interest or perceived as having an interest in the proposed topic shall be identified. When a motion duly made seconded and passed has determined a conflict of interests exists the MEMBER shall be required to be excused from the session until the “IN CAMERA” session is complete.
11. Motions and actions from In Camera Sessions must be made available to HCBC Board Members in good standing. In Camera Session Policy and Procedure regarding confidentiality and conflict of interest applies to any such Board member.

REQUESTS FOR IN CAMERA MINUTES

1. Directors are authorized access to “in Camera” minutes under motion # 4-BoD-11/19/2011.
2. A written or (including email) request must be sent to the Executive Director specifying the meeting particulars and date of the minutes requested
3. Executive Director with the FOI Officer replies with a written (email) form stating the conditions for release.
4. On receipt of the signed form the requestor will be able to view the requested minutes at the office or have them forwarded by registered mail.
5. The requestor is reminded that they must comply with all aspects of the HCBC In Camera policy and procedure and the consent form.

Section 5

GENERAL POLICIES

400 - GENERAL POLICIES, RELATED PROCEDURES AND CRITERIA:

- Safety Policy
- Liability Policy
- Industry Policy
- Marketing Policy
- Right to Ride Policy
- Education Policy
- Excellence Policy
- Lines of Communication Policy
- Horse Organizations Policy
- Fair Play Policy
- Humane Treatment of Horses Policy
- Trail Support Policy
- Workplace Bullying and Harassment Policy
- Privacy Policy
- Police Record Check Policy
- Diversity and Inclusion Policy
- Gender Equity Policy
- Helmet Policy
- Concussion Policy
- Criteria for the Acceptance of External Education Programs

Safety Policy

Whereas, Horse Council BC serves all equestrian and equine interests particularly where safe practice and humane treatment are concerned.

Be it therefore resolved that safe practices in all capacities of equine activities be promoted and, be it further resolved that the humane treatment of the equine be encouraged in every aspect of equestrian activity.

Policy #402-as 2018

Liability Policy

Whereas Horse Council BC is concerned for the well-being of equine owners and their peace of mind in pursuing equine activities;

Be it therefore resolved that Horse Council BC assist where possible the indemnification of organizers and participants through Third Party Liability insurance coverage.

Policy #403-as 2018

Industry Policy

Whereas, Horse Council BC is responsible for the support and stimulation of interest in horse breeding and all other aspects of the horse industry.

Be it therefore resolved that Horse Council BC liaises with government and private agencies to further the horse industry in the province of British Columbia and to sponsor programs and offer services that will further the knowledge and develop the expansion of the equestrian industry.

Policy #404-as 2018

Marketing Policy

Whereas Horse Council BC believes that the marketing of the sport and industry is a worthwhile service to the equestrian community of BC. Be it therefore resolved that Horse Council BC encourage affiliates to develop marketing programs for their members and; Be it further resolved that Horse Council BC prepare and implement a marketing program to benefit all equestrian interests in the province, through the marketing of HCBC in its entirety.

Policy #405-as 2018

Right to Ride Policy

Whereas, Horse Council BC recognizes the historic role the equine has played in the evolution of social and economic development of British Columbia.

Be it therefore resolved that this recognition is not lost to the new generations of citizens by maintaining a vigilance to preserve the right to ride on historic avenues and trails and;

Be it further resolved that trail riding be encouraged in provincial parks, regional districts and municipalities and public lands; and be it further resolved that public roads and right-of-way be accessible to equestrian traffic.

Policy #406-as 2018

Education Policy

Whereas Horse Council BC subscribes to the premise that leadership is essential in all aspects of the equestrian industry.

Be it therefore resolved that Horse Council BC promote and support the National Coaching Certification Program and;

Be it further resolved that Horse Council BC promote and support officials
And be it further resolved that Horse Council BC promote administrators and recreational instructions for all equestrian activities.

Policy #407-as 2018

Excellence Policy

Whereas, Horse Council BC encourages the promotion of proficiency in sport, recreation and industry involving the equine.

Be it therefore resolved that the pursuit of excellence be encouraged and fostered throughout the equestrian community in British Columbia.

Policy #408-as 2018

Lines of Communication Policy

Whereas, Horse Council BC is recognized as the co-ordinating body to serve all equestrian and equine interests; be it therefore resolved that Horse Council BC establish lines of communication with and between all parties with equestrian and equine interests.

Policy #409-as 2018

Horse Organizations Policy

Whereas Horse Council BC is responsible to provide and maintain liaison with horse organization at all levels, provincially, nationally or internationally;

Be it therefore resolved that Horse Council BC promote the spirit of co-operation, competition, and active participation at all levels and in all disciplines of equestrian activities.

Policy #410-as 2018

Fair Play Policy

Whereas, Horse Council BC is responsible to foster “Fair Play” in all aspects of equine activities;

Be it therefore resolved that Horse Council BC promote and practice the five principles of “Fair Play” respect the rules, respect the officials and their decisions, respect fellow competitors, give everyone an equal chance to participate, maintain self-control at all times.

Policy #411-as 2018

Humane Treatment of Horses Policy

Horse Council BC advocates the humane treatment of all horses and believes that the equine industry and horse owners have a responsibility to provide humane care throughout the life of the horse.

Horse Council BC acknowledges that some horses are no longer serviceable, are infirm, dangerous, or their owners are no longer able to care for them. Horse Council BC recognizes that the processing of horses is a reality of the equine industry, and provides a humane alternative to allowing the horses to continue a life of discomfort and pain, inadequate care or abandonment.

Horse Council BC encourages, fosters and provides education regarding responsible ownership and management that will reduce the number of unwanted horses.

Regarding the care of horses destined for processing, Horse Council BC’s position is that these horses should be treated humanely and with dignity, transported to the production facility according to current national regulations, euthanized in accordance with the guidelines adopted and published by the Canadian Veterinary Medical Association as of February 2006.

Policy #412-as 2018

Trail Support Policy

Horse Council BC recognizes the needs and diversities of trails and trail users both motorized and non-motorized. We believe that a trail should be safe and pleasurable for the user. This is based on common sense, communication, courtesy and co-operation. The concept of a non-motorized trail may well be justified in some cases. Where non-motorized trails exist or where appropriate to create new non-motorized trails, we support them.

Policy #413-as 201

HCBC WORKPLACE BULLYING AND HARASSMENT POLICY

1. Workplace conduct

It is the intent of Society to provide a work environment free from verbal, physical, and visual (signs, posters, or documents) forms of harassment. All employees are asked to be sensitive and respectful to the individual rights and feelings of their co-workers. Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

- a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumors. Any harassment sexual or otherwise is considered to be a major violation of Society policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation.

3. Individuals must:

- a) not engage in the bullying and harassment of other workers
- b) report if bullying and harassment is observed or experienced
- c) apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers and volunteers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email that relates to the HCBC workplace.

5. Annual review

This policy statement will be reviewed annually. All workers will be provided with a copy.

6. Reprisal

As part of their right to freedom from harassment, HCBC employees and volunteers are protected from reprisal or the threat of reprisal.

Reprisal may include situations in which one is:

- a) denied or threatened with denial of promotional, advancement, training, or other related opportunities or benefits;
- b) disciplined or threatened with disciplinary action;
- c) dismissed or threatened with dismissal.

On the sole basis of:

- a) rejecting the sexual advances of a person in authority who could or who could be perceived to have influence over decisions affecting the individual; or
- b) having made a complaint of harassment.

Reprisal may also include situations involving co-worker(s) who, because the worker has made a complaint of harassment continue or escalate the harassment; ostracize or isolate the member; and/or engage in any behavior with the intent to intimidate, threaten, humiliate, hurt, or adversely affect the performance or working conditions of the worker.

7. Procedure

Board/committee members, staff, volunteers of the HCBC are responsible for preventing and discouraging harassment by:

- a) understanding and upholding the principles of this policy;
- b) not engaging in behavior contrary to this policy and ensuring that all members are treated fairly and equitably;
- c) communicating the Association's objective to create and maintain a harassment-free environment;
- d) not allowing or condoning behavior contrary to this policy;
- e) taking all complaints of harassment seriously by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve the situation in accordance with procedures outlined in the following sections.

8. Complaint Procedure and Investigation and Resolution

The process will be followed as stated in the Human Resources manual; Discipline and Grievance Procedure

Privacy Statement

At Horse Council BC (HCBC) we are committed to protecting your privacy and safeguarding any personal information that you might give us. The information provided, including name, address, telephone number, e-mail address, etc. allows HCBC to inform members and associates about events, activities, issues or special offers which may be of interest as well as to conduct research and provide anonymous reporting for internal and external partners.

Membership lists are not sold or shared outside the organization. For more specifics on how HCBC deals with your information please read the HCBC Privacy Policy ([link](#)).

Privacy Policy

Horse Council BC (HCBC) recognizes the privacy of individuals with respect to their personal information and is committed to ensuring the privacy of our members/associates.

The purpose of this Privacy Policy is to inform you about the types of Personal Information that HCBC collects, uses and discloses. It explains how we use and disclose that information, the choices you have regarding such use and disclosure, and how you may correct that information in accordance with the *Personal Information Protection Act* (British Columbia). The Privacy Policy is current as of January 1, 2019. We will treat Personal Information in a manner consistent with the Privacy Policy under which it was collected and our Privacy Policy, unless we have your consent to treat it differently.

This document is also to serve as a guideline and policy for staff, directors, members and others when delivering programs and services on behalf of HCBC. The guidelines are prepared to assist staff, directors, members and others to administrate the provisions of the Personal Information Protection Act (PIPA) for the Province of BC.

From time to time this privacy policy may be modified or updated. It is your responsibility to review it periodically. Your continued use of Horse Council BC services, programs and website after any modification to this privacy policy will constitute your acceptance of such modifications.

This Privacy Policy applies to any information we collect or receive about you, from any source.

What is Personal Information?

"Personal Information" is any information that is identifiable with you, as an individual. This information may include but is not limited to:

- Name
- Membership/Associate type and number if you are registered in with Horse Council BC
- Effective date of your Membership/Associate status
- gender
- age/date of birth or year of birth
- language of correspondence
- Physical and/or mailing address(es)
- telephone number(s)
- fax number (s)

- e-mail address(es)
- IP address(es)
- membership in an organization(s)
- Coach - the name of your coach
- HCBC member Club or Affiliate - you belong to
- Event(s)/Discipline(s) you take part in - e.g. jump, dressage, eventing, vaulting, driving, reining
- Results from events you take part in
- Medical information as relates to Team Programs - e.g. BC Summer Games, 55+ Games etc
- Parent(s)/Guardian(s) name(s) and contact information as relates to consent or BC Team programs and for emergency use purposes
- Criminal Records report as may be required for: Team Programs; Employment with HCBC; Coaches, and others working with children and adults with HCBC;
- Garment size as relates to uniforms, awards, recognition or event entry etc.
- Information arising out of a disciplinary hearing held as a result of the contravention of: HCBC Policy or rules; and other matters that discredit HCBC and/or individuals involved in equestrian.

Personal Information, however, does not include your name, contact information, business title or business address, business email and business telephone number in your capacity as an employee or *volunteer* or business member of the organization. Personal Information also does not include information or comments you publish on HCBC forums, social media channels or other public places either virtual or real.

How do we collect your personal information?

We will only ever collect your Personal Information by fair and lawful means: where we have obtained your consent to do so or as otherwise permitted by law.

When and how do we obtain your consent?

Implied consent is reasonably inferred by HCBC when you voluntarily provide your personal information to us either orally, electronically or in writing, so that we can supply the service you request.

How do we use your Personal Information?

Horse Council BC collects personal information from members, clients and employees and for the purpose of including and but not limited to:

- Establishing and maintaining a responsible relationship with the members and the provision of ongoing service including but not limited to Insurance policy purchases, magazine subscriptions, third party membership purchases and other membership benefits.
- To verify in-good-standing for HCBC membership or associate status for Equestrian Canada (ECE) sport license system, National and Provincial competitions, coaching or officials current status, HCBC Clubs, Affiliates, Businesses, event organizers and purchasing members insurance products or other.
- To understand your needs and preferences.
- To manage and develop our operations.
- To administer competition schedules and results, clinics or events where attendee lists are published.
- To maintain an historical record of performances in equestrian sport.
- To provide for a historical record of membership.

- To report unidentifiable data/statistic about the sector to government of various levels, funders, and decision makers for advocacy issues that affect the right to ride, growth or sustainability of sector.
- To publish unidentifiable data/statistic about the sector to for use by our members and businesses.
- To provide the HCBC membership registry to another member if required to do so by law for certain purposes

HCBC will not give out a member's personal information unless required to do so by law. Exceptions by implied consent, will include member clubs, business, coaches, instructors, officials, volunteers and Board members upon joining HCBC as a club or affiliate, by certification, by acting as an HCBC volunteer or by their participation on the Board of HCBC.

Where do we store your Personal Information?

Personal Information is stored in our database(s) on a secure server *in Canada* and in hard copy files at the HCBC offices in Aldergrove, British Columbia. Only authorized Society personnel have access to this information. In order for the Horse Council office to have the software tools staff need to provide service to our members, we may from time to time use a service provider that may store information outside of Canada for planning, surveying or communication. We will attempt to choose service providers that store information in Canada when possible and practical.

What safeguards have we implemented to protect your Personal Information?

We have implemented physical, organizational, contractual and technological security measures to protect your Personal Information from loss or theft, unauthorized access, disclosure, copying, use or modification. The only employees who are granted access to your Personal Information are those with a business "need-to-know" or whose duties reasonably require such information. All staff that have access to Personal Information are required to sign a privacy and confidentiality agreement.

What is HCBC's Online Privacy Policy?

HCBC is committed to protecting the privacy of those who use our website(s) including online systems. HCBC do not systematically collect any information about the identity of individuals searching our site.

HCBC does collect statistical information through a log file which indicates which pages were visited and how frequently or to assist with processing of registration systems. This information is analyzed to help us develop content that responds to the interests of our site visitors or provide and improve service.

HCBC's website(s) uses Google Analytics to track usage of our website for reporting and evaluation purposes.

Google Analytics uses first-party cookies to report on user interactions on Google Analytics customers' websites. These cookies are used to store non-personally identifiable information. Browsers do not share first-party cookies across domains. For further information on the privacy policy concerning Google Analytics, please see

<https://support.google.com/analytics/answer/6004245?hl=en>

We invite you to write us, or from time to time we may ask you to complete a survey about the services we offer online. If you identify yourself in these communications with us we will never use

your words in testimonials that identify you without your explicit prior permission. Information submitted by users on a voluntary basis helps HCBC evaluate its products and services.

Information provided by visitors to the HCBC site is only used as needed to fulfill the stated purpose of their requests. HCBC does not disclose, give or sell any personal information about visitors to our site

Our online store (website) is hosted by Shopify Inc. They provide us with the online e-commerce platform that allows us to sell our products and services to you. Your data is stored through Shopify's data storage, databases and the general Shopify application. They store your data on a secure server behind a firewall

As you know, Internet technology develops rapidly, requiring policies such as this one to be flexible and responsive to change. Consequently, any changes to the HCBC privacy policy will be posted on our website and explained as soon as they go into effect.

HCBC is not responsible for the content or the privacy policies of the web sites to which it may link.

The Canadian Anti-Spam Legislation

The Canadian Anti-Spam Law is to design to prohibit sending of unsolicited commercial electronic messages to recipients who have not consented to being sent such messages. All Canadian organizations are subject to the legislation. The CASL establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations. We collect your email address in order to: send information, respond to inquiries, and/or other requests or questions, process orders and to send information and updates pertaining to orders.

If at any time you would like to unsubscribe from receiving future emails, you can follow the instructions at the bottom of each email. In addition, you may call or email us to be promptly removed from our mailing list. For more information please see our Commercial Electronic Messages Policy ([link](#)).

What if the Personal Information we have on you isn't accurate?

At any time, you can question the accuracy or completeness of your Personal Information in our records. If you successfully demonstrate that your Personal Information in our records is inaccurate or incomplete, we will amend the Personal Information as required. We may ask you provide a document or ID to allow us to verify the new information is correct before updating.

How fast will we respond to your written requests?

We will attempt to respond to, or take action in respect of, each of your written requests not later than thirty (30) days after receipt of such requests. We will advise you in writing if we cannot meet your requests within this time limit. You have the right to make a complaint to the Office of the Privacy Commissioner ([link](#)).

Contact us

All comments, questions, concerns or complaints regarding your Personal Information or our Privacy Policies and practices, should be forwarded to our privacy officer as follows.

Horse Council BC Privacy Officer, 27336 Fraser Hwy, Aldergrove, BC V4W 3N5 privacy@hcbc.ca

Under the Criminal Records Review Act, organizations that are licensed or receiving funds from the provincial government must have staff who work with children undergo a police record check.

All staff of Horse Council BC (HCBC) and any volunteer, or other person who will act in an official capacity on behalf of Horse Council BC, and who will be in direct contact with young athletes or vulnerable adults, and who are in positions of trust and authority over athletes or participants at an association event will agree to undergo a Police Record Check and a vulnerable persons check once every five years and submit same to HCBC. The cost of the check (if any) will be reimbursed by the association for an HCBC volunteer or employee acting on behalf of HCBC.

Should a record check come back with a positive result the Privacy Officer will meet with the Executive Director and a member of the Executive. One additional person may be added if necessary.

The BC Human Rights Code and common law decisions require that anyone determining relevancy between criminal or summary conviction offence and the position must consider several factors including:

1. the threat to the “employer” ability to carry on its business safely and efficiently;
2. the age of the person when they acted illegally;
3. the amount of time that has passed; attempts at rehabilitation;
4. the circumstances surrounding the conviction and the likelihood the offender will recommit.

Police Record Check and a vulnerable persons check of staff, volunteers or other persons received by the association will be stored securely by HCBC Privacy Officer for a period of five years after which the file will be destroyed.

A person who refuses to consent to or submit a criminal record check, or who is deemed to pose a risk based on a criminal record check, is not permitted to work with athletes or participants for HCBC. Additionally persons that have been convicted of a criminal offence will be refused/limited in employment/volunteer opportunities with HCBC based on specification or preference for a bona fide occupational requirement should HCBC deem a risk may exist be it security, financial or to children, vulnerable adults or to the organization’s reputation.

Equity refers to the belief and practice of fair and equitable treatment for all individuals and equal access to opportunities. Horse Council BC believes in and promotes, through its programs, the concepts of equal opportunity and fairness. To be equitable means to be fair, and to appear to be fair.

Equity does not necessarily mean that every person must be treated exactly the same and it does not require that everyone participate in the same activities. In order to be treated fairly, people may need to be treated differently, including having activities of their own choice provided and administered in a fair and unbiased environment.

Horse Council BC is committed to providing an environment free from discrimination based on a person's race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, physical or mental disability, age or gender.

Discriminatory practices prevent the full participation of all. Horse Council BC's commitment is to ensure that opportunities, resources, services and power are equally accessible to all.

Horse Council BC is committed to equal opportunity in employment and all employment related decisions. Horse Council BC respects the principles of pay equity in relation to paid employees, thereby having equal pay for equal work by any gender.

Horse Council BC shall strive to:

1. Have any gender represented on its board of directors and on committees.
2. Supports equity and access for underrepresented groups that have been identified by Sport Canada such as Women, Aboriginals and People with Disabilities.
3. Respect the rights, dignity and worth of every person and will treat everyone equally within the context of their role (player, coach, official and volunteer), regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
4. Is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. Everyone has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
5. Manage any incidence of discriminatory behaviour according to the Code of Conduct
6. HCBC will conform with all federal and provincial statutes regarding equity and access

Horse Council BC is committed to broadening access, ensuring opportunity, and equitably distributing resources for all participants of equestrian sport in BC.

- All individuals, regardless of gender, should have equitable opportunities to take part in equestrian sport as a participant, coach, official, administrator or leader.
- Gender equity is the belief and practice of treating all genders and sexes in ways that are fair and just.
- The concept of equity requires consideration of the unique needs, interests and experiences of the target group and the elimination of gender and sex-based discriminatory practices which are barriers to full participation.

OBJECTIVE

Horse Council BC will play a leadership role in raising the awareness and understanding of gender equity amongst members by establishing:

- Fair, unbiased, and equitable opportunities to participate in quality sport and physical activity programming, attain and sustain leadership roles, and access resources and facilities;
- A safe, supportive, inclusive, and relevant environment for sport participation.

APPLICATION

Horse Council BC is committed to increasing the level of participation in programs and leadership by:

- Using gender neutral language in the organizations by-laws, policies and publications.
- Declaring that it is an equal opportunity employer and respecting the principles of pay equity.
- Striving to have a gender balance in the appointment of all committees and the board of directors.
- Ensuring equitable opportunities to participate in sport and physical activity are provided for all genders by;
- Making gender equity a key consideration when developing, updating and delivering programming.
- Working proactively to identify and eliminate barriers facing underrepresented groups in equestrian sport.
- Ensuring funding and resources are equitably distributed to all genders.
- Collecting gender-based statistics on an annual basis.
- Increasing exposure and building awareness of gender equity in all aspects of equestrian sport.
- Continually evaluating the organization's progress towards a more inclusive sport system

HELMET POLICY

Horse Council BC strongly recommends that anyone riding or driving a horse should wear BSI, SEI or ASTM approved protective headgear, specifically designed for equestrian activities. Helmet should be properly fitted with safety harness correctly secured at all times, while mounted, riding or driving, with the exception of the discipline of vaulting. Every time, every ride, all riders/drivers.

Policy #440-as 2018

CONCUSSION POLICY**Definition:**

A concussion is a type of traumatic brain injury (or TBI), caused by a bump, blow, or jolt to the head that can change the way the brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. All concussions are serious.

Policy Statement:

Anyone participating in an activity with horses should understand the signs, symptoms and implications of sustaining a concussion. It is recommended by health care professionals that anyone presenting symptoms or suspected of sustaining a concussion should cease the activity until they have been evaluated and cleared by medical personnel.

Anyone having contact with or handling horses is responsible to educate themselves on the prevention and proper management of concussion related injuries.

All Coaches and Instructors recognized by Horse Council BC will be required to participate in concussion awareness training once in every three year period in order to maintain current certification status.

Resources:

Horse Council BC provides link to suggested resources for concussion educational and awareness on its website on the Concussion Awareness page.

Policy #441-as 2018

CRITERIA FOR ACCEPTANCE OF EXTERNAL EDUCATION PROGRAMS

HCBC Criteria for Acceptance of Equine Courses

1. Courses must be administered by those certified &/or accredited* in their field (*= veterinarian, farrier, etc.)
2. Courses are open to any resident of BC unless attached to a School District and for High School Education only
3. Courses for school credits must have Ministry approval submitted
4. Accepted courses may be delivered online, in person or a combination of both
5. A full curriculum must be submitted to the HCBC office with names of developer, administrator and teacher of the course along with course fees payable
6. All reference materials for courses must be listed
7. Accepted programs to be based on industry standards and widely accepted equine practices
8. Any course that results in Coaching or Instruction certification given to the student upon successful completion of the course must be NCCP recognized
9. "Horse Training" courses are not acceptable
10. "Equine Therapy or Equine Assisted Learning" type courses are not acceptable
11. ASTM approved helmets with harness secured at all times must be required for any riding portion of the course
12. There should be a method of measurable outcome in place during &/or at the end of the course to evaluate the retained knowledge of the subject area taught
13. The HCBC Education committee reserves the right to accept or reject a course for any reason they see fit
14. The VP Education approves the final decision

Please submit course information, and supporting documentation along with a cover letter to:

Horse Council BC

27336 Fraser Highway, Aldergrove, BC V4W 3N5

604-856-4304, 1-800-345-8055

Section 6

FINANCE POLICIES

500 – FINANCE POLICIES AND RELATED PROCEDURES:

Finance Policy
Expense Reimbursement Policy
Major Project Procedure

1. Horse Council BC is a non-profit organization governed by the Society Act and the Generally Accepted Accounting Practices for non-profits. The Board of Directors is charged with Fiduciary Responsibility for the organization and must at all times ensure that they act in a prudent financial manner.

Specifically:

- a. No HCBC monies will be donated to charities as a charitable donation;
 - b. No grants or monies will be given to individuals or private property “owners” for land or property improvements unless leases or land use agreements are in place. Leases or land use agreements must be in place when appropriate if HCBC money is being spent;
 - c. Public or club facilities receiving monies should be accessible to all horse owners in the area.
 - d. Facilities may be rented for events for fair market value when accessing HCBC funding.
 - e. Businesses are not eligible to apply for HCBC grants.
 - f. A set amount determined by the budget from each membership purchased will be distributed for regional use. Based on the previous year’s membership numbers each region is given \$1000.00 and a proportional amount based on each region’s memberships. At the end of the year any remaining funds will be returned to general funds to be used for other grant programs in the next year.
 - g. Regions control their money within these guidelines but must ensure Regional Director approval, proof of completion and an activity report are provided to the bookkeeper.
 - i. Regional funds shall be used to support HCBC or other horse related activities in the Region such as hosting of Regional meetings or events, cost associated with representing HCBC at various events and promoting HCBC within the Region.
 - ii. Funds may be used to support projects, activities or travel outside of the Region at the discretion of Region Directors if appropriate.
 - iii. Regions may apply for Core or BC Equestrian Trail Funding for special projects within their Region.
 - h. Region Directors will be asked for comments on all Core Grant and BC Equestrian Trail Grant applications in their Region.
2. Committee chairs and staff forward a budget plan including income, expenses and program details to the Executive Director by the deadline for the following fiscal year. Assistance will be available from finance staff or committee members as needed.
3. Disaster Relief Fund (Maximum 5% Annual Budget will be allocated in annual budget process) PURPOSE:
 - a. Education on emergency planning for our membership
 - b. Training for local equine emergency coordinators province wide
 - c. Facilitating communication and other linkages between local equine emergency coordinators and municipal emergency planners
 - d. Responding to emergency needs on the recommendations of first responders and emergency coordinators

4. The Executive Director is allowed to move budgeted funds between categories up to \$25,000 per change on the recommendation of the Finance Committee and approval of the Executive.
5. Above all common sense should prevail!
6. The following finance policies and procedures will apply with the exception of disaster relief fund:
 - HCBC Expense Reimbursement
 - Purchasing Procedures
 - HCBC BC Policy Statement
 - Major Project Procedure
 - Region Grant Payment Procedure

HCBC EXPENSE REIMBURSEMENT POLICY

Note: Please use the official expense reimbursement form found in your handbook. You may photocopy it, request more forms from the office, or request forms by e-mail. The form must be filled out completely and **all receipts attached**. If you have any questions please contact the Bookkeeper or Executive Director at the office.

Board Member's Expense Reimbursement for Board Meetings:

For meetings held in the Lower Mainland area, mileage or airfare will be reimbursed to delegates from outlying regions. If meetings are held in other Regions, the subsidy will be for delegates from the Regions furthest from the meeting.

Delegates may claim a mileage subsidy of .50/km. Ferry fares will be subsidized by HCBC, with carpooling strongly suggested.

Meals will be reimbursed for actual cost to a maximum of \$50.00 per day. Receipts must accompany reimbursement request. HCBC will subsidize up to \$135.00 per night per member for accommodations. Any excess is the responsibility of the member or as they are subject to their Zone or Affiliate policy. All exceptions must be approved by the Treasurer or Executive Director.

Executive Committee Member's Reimbursement for Executive Meetings:

For meetings held in the Lower Mainland area, mileage or airfare will be reimbursed to delegates from outlying regions. If meetings are held in other Regions, the subsidy will be for delegates from the Regions furthest from the meeting.

Delegates may claim a mileage subsidy of .50/km. Ferry fares will be subsidized by HCBC, with carpooling strongly suggested.

Meals will be reimbursed for actual cost to a maximum of \$50.00 per day. Receipts must accompany the reimbursement request.

HCBC will subsidize up to \$135.00 per night per member for accommodations. Any excess is the responsibility of the member. All exceptions must be approved by the Treasurer or Executive Director.

Committee Expense Reimbursement

Expense reimbursement to HCBC committees will be as follows (unless there is an historical format that is effective for the committee).

Committee members may claim a mileage subsidy of .50/km.

Meals will be reimbursed for actual cost to a maximum of \$50.00 per day. Receipts must accompany the reimbursement request.

Expense reimbursement **requests must be submitted within 60 days of the event**. HCBC shall not be reimbursing travel expenses if any other party is reimbursing them.



EXPENSE STATEMENT

[illegible]

Current mileage reimbursement rate is \$.50/KM

Receipts must be attached, or the expense will NOT be reimbursed.
Expense reimbursement requests must be submitted within 60 days of the event.

For Office Use Only	
Account	
Authorized	
Approved	
Approved	

The following procedures shall be used when a major project is approved by Horse Council BC. This procedure applies to any project initiated under the name of HCBC. The intent of the procedure is to develop a unified and standard way of measuring and controlling a project from its inception to completion. A major project is defined as any project over \$5000.00.

Procedure:

1. All major projects must have prior approval by the Executive committee prior to starting implementation of the project.
2. The project shall obtain approval by completing an Authority For Expenditure (AFE) and submitting the form to the appropriate Vice President.
3. The Vice President will then submit the request to the Executive committee for final approval unless the project is not a budgeted item and will be forwarded to the Board of director's for approval.
4. A project manager shall be named on the request form. The Project Manager will be responsible for all aspects of the project and will report progress of the project to the staff person assigned by the Executive Director.
5. The Executive Director with the Vice President and the Project Manager will setup the appropriate financial controls as deemed necessary by them.
6. The Vice President shall monitor the project and mentor as required.
7. The progress of a project shall be included in the office report on a monthly basis.

All deviations from the original scope or budget shall be brought to the attention of the Executive Committee.



Authority for Expenditure (AFE)

Administrator USE ONLY
Date Received:
Team Leader:
Project Title:
VP:
AFE#:

Project Manager:		
Mailing Address:		Phone:
		Email:

IN BUDGET PLAN?	<input type="checkbox"/> Yes	Substitution _____	<input type="checkbox"/> No
AFE AMOUNT	\$	Risk of not achieving objectives (0 low risk – 10 high risk) Risk:	

Preparers/Reviewers

Signature

Date

Project Manager:

Team Leader (staff):

Vice President:

Treasurer:

Executive Director:

President for Executive:

President for Board:

Approved for \$ _____

Denied: ☐

PROJECT TIMING

Planned Start Date: _____

Planned Completion Date: _____

Project Description**Project Activities****Justification****Performance Reporting****PROJECT BUDGET PLAN****REVENUE****Project Revenue**

Registration	_____	
Other	_____	
Other	_____	
	Subtotal	_____

Other Contribution Sources

Zone Funding	_____	
Corporate Sponsorship	_____	
Government Grant	_____	
Other	_____	
	Subtotal	_____

Horse Council BC

AFE Request	_____	
	Subtotal	_____
TOTAL \$		_____

EXPENSES

Advertising & Marketing	_____
Supplies & Postage	_____
Printing	_____
Facilities	_____
Travel & Accom.	_____
Services & Fees	_____
Prizes & Awards	_____
Misc.	_____
Other	_____
Other	_____
Other	_____
Staff time	_____
Office Resources	_____

COMMUNICATION POLICIES, RELATED PROCEDURES AND CRITERIA

600 - COMMUNICATION POLICIES, RELATED PROCEDURES AND CRITERIA:

Social Media Policy
Commercial Electronic Message Policy
Annual Award Criteria and Procedure
Image Policy (Under Revision)

This policy governs the publication of and commentary on social media by employees and directors of Horse Council BC. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

HCBC employees who are not given express specific permission are not allowed to publish or comment via social media in any way during work hours or using work facilities, or in any way that suggests they are doing so in connection with HCBC. HCBC employees who are given express specific permission are free to publish or comment via social media in accordance with this policy. Such employees are subject to this policy to the extent they identify themselves as a HCBC employee (other than as an incidental mention of place of employment in a personal social media on topics unrelated to HCBC).

Before engaging in work related social media, employees must obtain the permission of the Executive Director.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

Setting up Social Media

Assistance in setting up social media accounts and their settings can be obtained from HCBC's Marketing & Communications Coordinator.

Your profile on social media sites must be consistent with your profile on the HCBC website or other HCBC publications. Profile information may be obtained from the Marketing & Communications Coordinator.

Don't Tell Secrets

It's perfectly acceptable to talk about your work and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about our software, details of current projects, future product ship dates, financial information, research, and trade secrets. We must respect the wishes of our corporate customers regarding the confidentiality of current projects. We must also be mindful of the competitiveness of our industry.

Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the HCBC website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

Be Honest

Do not blog anonymously, using pseudonyms or false screen names. We believe in transparency and honesty. Use your real name, be clear who you are, and identify that you work for HCBC. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including HCBC own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

Respect your audience, HCBC, and your coworkers

The public in general, and HCBC's employees and customers, reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the HCBC website. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of HCBC.

Protect HCBC customers, business partners and suppliers

Customers, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a customer, partner or supplier by name without permission and never discuss confidential details of a customer engagement. It is acceptable to discuss general details about kinds of projects and to use non-identifying pseudonyms for a customer (e.g., Customer 123) so long as the information provided does not violate any non-disclosure agreements that may be in place with the customer or make it easy for someone to identify the customer. Your blog is not the place to "conduct business" with a customer.

Controversial Issues

If you see misrepresentations made about HCBC in the media, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

Be the first to respond to your own mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

Think About Consequences

For example, consider what might happen if a HCBC employee is in a meeting with a customer or prospect, and someone on the customer's side pulls out a print-out of your blog and says "This person at HCBC says that product sucks."

Saying "Product X needs to have an easier learning curve for the first-time user" is fine; saying "Product X sucks" is risky, unsubtle and amateurish.

Once again, it's all about judgment: using your blog to trash or embarrass HCBC, our customers, or your co-workers, is dangerous and ill-advised.

Disclaimers

Wherever practical, you must use a disclaimer saying that while you work for HCBC, anything you publish is your personal opinion, and not necessarily the opinions of HCBC.

The Marketing & Communications Coordinator can provide you with applicable disclaimer language and assist with determining where and how to use that.

Don't forget your day job.

Make sure that blogging does not interfere with your job or commitments to customers.

Social Media Tips

The following tips are not mandatory, but will contribute to successful use of social media.

The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog looks decent, and take their advice on how to improve it.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

Enforcement

Policy violations will be subject to disciplinary action, up to and including termination for cause.

COMMERCIAL ELECTRONIC MESSAGE POLICY

PURPOSE:

This document is to serve as a guideline and policy for staff, directors and members when sending Commercial Electronic Messages (CEMs) on behalf of HCBC. The guidelines are prepared to assist staff, directors and members to administrate the provisions of the Canadian Anti-Spam Law. The Horse Council BC Commercial Electronic Message Policy is intended to be implemented in conjunction with the Horse Council BC PRIVACY POLICY to ensure compliance with the Personal Information Protection Act (PIPA) for the Province of BC.

The Canadian Anti-Spam Law is designed to prohibit sending of unsolicited commercial electronic messages to recipients who have not consented to being sent such messages. All Canadian organizations will be subject to the legislation.

INTENT:

Horse Council BC values its members and wishes to respect the member's choices as to the communication they receive from the organization. We shall strive to ensure that the unsubscribe choices are updated in a timely way or as required by law. The implementation of this policy shall be the responsibility of the Executive Director.

WHAT IS A Commercial Electronic Message (CEM):

A CEM is any electronic message with any kind of commercial purpose or containing links to a website with information that encourages participation in commercial activity with or without an expectation of profit.

There are some CEMs that do not require consent including but not limited to: Response to a request from the recipient; or if it completes or confirms a transaction previously agreed to by the recipient; provides information about warranties, recalls, safety or security; provides information about ongoing use or an ongoing subscription, membership or account; provides information about an employment relationship or benefit program related to the person to whom the message is sent.

Commercial Electronic Message CONTENT:

Horse Council BC CEM's shall include all legislated content in the message or in links within the message as permitted.

IMPLIED CONSENT:

As a non-profit membership organization Horse Council BC can assume implied consent of members or past members for a period of two years following expiration of membership according to the Anti-Spam Law. Horse Council BC will assume implied consent of such member when sending CEMs until such time as the member unsubscribes. When a member unsubscribes they will still be sent electronic messages such as membership renewals, Annual/Special General Meeting notices or emergency bulletins under implied consent.

EXPRESS CONSENT:

Horse Council BC will request express consent from members and subscribers. Consent may be obtained in writing, or orally as permitted by the current legislation. Express consent shall be recorded in the members membership record or the communication service record of the HCBC third party provider and will include all required content including a statement that indicates the recipient can withdraw consent to receive CEMs, in the future.

HORSE COUNCIL BC ANNUAL AWARDS CRITERIA & PROCEDURE

LIFETIME ACHIEVEMENT AWARD

Horse Council BC's *Lifetime Achievement Award* was established in 1981 to honor individuals whose exceptional contributions have positively impacted BC's equestrian community and inspired others. These contributions, whether they have been through education, mentoring or leadership, have demonstrated a lifetime of commitment and dedication to the on-going progression of BC's equestrian community.

The recipient of this prestigious award must be a BC resident who has made a significant contribution(s) to an equine organization(s), Club(s) or discipline(s). This award is only awarded when warranted and at the discretion of the Awards Committee.

COACH OF THE YEAR

This award recognizes an individual who has demonstrated outstanding professionalism, leadership and mentoring skills in a coaching role overseeing a team(s) or individual(s) at any level in any recognized equestrian discipline during the 2013 year. This individual MUST be a HCBC member and a Horse Council Recognized Coach in good standing to be nominated.

BOB JAMES AWARD ("VOLUNTEER OF THE YEAR")

This award recognizes an individual who has demonstrated outstanding dedication and commitment to BC's equestrian community and/or sport in any recognized discipline. No athletic achievement is necessary and the nominee can be a junior or a senior member of Horse Council BC in good standing. This individual MUST be a member/youth associate of Horse Council BC in good standing to be nominated.

THE NOMINATION PROCESS, "HOW IT WORKS"

- ✓ All nominations MUST be submitted on or before the nomination deadline to be accepted for the current year. Nominations submitted after the deadline will be carried forward to the next year.
- ✓ The Awards Committee reserves the right to re-direct a nomination into a more appropriate award category.
- ✓ It is at the discretion of the Awards Committee whether or not to give out an award.
- ✓ Current HCBC Staff and Directors are not eligible to be nominated for the Annual Awards

ELIGIBILITY FOR NOMINATION

- Nominations may only be submitted by current HCBC members/youth associates, including clubs and affiliates.
- The "Lifetime Achievement" award must be endorsed by five supporters. All other HCBC awards must have two supporters for each nominee.
- Only one category per nomination form. You **MUST** complete a separate nomination form if you are nominating an individual in more than one category.
- Nominees must have been a BC resident for a minimum of one year.
- Self nominations are ineligible.

Nomination forms must be received at the HCBC by the designated deadline otherwise they will be considered for the following year.

#610-as 2019

Image Policy

Whereas Horse Council BC is responsible to foster and stimulate interest in all aspects of equine activities.

Be it therefore resolved that Horse Council BC promote the image of the equine as a living symbol of an enjoyable, healthy and worthy lifestyle.

Procedure #620

Section 8

COACH POLICIES AND RELATED PROCEDURES

700 - COACH POLICIES AND RELATED PROCEDURES:

Coaches or Instructor Code of Conduct Discipline Policy

COACH OR INSTRUCTOR CODE OF CONDUCT DISCIPLINE POLICY

Preamble:

Horse Council BC is committed to providing a sport coaching environment in which ethical conduct is respected and promoted. Horse Council BC believes that these values and ideals shall guide the communications and actions of all recognized Coaches and Instructors who are members of HCBC. Horse Council BC states that any Coach or Instructor who holds HCBC recognized certification of any type represents HCBC (Horse Council BC) and is bound to uphold the Code of Ethics and Code of Practice as presented by Equine Canada as well as abide by the Horse Council BC Coach or Instructor Code of Conduct Discipline Policy. For the purposes of this document the title “Coach” will be used for both Coach and Instructors.

- 1) This policy applies to all HCBC Member Certified Coaches recognized by Horse Council BC, including but not limited to Equine Canada/NCCP Coaches living and working in British Columbia and who are considered to be “current” as per HCBC’s current directory at the time of any complaint.
- 2) Equine Canada certified Coaches are first bound by the Equine Canada Code of Conduct and Code of Ethics and are subject to the statements and ideals of Equine Canada. Some complaints will be required to be taken to Equine Canada for resolution. The Equine Canada members Code of Conduct and Ethics are contained in the current General Regulations rule book.
- 3) This policy provides disciplinary action that may be used for Coaches who violate Horse Council BC’s Policies in the course of carrying out duties that encompass teaching, training and coaching.
- 4) Coaches are bound by this policy when they are actively coaching as Certified Coaches, or who are acting as a HCBC Team Coach.
- 5) Behavior by a Coach that may lead to sanctions may include, but are not limited to:
 - a. Physical or verbal confrontations or abuse of a rider, parent, official, horse, coach or other industry professional.
 - b. Any behavior that constitutes sexual misconduct. Sexual misconduct is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.
 - c. Coaches under investigation by authorities for a significant offence may be suspended (temporary or permanent suspension of recognition of coaching certification by HCBC) while legal proceedings are in progress.
 - d. Any action or inaction that endangers the welfare of a rider or horse
 - e. Drinking alcohol or taking illicit drugs before or during coaching.
 - f. Unprofessional attitude, conduct and performance by the Coach while acting in the capacity of a Coach or Instructor either in private or in public.
 - g. Misrepresentation of Coaching status and certification.

- h. Any other action that brings the reputation of Horse Council BC into disrepute.
- i. This policy does not apply in situations where the coach is acting outside of coaching parameters such as business disputes, boarding contracts, leasing or acting as a purchase agent. These situations would be covered by civil law.
- j. Harassment complaints must go to Equine Canada, the RCMP or civil court.

Complaint Process:

- 6) Complaints can be made by any member of the general public including but not limited to an athlete, representative of a club or sport organization, a coach, a parent or any member of HCBC. Anonymous complaints will not be accepted.
- 7) Complaints shall be directed to the Coaching Manager of HCBC. The complaint will be forwarded to the Chair of the Coaching Conduct Committee.
- 8) The complaint concerning the conduct of a Coach shall:
 - Be made in writing
 - Identify the HCBC Recognized Coach
 - Set out the details of the complaint
 - Identify the name and address of the complainant, and
 - Be signed by the complainant
- 9) Upon receiving a valid written complaint, the HCBC Coaching Conduct Committee Chair shall
 - Determine whether the complaint is one which comes within the scope of this policy or if the complaint can only be resolved using the legal courts or by Equine Canada.
 - If the complaint is determined to be frivolous, trivial or a nuisance complaint both parties will be advised in writing, after which the matter will be considered closed. A copy of this letter will be kept by the HCBC office.
- 10) If the Complaint is determined to be within the scope of this policy the Coaching Conduct Committee Chair will
 - Within 14 business days of receiving the complaint, the Chair will provide a copy of the complaint, by registered mail, to the HCBC recognized Coach or against whom the complaint has been made.
 - The Coach shall have 14 business days from the date of receiving the complaint to respond in writing to the Chair.
 - If there is potential for disciplinary action against the Coach a formal hearing will be scheduled.
 - The hearing will take place no later than 30 days after the determination that the complaint has merit.
- 11) The Coaches Code of Conduct Committee is appointed and Chaired by the HCBC VP Education. The committee shall consist of VP Education, another HCBC Board Director, and one Coach from a different equestrian discipline than the Coach subject to the complaint. The Executive Director may be an ADHOC member of the committee. A recording secretary will be appointed by the Executive Director.

12) The Hearing:

- All parties, the committee, the complainant and the coach will receive copies of all of the supporting documentation of the complaint upon notification of the hearing date.
- Both the Coach and the complainant have the right to present their case and be heard by the Committee.
- Both parties have the right to bring counsel with them to the hearing.
- The hearing can take place in person, by teleconference, webinar, or other electronic meeting programs such as Skype.

13) Disciplinary action may include, but is not limited to:

- A verbal apology to the complainant
- A written apology to the complainant
- Letter sent to the National certification body or organization
- A letter of reprimand from Horse Council BC to be placed in the coach's HCBC file
- Removal of certain privileges of membership
- Temporary or permanent suspension of recognition of coaching certification by HCBC
- Temporary suspension of membership
- Expulsion from membership in Horse Council BC, become a Member not in Good Standing

14) After the conclusion of the hearing, the Coaching Conduct Committee will send a letter of notice regarding the outcome of the hearing to all parties by registered mail no later than 14 business days after the hearing is completed.

15) The Coaching Conduct Committee's decision may be appealed. All appeals will be at the Appellant's expense and should be taken to the Sport Dispute Resolution of Canada for a decision. The decision of the Sport Dispute Resolution of Canada is final. Grounds for an appeal may include:

- a. HCBC failing to follow procedures set out in this policy.
- b. The Disciplinary Committee's decision was influenced by bias
- c. The Disciplinary Committee's decision was based on a misunderstanding of the evidence.
- d. The Disciplinary Committee's decision was unreasonable based on the facts and circumstances.
- e. Failure to follow the rules of Natural Justice

I _____ (print name) have read and fully understand the Horse Council BC Coach or Instructor Code of Conduct Discipline Policy, and agree to abide by all expectations and regulations.

Signature: _____ Date: _____

COMPETITION POLICIES AND RELATED PROCEDURES

800 - COMPETITION POLICIES AND RELATED PROCEDURES:

Officials Code of Conduct Discipline Policy

BC Provincial Competition Policy

Sport Programing Policy

OFFICIALS CODE OF CONDUCT DISCIPLINE POLICY

Horse Council BC is committed to providing a sport environment in which ethical conduct is respected and promoted. Horse Council BC believes that these values and ideals shall guide the communications and actions of all Provincial Recognized Officials who are members of Horse Council BC. Horse Council BC states that any Official who holds recognized certification as an Official represents Horse Council BC, and is bound to uphold the Code of Conduct and abide by the General Rules of the Horse Council BC Rule Book as well as abide by the Horse Council BC Officials Code of Conduct Discipline Policy.

- 1) This policy applies to all HCBC member Officials recognized by Horse Council BC, including but not limited to Officials living and working in British Columbia, and who are considered to be “current” officials as per the Officials directory at the time of any complaint.
- 2) Equestrian Canada Officials are first bound by the Equestrian Canada Code of Conduct and Code of Ethics and are subject to the rules, regulations, and constitution of Equestrian Canada. Complaints regarding Equestrian Canada Officials may be required to be resolved by Equestrian Canada. The Equestrian Canada member Code of Conduct is contained in the current Equestrian Canada Rule Book Section A – General Regulations.
- 3) This Horse Council BC Officials Code of Conduct Discipline Policy provides guidelines for disciplinary action that may be taken for Provincially Recognized Officials who violate Horse Council BC’s policies in the course of carrying out duties of an Official at a competition or event regardless of the competition sanctioning in B.C.
- 4) Horse Council BC Officials are bound by this policy when they are actively officiating at any competition or event.
- 5) Behavior by an Official that may lead to sanctions which may include, but are not limited to:
 - a) Physical or verbal confrontations or abuse of a rider, parent, official, horse, coach or other industry professional.
 - b) Any behavior that constitutes sexual misconduct, defined as unwelcome sexual comments and or sexual advances or conduct of a sexual nature.
 - c) Any action or inaction that endangers the welfare of a rider or horse.
 - d) Drinking alcohol or taking illicit drugs before or during officiating duties.
 - e) Unprofessional conduct or performance by the Official while officiating at an event or competition.
 - f) Misrepresentation of Official’s status and or certification.

Any other action that brings the reputation of Horse Council BC into disrepute.

Complaint Process:

- 6) Complaints can be made by any member of the general public including but not limited to an athlete, competitor, and representative of a club or sport organization, a coach, a parent, or any member of Horse Council BC. Anonymous complaints will not be accepted.
- 7) Complaints shall be directed in writing to the Manager Competition and Sport, Horse Council BC, who in turn will forward the complaint material to the current VP FEI Competitions of Horse Council BC.
- 8) The complaint concerning the conduct of an Official shall:
 - a) Be made in writing
 - b) Identify the HCBC Recognized Official
 - c) Set out the details of the complaint
 - d) Identify the name and address of the complainant
 - e) Be signed by the complainant
- 9) Upon receiving a valid written complaint, the VP FEI Competitions shall determine:
 - a) Whether the complaint is one which comes within the scope of this policy.
 - b) If the complaint can only be resolved using the legal courts.
 - c) If the complaint is determined to be frivolous, trivial, or a nuisance complaint without warrant, whereby both parties will be advised in writing, after which the matter will be considered closed.
- 10) If the Complaint is determined to be within the scope of this policy the VP FEI Competitions will
 - a) Within 14 business days of receiving the complaint, the VP FEI Competitions will provide a copy of the complaint, by registered mail, to the HCBC recognized Official whom the complaint has been made.
 - b) The Official shall have 14 business days (unless an extension is requested and approved by the VP FEI & Competition) from the date of receiving the complaint to respond in writing to the VP FEI Competitions.
 - c) If there is potential for disciplinary action against the Official a formal hearing will be scheduled and a Officials Code of Conduct Committee will be appointed by the VP FEI Competitions acting as Chair of Committee.

A hearing to take place no later than 30 business days (or time frames agreed upon by both parties) after the determination that the complaint has merit. Granting of an extension must be approved by VP Competition.

11) The Officials Code of Conduct Committee is appointed and Chaired by the HCBC VP FEI Competitions. The committee will consist of another HCBC Board Director, and one Official from a different equestrian discipline than the Official subject to the complaint. The Executive Director of HCBC may be an ADHOC member of the committee. A recording secretary will be appointed by the Executive Director.

12) The Hearing:

- a) All parties, the committee, the complainant and the Official will receive copies of all supporting documentation of the complaint upon notification of the hearing date.
- b) Both the Official and the complainant have the right to present their case and be heard by the Committee.
- c) Both parties have the right to bring counsel with them to the hearing.
- d) The hearing may take place in person, by teleconference, webinar, or other electronic meeting programs.

13) Disciplinary action may include, but is not limited to:

- a) A verbal apology to the complainant
- b) A written apology to the complainant
- c) A letter of reprimand from Horse Council BC to be placed in the Official's file
- d) Removal of certain privileges of HCBC membership
- e) Temporary or permanent suspension of Official's certification by HCBC
- f) Temporary suspension of HCBC membership
- g) Expulsion from membership in Horse Council BC, resulting in a Member not in Good Standing

14) After the conclusion of the hearing, the Officials Code of Conduct Committee will send a letter regarding the outcome of the hearing to all parties by registered mail no later than 14 business days after the hearing is completed.

15) The Officials Code of Conduct Committee's decision may be appealed. All appeals will be at the Appellant's expense, and referred to the Sport Dispute Resolution of Canada for a decision. The decision of the Sport Dispute Resolution of Canada is final. Grounds for an appeal may include:

- a) HCBC failing to follow procedures set out in this policy.
- b) The Disciplinary Committee's decision was influenced by bias
- c) The Disciplinary Committee's decision was based on a misunderstanding of the evidence.
- d) The Disciplinary Committee's decision was unreasonable based on the facts and circumstances.

I _____ (print name) have read and fully understand the Horse Council BC Officials Code of Conduct Discipline Policy, and agree to abide by all expectations, rules, and regulations.

Officials Signature: _____ Date: _____

Policy #800-1

BC PROVINCIAL COMPETITION POLICY

“The Horse Council BC Provincial Competition system will strive to only use tests or patterns developed specifically for the HCBC Competition system, and or tests or patterns that are not the sole property of any National, International or other equestrian organization”

Policy #805-as 2018

SPORT PROGRAM POLICY

Whereas, Horse Council BC is committed to fostering participation in all varieties of equestrian sport. Be it therefore resolved that Horse Council BC will promote riding and driving programs.

Be it further resolved that Horse Council BC will promote participation, leadership and excellence in all equine activities locally, provincially, regionally and nationally with special attention given to coaching and officials development.

Policy #820-as 2018

MEMBERSHIP POLICIES AND RELATED PROCEDURES

900 – MEMBERSHIP POLICIES AND RELATED PROCEDURES:

Members' – Code of Conduct (Under Development)

Member Not in Good Standing Policy (Under Development)

Lifetime Membership Policy

Affiliate Membership Policy

Club Membership Policy

MEMBERS CODE OF CONDUCT

In Development

MEMBERS NOT IN GOOD STANDING (Under Revision)

Membership and all benefits run with the calendar year.

Members are considered “in good standing” providing that the member:

- Has paid all membership fees and other dues for the current year to the association; If fees are received by a competition or club, the member will be deemed “in good standing” from the moment fees are received by any means, however if the means of payment is later made void for any reason, it will be as if the membership was never purchased and all benefits will be void.
- Has not ceased to be a member
- Has not been suspended or expelled from membership
- Has complied with the Bylaws, policies and rules of the Association.
- Is not subject to a disciplinary action or investigation of the Association, or if subject to *disciplinary action or investigation of Association previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of Association;*

1. Each Member may be declared “Not in Good Standing” by the Executive Committee for a variety of reasons including but not limited to:

- (a) a member is behaving in a manner contradictory to the aims and goals of the society,
- (b) a member is guilty of inhumane or unethical treatment of any equine,
- (c) a member has a debt for programs, competitions or other services offered from HCBC

2. The Executive Committee shall upon review of circumstances, records or other information declare a member’s status as “Not in Good Standing”

3. Every member with status “Not in Good Standing” will not be eligible to hold a position within HCBC or participate in any HCBC activity nor be entitled to any member benefits from HCBC.

4. Every member with status “Not in Good Standing” shall remain with the declared status until such time as the Executive Committee declares a change of status for the member to be “In Good Standing”.

5. When a member is declared “Not in Good Standing” this will be in effect for a period retroactive until the last time the member status was “In Good Standing”. All points or awards accumulated during the retroactive period will be invalid and removed, as will all member benefits.

7. Every member being expelled from HCBC will no longer be a member and will have no member benefits of any kind.

Oversight and Responsibility:

1. The President will appoint the Executive Director responsible for overseeing the “Not in Good Standing” Policy and Procedure.

The Executive Director will collect, review, maintain and examine all records/information pertaining to a change of status for a member status to “Not in Good Standing”.

2. The Executive Director will forward relevant information to the Executive Committee for a declaration of member status "Not in Good Standing".
3. The Executive Director will maintain a list of member status "Not in Good Standing" and review such list as necessary not to exceed a six month period. The review will ensure the list is current and updated.
4. The Executive Director will be responsible for the control and storage of all records pertaining to a member status "Not in Good Standing".
5. The Executive Director will not release any information contained in the records without the consent of the President and in accordance with HCBC's Freedom of Information (FIPPA and PIPPA) Policy.

PROCEDURE

1. The Executive Director or designated staff will contact/notify the member that their membership may be reviewed by the Executive and declared "not in good standing". The member will be notified of the reason for this, and the expected remedy.
2. The member may be notified by phone, providing the conversation is recorded, or by registered mail.
3. The member will be advised that twenty-one days (21) will be afforded to the member to rectify the issue. The member will be advised after twenty-one days the potential exists for a member change of status to "Not in Good Standing".
4. After 21 days, the issue will be forwarded to the Executive Committee for a decision on change in status to "Not in Good Standing". All contacts and documents will be recorded and forwarded for review to the Executive Committee by the Executive Director.
5. The Executive Committee will review a member change of status within seven days of notification from the Executive Director. A Quorum of the Executive will make a determination.
6. The Executive Committee will determine an effective date for a change of status to "Not in Good Standing" and the determination will be forwarded in writing to the member.
7. The member may appeal the determination of the Executive Committee to the Board of Directors. The appeal must be in writing to the Board of Directors within 30 days of being notified of the Executive Committee decision.
8. The Board of Directors at their next meeting will review the appeal and determination by the Executive Committee. A quorum for the Board of Directors will make a decision regarding the member's status.
9. The Board of Directors will advise the member in writing of the decision. The decision of the Board of Directors is FINAL.

The member status "Not in Good Standing" shall be deemed received and will be effective from the date determined by the Executive Committee until the Board of Directors has met and decided on the appeal

This honorary recognition may be granted by the Board of Directors, at their discretion, to any member who has demonstrated outstanding and exceptional service to HCBC. Any voting member of HCBC is entitled to nominate a candidate for "Lifetime Membership". The recognition will consist of a Lifetime Membership to HCBC. The Board shall require a 75% majority vote of Board members present at the meeting to grant the recognition, provided that a quorum of the Board is present at the meeting. Nominations must be made in writing, sent to the HCBC Office to the attention of the Executive Director. The Executive Director will send the nomination to the Board of Directors for review and decision.

The recognition may not be presented every year. The recognition is an ongoing process and will be presented only to suitable candidates. The recognition will be presented at a HCBC event or other suitable ceremony where the recipient can be best recognized by their community. The recognition may include a Plaque or Certificate presented to the successful candidate. The recognition does not include fees towards HCBC programs.

Criteria:

- Nominee is a current member in good standing of HCBC
- Nominee has been a member in good standing of HCBC for a minimum of 12 of the last 15 years
- Nominated in writing, by a current voting member in good standing of HCBC
- Nomination must include a comprehensive list of nominee's achievements, accomplishments and service to HCBC
- The achievements demonstrated by the nominee must include but are not restricted to the following:
 - Long term involvement within the Equine Community
 - Exceptional service to HCBC
 - As a member, committee member or member of the Board of Directors
 - As a volunteer, benefactor or ambassador of HCBC
- And will include at least one of the following significant contributions:
 - Demonstrated achievements and recognition by peers and horse industry
 - Demonstrated an outstanding contribution to the development and growth of the Equine industry
 - Demonstrated an outstanding contribution towards the growth and development of HCBC and its programs
 - Outstanding contribution to equine activities or equine sport in the Province of BC
 - Outstanding contribution to an equine club, or HCBC affiliate organization

Other exceptional circumstances may be considered by the Board. If exceptional circumstances are accepted, these would require a unanimous vote of Board members present at the meeting (providing a quorum is present) to grant this recognition.

AFFILIATE MEMBERSHIP POLICY

Members of an Affiliate organization who are also members of Horse Council BC are represented on the Horse Council Board of Directors by both their designated Affiliate Director and by the HCBC Regional Director for the area in which they reside.

Criteria

Organizations applying for Affiliate Membership with Horse Council BC will meet all of the following:

- To apply for Affiliate status an organization must be a British Columbia equestrian or equine association or a provincial branch of a national equestrian or equine association, be a non-profit or charity and hold legal constitution filed with BC Registry of Companies or Corporations Canada; and
- A minimum 75 individual members who are HCBC members, who reside in 50% of the Regions.*

Application

Submit an annual application to Horse Council on the applicable forms by the end of January each year.

The application will include:

- A completed Affiliate application membership form; and
- an Affiliate verified membership count** for their year prior to the Affiliate membership application year; and
- minutes recording the election/appointment of the designate; and
- payment of the Affiliate Membership fee as set by the Board of Directors from time to time.

Chapters, branches which are legally a part of the Affiliate organization (operating under the Affiliate's board of directors and Bylaws and Constitution) will receive branch status as part of the Affiliate membership fee.

Affiliate centres or clubs that are separate legal entities will have to purchase Club Membership to belong to Horse Council BC.

Application Review:

All Affiliate membership applications will be reviewed on an annual basis by the HCBC Executive Committee prior to their acceptance. Each Affiliate application will be reviewed considering:

- a. that the organization meets the criteria set out;
- b. that participation would benefit the overall goals and activities of HCBC;
- c. that two similar entities might be making application

The current exemptions for the following Affiliate Members: BC Therapeutic Riding Association, Harness Racing BC Society and Canadian Thoroughbred Horse Society (BC Division) are ongoing exemptions as long as they join Horse Council BC each year. If the Affiliate Member does not rejoin each year by January 31 their exemption will be forfeited.

Notes:

* 50% of Regions - with 12 Regions, this means a minimum three individuals residing in a minimum of six (6) Regions totalling 75 members.

** This information will be used to verify eligibility criteria and can be obtained through a request to HCBC

Horse Council BC Member Clubs are equestrian or equine associations that are non-profit organizations operating in British Columbia to promote a similar interest or breed. Member Clubs may not vote or hold office.

Criteria:

- To apply for Club status an organization must be a British Columbia equestrian or equine association or a branch of a national equestrian or equine association, be a non-profit or charity and hold legal constitution filed with BC Registry of Companies or Corporations Canada; and
- ensure all riding members of the club are also individual members of Horse Council BC; and
- hold Club Insurance for the calendar year of the Club Membership ; and
- adhere to policies and procedures of Horse Council BC; and

Application must include:

- A completed annual Member Club application form; and
- a current Club Certificate of Insurance for the calendar year; and
- the Club's current Society number; and
- payment of the Club membership fee as set by the Board of Directors from time to time.

Application approval:

- Clubs will be notified of approved applications by email.

Benefits to a Member Club may include:

- The ability to collect HCBC membership applications and fees at your event, which are effective the date they are collected by the club.
- Application for HCBC funding through a variety of programs.
- Participation in the Group Commercial Insurance Program through CapriCMW Insurance
- The right to advertise and promote club activities such as fundraiser's, educational events, clinics and Sanctioned Competitions on the HCBC website and the Online Forums
- Application to receive HCBC Promo Packs
- Promotion of your organization in the Club directory listing

Clubs are encouraged to use HCBC programs including the Annual Awards, P'tit Trot, Learn to Ride/Drive/Vault, Equestrian Canada Certified Coaches and Instructors, Provincially Certified Officials, HCBC Provincial Rule Book and competition sanctioning for local competitions.