

Terms & Conditions of Membership:

Full rules and bylaws are available on the website SouthlandsRidingClub.com/Rules. By becoming a member, the Applicant agrees to abide by and uphold all the rules and bylaws of Southlands Riding Club. All new and returning membership applications are subject to Board approval. All memberships are based on a minimum one-year commitment. The membership year runs from November 1 to October 31. If you join part-way through the year, your fees will be pro-rated to reflect your start date. Initiation fees are not eligible for pro-rated rates. Memberships are automatically renewed annually. Students must provide proof of acceptable enrollment in an accredited college or university to be eligible for the student rate.

Membership Changes:

Membership Upgrade: Membership upgrades can be implemented immediately upon request. A balance of initiation fees may be due; for example, if the highest category of membership an individual held was a Two-Day membership and they wish to move to a Senior membership, the difference between the two initiation fees would be charged.

Membership Downgrade: A downgrade can be accommodated with a minimum 4-weeks' notice EXCEPT during the first year of membership when downgrades are not permitted.

Maximum of one (1) downgrade per membership year. Payment of a \$50 administrative fee plus applicable taxes is required EXCEPT in cases where a physician certificate is presented to support a change to Social category. If downgrading to Social or One-Day membership, the balance of dues for the membership year MUST be paid in full at the time of downgrade.

Membership Cancellation:

A Member may cancel their membership with a minimum 4-weeks prior notice; requests MUST be made in writing via email to Accounts@SouthlandsRidingClub.com.

- Membership and initiation fees are non-refundable.
- Individuals who have paid for the full year in advance will NOT be refunded for any unused months of dues.
- Individuals who chose to pay the annual membership dues in 12 equal monthly payments will continue to be charged for their remaining dues until the end of their annual membership, unless they wish to pay their remaining dues for the year in one lump sum.

Returning after Cancelling Membership:

Once a membership has been cancelled, the initiation dues are forfeited. Individuals who resign or whose membership has been revoked and subsequently wish to re-join the Club must pay the initiation fees IN FULL again upon rejoining. It is for this reason that we recommend Members carry a low-cost Social Membership if they might someday return to the Club.

Payment of Dues:

Membership dues are annual fees. We offer the option to pay membership dues in one annual payment or in 12 equal monthly payments, plus a finance fee. Monthly payments are processed on or around the 15th of each month; payments are for the upcoming month (e.g., on January 15th payments for February dues are processed). Members who wish to pay membership dues in 12 equal monthly payments must provide a signed pre-authorized payment form and valid credit card number to allow automatic charges for their monthly fees. Terms and conditions of such agreements are detailed below.

Members have three options for monthly payments:

1. **Credit Card Auto-Payment:** If you wish to have your credit card set up on auto-payments you must fill in an Automatic Credit Card Billing Authorization Form and send it to the Office staff. For security reasons, the Club does not retain and manually process Member credit card information. A 3% surcharge will be applied to credit card payments.
2. **Pre-Authorized Debit:** Direct withdrawal of monthly balances from your chequing or savings account can be arranged by providing banking details to the Club (bank ID, transit and account numbers) along with a signed authorization. Processing of payments will include membership dues plus any incidentals accrued on your account including Clubhouse concession items, Event fees, etc.
3. **Post-Dated Cheques:** Post-dated cheques for the entire membership year are required on November 1st of each year; please ensure that cheques are dated for the first of each in advance of the month's dues (i.e.: January dues must be paid January 1). Incidentals such as food, beverages, Event fees, etc. will accrue and it is the responsibility of Members paying by cheque to keep all such balances paid in a timely fashion.

With a limited number of administrative staff, the onus is on Members to ensure they are remaining current with payments. Failure to pay fees, dues or other monies owing to the Club may result in suspension or loss of membership.

Should a Member have their credit card declined for monthly dues and/or miscellaneous items or have a cheque or direct debit be returned NSF, the Club may take the following actions:

- Assign a \$50 NSF fee for any declined payment; and/or
- After two returned or declined payments, require the Member to pay the remaining annual fees in one lump sum; and/or
- If the account remains unpaid after 60 days, suspend the membership until all fees are paid in full for the current membership year; and/or
- Require future years' membership dues be paid up front in full before renewing the membership.

Pre-Authorized Payment Terms & Conditions:

Pre-Authorized Debit (PAD) Details: Attach a void cheque or send in a form from your online banking.

I/We authorize Southlands Riding Club "SRC" and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our Southlands Riding Club "SRC" account(s). Regular monthly payments for the full value of services delivered will be debited from my/our specified account on or about the last banking day of each month. These charges are for Membership Fees & Dues, Event Entry Fees and incidentals, Food & Beverages, Merchandise, or other items charged to my or my dependent's membership account. Southlands Riding Club "SRC" will advise me/us for any other one-time or sporadic debits and provide me with 5 calendar days written notice prior to any debits. This authority is to remain in effect until Southlands Riding Club "SRC" has received written notification from me/us of its change or termination. This notification must be received at least thirty 30 calendar days before the next debit is scheduled at the club address. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting <https://www.payments.ca/resources/payment-guides/business-guides/pre-authorized-debit>. In the case of variable amount PADs, Southlands Riding Club "SRC" will provide 5 days written notice prior to any changes in the fees and/or its schedule. I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit <https://www.payments.ca/resources/payment-guides/business-guides/pre-authorized-debit>. I/We understand and accept the terms of participating in this PAD plan.

Pre-Authorized Credit Card Details:

I/We authorize Southlands Riding Club "SRC" to automatically bill the card noted as specified. I/We understand that the amount will vary and are for Membership Fees & Dues, Event Entry Fees and incidentals, Food & Beverages, Merchandise, or other items charged to my or my dependent's membership account. The authorization will continue until I/We cancel the authorization in writing. If I/we have asked for our payments to be direct debited instead of placed on a credit card, the credit card shall be retained on file for the purposes of collecting in the event my/our account is in default.

Communication:

The Club's primary method of communicating with members is through the SRC Newsletter sent via email. All members expressly agree to receive various methods of communication including, but not limited to email, SMS texts, and telephone calls. Members may opt out of electronic communication or text messages at any time, understanding that they may then not receive important information and will not hold SRC liable for missing information.

HCBC Membership and Liability Waiver:

All riders, hand-walkers and lungers MUST have an active, current HCBC membership and a signed liability waiver prior to working on Club grounds.

Volunteer Program:

All members with the exception of Social and Introductory members are required to participate in the SRC Volunteer Program. The membership year runs from November 1 to October 31 each year. The Member is required to perform at least 10 hours of reported and approved volunteer activities throughout the year. Each hour is valued at \$25. Volunteer hours will be tracked and reported on throughout the year. Members who do not sign up for sufficient hours by September 30 each year will be charged for uncompleted hours at \$25/hour. All hours must be completed by October 31 each year. Overages are not eligible to be carried forward to the new year. Members may transfer excess hours to their family members by emailing the office. Members who join part way through the year will have their first year required hours prorated.