

Instruction Rules and Regulations

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S O U T H L A N D S
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INSTRUCTION RULES AND REGULATIONS

1.0 OUR INSTRUCTION PHILOSOPHY

“Instruction” means regular and/or continuous commentary and/or direction provided from/by one individual to another individual/group who is riding.

Club Instructors are responsible for the ongoing development of Members’ riding skills through quality Instruction, encouraging participation in schooling and EC-sanctioned shows, and other appropriate educational opportunities.

As ambassadors of the Club, Club Instructors seek to grow Club membership through recruitment and retention of new students. As professionals, Club Instructors work collaboratively with Club management to enforce Club Rules and Regulations and lead by example through a demonstrated commitment to safety, courtesy, and ethics, both on and off the Facilities.

2.0 OUR EXPECTATIONS OF CLUB INSTRUCTORS

2.1 CONDUCT

Instructors are to be courteous to *all* Members and Guest Riders and be capable of working effectively with one another and Club staff. Instructors are to set a positive example for clients and other Members by observing Club Rules and Regulations and ensuring their clients do the same. Instructors are to insist on courtesy from their students toward other Instructors, Members, and Guest Riders. As Members, Instructors are to adhere to the viaSport BC Universal Code of Conduct (BC UCC: <http://www.viasport.ca/bc-universal-code-of-conduct>).

2.2 SAFETY

Instructors have authority to insist *all* Members and Guest Riders observe Club Rules and Regulations, with special emphasis on safety issues including: wearing a helmet made to the ASTM F1163 standard and certified by the Safety Equipment Institute (SEI) at all times when riding or lunging at the Facilities; wearing boots with a half inch heel when riding in a saddle; and abiding by and enforcing appropriate use of technology (see Club Rules & Regulations on cellphone and earbuds). Instructors should also encourage all Members and Guest Riders to wear reflective equipment when riding to and from the Club around dusk and dawn.

The Club follows EC Concussion Policy and Concussion Code of Conduct, and all Instructors are expected to comply and ensure compliance by their students (https://www.equestrian.ca/cdn/storage/resources_v2/orav8C7eLmTpQeEHP/original/orav8C7eLmTpQeEHP.pdf).

Instructors *must* complete an incident report following any event in which a Rider is not be able to get back onto their Horse within 24-hours of the accident occurring. Incident report forms are available in the Clubhouse foyer or online through the Club's website (under the "Safety" tab). Where full or partial responsibility for the incident is attributed to the Instructor, the incident report will become a part of the Instructor's file.

Instructors must attend to their student(s) without distraction from outside responsibilities (e.g., teaching with a dog or child in attendance). This includes observing Club policies on the safe and appropriate use of technology when instructing, regardless of whether the Instructor is mounted.

2.3 EXERCISING AUTHORITY

Instructors have the authority to act in a supervisory capacity while on the Facilities and are REQUIRED to exercise this authority when they believe human or animal safety is at risk. As Members, Instructors are required to adhere to the Equestrian Canada Horse Welfare Code of Conduct (<https://www.equestrian.ca/about/governance/policies>). Where an Instructor identifies a concern with the manner in which another Instructor is teaching or riding – be it for reasons of safety, professionalism, or ethics – it is the obligation of that Instructor to address the concern constructively and objectively with the other Instructor in a timely manner. Discussion among Instructors should be conducted privately, with differences settled away from students and other Members.

2.4 MEMBERSHIP MONITORING

Instructors agree to work with management to ensure ALL persons using the Facilities hold an appropriate category of membership. This includes:

- Contacting the office to verify membership status *prior* to instructing a new client at the Club.
- Providing the office with Club client lists as requested.
- Refusing to teach any individual at the Facilities who is known to not be in good standing with the Club and/or has not paid the appropriate Guest Fee(s).
- Contacting the office when a person is known or suspected of using the Facilities without appropriate permissions.

2.5 FACILITIES MAINTENANCE

Instructors are to treat the Facilities with care. Any breakage of a jump component, breakage of any other piece of Club property, or any required maintenance must be reported to Club staff promptly.

Instructors are responsible for ensuring that their students have removed their Horse's manure from the riding surface prior to leaving the ring.

2.6 CLUB COMMUNITY INVOLVEMENT

Instructors are expected to actively participate in supporting and building a sense of community at the Club. In doing so, Instructors are giving back to the organization that allows them to generate revenue and maintain an active business. This includes, but is not limited to:

- Participating in Club Events as an exhibitor and/or coach;
- Encouraging clients to participate in Club Events;
- Volunteering during Club Events when not riding or coaching;
- Working with Club staff to help facilitate unique learning opportunities for Members (e.g., teaching or coordinating clinics, professional development workshops, etc.); and,
- Participating on Club advisory and/or planning committees (e.g., hunter/jumper committee)

2.7 INSTRUCTORS MEETINGS

Full-Privilege Instructors are required to attend quarterly Instructors' meetings throughout the calendar year. Guest Instructors that have taught at the Club within the last quarter are encouraged to attend quarterly Instructor meetings. If an Instructor will be absent from a meeting, they must advise the General Manager in writing. Exceptions may be made for extenuating circumstances and will be dealt with on an individual basis by the Board of Directors.

2.8 PAYMENT OF ACCOUNT

All Instructors are to pay their accounts to the Club within 60 days of their due date. Any Instructor whose account is 60 days or more past due may have their Club teaching and riding privileges revoked until the account is paid to a current standing.

2.9 INSTRUCTOR FEES

Instructor fees are set by the Club. There are different ring fees for Full-Privilege versus Guest Instructors. Please contact the office for the most current schedule of rates

2.10 DRESS

Instructors should wear attire appropriate to their professional status and in keeping with the Club's safety requirements.

3.0 BENEFITS OF INSTRUCTING AT OUR CLUB

Aside from excellent Facilities, our proximity to downtown Vancouver makes the Club easily accessible to those living in the city. Located just off Southwest Marine Drive, the

Club is accessible by public transit or bike. Our accessibility opens the sport of riding up to an audience who might otherwise not have the time or means to participate.

The Facilities are open daily from 6:00am to 9:00pm, and some rings are equipped with lights for evening riding. The Indoor Ring, Big Ring, and Covered Ring are groomed at least once daily. Other rings are groomed daily on a seasonal basis OR on an ‘as-needed’ basis. The Club organizes jump course and dressage kit setting. Our Office staff are typically available daily to help facilitate your bookings and teaching schedule with our online app. Our Office staff track your ring fees and invoice you monthly. You simply show up and teach.

Additionally, your clients have easy access to the many schooling and Equestrian Canada-sanctioned shows we host each year. With low-cost walk-in fees and no need to trailer or pay stabling fees, your Southlands-based students can gain valuable show experience without the added costs of showing off-site.

The Clubhouse is accessible to Club Instructors 24 hours daily (key code access after hours) and provides heated washrooms and a warm and comfortable space to enjoy a coffee, work on your business (complimentary Wi-Fi), or catch up with clients and colleagues. Full-Privilege Instructors each receive one complimentary Clubhouse rental annually – the perfect opportunity to host a holiday event, family reunion, birthday party, or other event.

4.0 INSTRUCTION CATEGORIES & REQUIREMENTS

4.1 *FULL-PRIVILEGE INSTRUCTOR*

Defined as certified, professional trainers/coaches sanctioned by the Board and authorized to teach at the Facilities on a full-time basis.

Criteria for approval of Full-Privilege Instructors

Instructors are to hold a Student, Senior, or Golden-Age membership in ‘good standing,’ as defined by the Club’s bylaws. Additional requirements include:

1. Evidence of having at least five (5) current or prospective Club Members wishing to participate in a regular lesson program at the Facilities;
2. EC Licensed Coach Status, or an equivalent level of coaching license from a nationally recognized equestrian governing body outside of Canada (e.g., USEF), and in good standing with the applicable organization;
3. Two (2) coaching references, if the application is from an Instructor that is out of province;
4. Two (2) character references, if the application is from an Instructor that is out of province;
5. Valid First Aid Certificate – standard and/or enhanced first aid;
6. Proof of current personal third-party liability insurance (minimum of \$5,000,000.00) with Southlands Riding Club named as “additional insured”; and,

7. Approval by the Board of Directors.

NOTE: Once an Instructor is accepted by the Board of Directors, Full-Privilege Instructor status is dependent on the successful completion of a 3-month probationary period.

4.2 GUEST INSTRUCTOR

Defined as an Instructor or coach possessing unique qualifications or skills (e.g., vaulting, Olympian/International Competitor in equestrian disciplines) OR an Instructor visiting at the request of a Member.

Criteria for approval of Guest Instructors

Guest Instructors are to hold a Social membership at a minimum. Additional requirements include:

1. EC Licensed Coach Status, or an equivalent level of coaching license from a nationally recognized equestrian governing body outside of Canada (e.g., USEF), and in good standing with the applicable organization;
2. Valid First Aid Certificate – standard and/or enhanced first aid;
3. Proof of current personal third-party liability insurance (minimum of \$5,000,000.00) with Southlands Riding Club named as “additional insured”; and,
4. Approval by the Executive Committee.

NOTE: Unless holding a membership category affording riding privileges – such as Senior, Golden or Student – a Guest Instructor may NOT ride at the Facilities unless the appropriate drop-in fee has been paid; this excludes brief schooling and/or mounted demonstration during Instruction.

NOTE: Ring rental fee for Guest Instructors is higher than for Full-Privilege Instructors.

4.3 VISITING CLINICIAN

From time-to-time clinicians may be invited to teach or conduct educational sessions based on the needs of Club Members. Clinics are to be organized through the Office, and clinicians are subject to the following requirements:

- 1) Valid first-aid certification* (does not apply for classroom-only sessions); and
- 2) Proof of current personal third-party liability insurance (minimum of \$5,000,000.00).

*In the event the clinician does not have First Aid certification, an alternative person possessing these skills must be present during the clinic at all times.

4.4 DROP-IN INSTRUCTOR

Defined as an Instructor who is neither a Full-Privilege nor Guest Instructor who provides Instruction to Member(s) during a Drop-In ride. Drop-In Instructors may only teach at the Club one day per month for a maximum of six times per year. Multiple lessons may be taught on a given day.

Criteria for approval of Drop-In Instructors

Drop-In Instructors are not required to hold a membership but must fulfill the following requirements:

- 1) EC Licensed Coach Status, or an equivalent level of coaching license from a nationally recognized equestrian governing body outside of Canada (e.g., USEF), and in good standing with the applicable organization;
- 2) Valid First Aid Certificate – standard and/or enhanced first aid;
- 3) Proof of current personal third-party liability insurance (minimum of \$5,000,000.00) with Southlands Riding Club named as “additional insured”; and,
- 4) Approval by the Executive Committee.

NOTE: Unless holding a membership category affording riding privileges, a Drop-In Instructor may NOT ride at the Facilities unless the Guest Rider procedures are followed; this excludes brief schooling and/or mounted demonstration during Instruction.

NOTE: Ring rental fee for Drop-In Instructors is higher than for Guest Instructors and applies for lessons on the field.

5.0 APPLYING TO BECOME A CLUB INSTRUCTOR

The acceptance of new Instructors is determined by the Board of Directors and is based on the needs and desires of Members and the applicant’s qualifications. There is no established minimum or maximum number of Instructors who may be designated as Instructors at any one given time. Applications from prospective Instructors are assessed on their own merit. Applicants must fulfill the following requirements:

- 1) Meet the minimum professional criteria;
- 2) Fulfill a need within the Club’s membership;
- 3) Agrees to conduct themselves professionally at ALL times when representing the Club; and,
- 4) Participate in and/or support Club community.

Individuals wishing to apply must provide evidence of meeting the minimum requirements for a given Instruction category. All documents including copies of certificates should be

sent electronically to the General Manager (SRCgm@southlandsridingclub.com) along with a covering letter.

The date of acceptance for a new Instructor is at the Board's discretion. All new Instructors are accepted with a mandatory three-month probationary period. During this period, the Instructor will meet with the General Manager (or designated Member of the Board) monthly to assess performance and alignment of the individual's business and conduct with the Club's mission and vision.

6.0 GENERAL RULES: INSTRUCTION SPACES, SCHEDULING, & JUMP SETTING

6.1 RING CAPACITY

Teaching spaces at the Facilities are defined below but may be modified by the General Manager from time to time.

Covered Arena: Two (2) private or semi-private lessons concurrently.

Indoor Arena: Two (2) private or semi-private lessons concurrently.

Big Ring: Two (2) private, semi-private, or small-group lessons concurrently.

McCutcheon Ring: Two (2) private or semi-private lessons concurrently.

Dressage Ring: One (1) private, semi-private, or small group lesson.

Carnarvon Ring: One (1) private, semi-private, or small group lesson.

McCleery Ring: Two (2) private, semi-private, or small-group lessons concurrently.

6.2 LESSON SIZES

Private lesson = one (1) student.

Semi-Private lesson = two (2) students.

Small-Group lesson = maximum three (3) students.

6.3 PRIVATE RING BOOKINGS

An Instructor may book a ring for private use at the discretion of Club management. Private ring bookings must be done at least one week in advance and notice of private bookings must be communicated to Members at least 72 hours in advance.

Rental space in the Indoor, Covered, McCutcheon, and Big Ring is restricted to days and times that are not considered 'prime time.' Private ring booking fees vary by ring, length of booking (hourly, 4-hour half day, or 8-hour full day), and Instructor status. Additional fees apply for any jump or dressage kit setup or other workload required outside that of regular daily ring maintenance. See the Riding Facility Rental Agreement for more information.

Instructors are prohibited from double rings through the regular lesson booking method. That includes booking a portion themselves and additionally having their own Instructor book the other portion.

6.4 LESSON START AND END TIMES

Instruction times are booked in 45-minute intervals, and all Instructors must teach **ONLY** within these defined times.

When a lesson does not begin within 15 minutes of its scheduled start time – because either the Instructor or the student did not show up – that space may be used by another Instructor.

If an Instructor misses two (2) scheduled lessons without prior cancellation in a one-month period, or four with cancellation but without valid reason, that Instructor may lose that time permanently.

Lessons must be cancelled at least 24 hours prior to the lesson start time, otherwise ring-fee charges will be incurred.

6.5 JUMPS, COURSES, AND FENCE SETTING

All courses in jumping rings are to be set as per the schedule supplied by the General Manager; the Club will financially compensate an individual(s) to design and build courses. Club management is under no obligation to employ Instructors to design and build courses and may choose to hire individuals who are not Club Instructors.

In all rings and at all times, fences and ground poles should be set far enough off the rail to allow two Horses to safely pass abreast in opposite directions. The only exceptions are during Club clinics and shows. All courses set in the Indoor Arena and in the Covered Arena must also be set to leave the centre line and one diagonal open.

Instructors must return all jumps and lines to the set course locations and distances if they are moved for the purpose of lessons.

All jumps must be set to a **height of approximately 0.70-0.90m when a lesson is completed** unless requested otherwise by the next Instructor or a Member(s) using the ring.

All oxers must have their back-rails sitting on safety-release jump cups. If the oxer can be jumped in both directions, then the top rails on both sides must sit in safety-release jump cups.

Any ground poles are to be returned to the jump they were appropriated from unless they are a specified obstacle as per the course designer's plan or as requested otherwise by the next Instructor or a Member(s) using the ring.

All fences/obstacles used personally or in lessons MUST be legal as per EC/FEI regulations for jump setting.

No pedestrians are allowed in the rings during lessons except to help set up fences with the permission of the Instructor. The pedestrian may not assist with Instruction and must not interfere with Members' riding or use of the Facilities.

6.6 LUNGE LESSONS

An Instructor may lunge a Horse ridden by a student during a scheduled lesson in any ring without jumps providing they obtain consent from any other Instructors or Riders currently using the ring.

7.0 INSTRUCTOR RANKING SYSTEM

To determine ring-booking priority, the Club employs a ranking system of Instructors. This point-based system considers the following factors:

- 1) Equestrian Canada (EC) coaching certification level
- 2) Percentage of the Club's Instruction income generated by each individual Instructor
- 3) Contributions to the Club community
- 4) Timely payment of accounts
- 5) Adherence to Club rules, policies, and standards

Each Fall, Instructors send the Office staff a list of their preferred teaching times and ring assignments – including the names of Members being taught and the height they are jumping currently (if applicable).

In mid-September, a draft schedule for teaching will be created by the Office staff that takes into consideration the information provided by each Instructor PLUS the ranking of each Instructor.

While the ranking table is important, it is not the sole determinant of access to a given ring and/or teaching time. All variables – including the type of membership held by the individual to be taught, the height they are jumping, total number of lessons they desire each week – are factored into creating an equitable schedule that is of most benefit to our membership at large.

7.1 RANKING TABLE

POINTS	2	4	6	8	10
EC Coaching Certification	Competition		Specialist		High Performance
Instruction Revenues % of Club's total Instruction income generated per Instructor	<5%	5-10%	10-15 %	15-20%	>20%
Club Community Participation Points assigned through self-assessment with General Manager verification	Rarely makes meaningful contributions to the Club.	Contributes when prompted. Seldom offers ideas or seeks opportunities	Periodically makes meaningful contributions to the Club without being prompted.	Consistently contributes to the Club. Exhibits a positive, supportive attitude toward Club staff, Members, and Guest Riders. Consistently demonstrates initiative and seeks opportunities to improve the Club.	

Minus one (1) point for every instance in which account is deemed overdue in previous 12-month period.

Minus one (1) point for every documented violation of Club rules/policies/standards in previous 12-month period.

Minus one (1) point for every meeting missed with the exception of extenuating circumstances.

7.2 CLUB COMMUNITY PARTICIPATION

Instructors are expected to actively participate in supporting and building a sense of community at the Club. This new ranking element seeks to recognize Instructors who seek opportunities to improve and enhance the Club through their involvement in Club committees, participation in Club Events or initiatives, or other activities that benefit the Club. Annually, Instructors will self-assess their participation (using the criteria listed

above) and provide evidence to support their self- assessment (via point-form submission to the General Manager).

8.0 OUR INSTRUCTOR BILLING PRACTICES

Instructors may log into the portal to review their lesson bookings and ring fees. Instructors will not be charged late-cancel ring fees when:

- 1) Rings have been closed in preparation for and during official Club Events;
- 2) Booked rings have been closed for repairs;
- 3) Booked rings have been deemed unusable by the General Manager or their designate; or,
- 4) Extreme weather conditions prohibit access to the Club.

Unless otherwise noted, ring fees invoiced by the Club are considered due and payable immediately upon receipt. Any discrepancies in billing must be brought to the attention of Office staff immediately; invoices older than 30 days are undisputable.

Instructors are required to ensure their accounts with the Club are current and up to date at all times. No more than one NSF cheque per fiscal year will be considered acceptable. Late payments will be treated as follows:

- 31 - 60 days: reminder notice with interest charges added (at discretion of the Club)
- 61 - 90 days: teaching privileges will be suspended pending payment in full (at discretion of the Board of Directors)

9.0 INFORMAL INSTRUCTION PRACTICES

Informal Instruction occurs when an Instructor is riding a Horse while supervising and/or critiquing a client who is riding another Horse. Courtesy, respect, safety, and discretion are to be used when an Instructor is teaching in an informal manner, particularly when not using the Instructor's own scheduled teaching times and allotted ring space.

When employing this teaching style, the Instructor is to consider the number of Horse/Rider combinations under their supervision that can ride safely though any scheduled ring lesson(s) to avoid disrupting the lesson(s) in progress.

10.0 UNAUTHORIZED INSTRUCTION AT THE FACILITIES

Unauthorized Instruction occurs when someone who is not an approved Instructor provides Instruction – whether paid or unpaid – at the Facilities.

Unauthorized Instruction at the Club is problematic for many reasons including fairness, safety, and liability, and will not be tolerated under any circumstances.

During Events hosted at the Facilities, coaching by non-Instructors is acceptable in designated warm-up areas and is not subject to Instruction fees when the client is a competitor.

10.1 PENALTIES FOR UNAUTHORIZED INSTRUCTION AT THE FACILITIES

Both parties (teacher and learner) engaged in unauthorized Instruction at the Facilities will be subject to penalties as outlined:

First infraction: The General Manager will conduct a personal meeting with each offender and issue a verbal reminder regarding the rules about unauthorized Instruction. This meeting will be followed up by a letter outlining the content of the meeting and stating the exact time and date of the offence and the exact policy wording which has been contravened. The letter will also state the repercussions of a second offence.

Second infraction: Each offender may be subject to a 1-month suspension of membership privileges (in the case of a non-member parent engaged in unauthorized Instruction, the child's membership will be suspended) and is liable to a fine of a minimum \$100.00 and up to a maximum of \$500.00. Notice of the suspension will be given both verbally from the General Manager and in writing in a letter from the Club President. The letter will state the exact time and date of the offence, the exact policy wording which has been contravened, and will refer to the fact that this is a second offence. It will also state the repercussions of a third offence. Notice of the suspension will also be published, on the Club's website, on the Instructors' Board in the Clubhouse, and anywhere else deemed appropriate by Club management.

Third infraction: Each offender may be subject up to a 1-year suspension of membership privileges (in the case of a non-member parent engaged in unauthorized Instruction, the child's membership will be suspended). Notice of the suspension will be given both verbally from the General Manager and in writing in a letter from the Club President. The letter will state the exact time and date of the offence, the exact policy wording which has been contravened, and will refer to the fact that this is a third offence. Notice of the suspension will also be published on the Club's website, on the Instructors' Board in the Clubhouse, and anywhere else deemed appropriate by Club management.

In all cases, the affected Member(s) has/have the right to appeal a suspension of membership privileges by personal appearance at a Board of Directors' meeting or in writing to the Board of Directors, within 30 days of the date of the letter announcing the suspension. The Board of Directors may at its discretion reverse the suspension and/or apply some other form of penalty.

11.0 LEAVE OF ABSENCE

A leave of absence may be approved for up to 18-months during which time, the Instructor will maintain their Instructor designation.

- Applications must be made at least two (2) months in advance in writing to the Board of Directors. If the request for a leave of absence is for emergency medical or personal reasons, the advance requirement may be waived.
- Approval is granted at the discretion of the Board of Directors, with its decision advised in writing to the applicant.
- Absences greater than three-months will require a reassessment of ranking.
- Extenuating circumstances for requests for leaves of absence will be dealt with on an individual basis by the Board of Directors.

11.1 ELIGIBILITY

Instructors must maintain their membership in good standing for the duration of the leave of absence; Full-Privilege Instructors must maintain a Senior membership or equivalent; Guest Instructors must maintain a Social membership at a minimum.

Instructors must have completed at least two (2) consecutive years of Instruction at the Club to be eligible for a leave of absence.

11.2 REPLACEMENT WHILE ON LEAVE

A replacement Instructor is not required; suggestions may be made but will not necessarily be accepted by the Board.

A replacement Instructor **MUST** meet minimum Club requirements for Instructor status, including certification and insurance.

If a recommendation is accepted for a replacement Instructor, the previous Instructor's recurring scheduled lesson times may be kept until the time in which the schedule is again negotiated (generally in September of each year).

If a replacement Instructor does not meet the needs or is not in good standing after any period, the Board reserves the right to immediately terminate the services of the replacement Instructor.

12.0 INSTRUCTORS FAILING TO ADHERE TO CLUB POLICIES/RULES

Letters of warning are issued with a notification of any infractions committed by an Instructor in contravention of the Instruction Rules and Regulations or Club Rules and

Regulations. Unless otherwise stipulated in the letter(s) of warning, no further disciplinary action is required to be taken.

The Club Board of Directors, under the President's signature, is the author of all letters of warning where disciplinary action is stipulated and imposed on any Club Instructor. All Letters of Warning correspondence, between the affected Club Instructor, the Club Board of Directors, and the Club Instruction Committee, is considered and treated as confidential. It is also deemed and treated as a matter strictly and solely between the letters' authors and the recipient, as is any ensuing dialogue initiated by either party. The letters of warning are kept in the individual's file in the Office. Only the affected Club Instructor, relevant Members of the Club Board of Directors, and the General Manager have access to the Letter of Warning correspondence.

Multiple breaches of any of the articles contained in the Instruction Rules and Regulations, and the Club Rules and Regulations will result in disciplinary action being taken including:

First infraction: The Instructor will receive a letter of warning. The decision and correspondence may be executed by the Club Board of Directors.

Second infraction: The Instructor is liable to a fine of a minimum \$100.00 and up to a maximum of \$500.00. The Club Board of Directors has the authorization to determine the gravity and appropriate fine for such infraction and can execute the appropriate decision and correlating correspondence. In combination with the fine, the Instructor may lose teaching privileges for up to one month. This decision will be made by a consensus ruling of the Board of Directors.

Third infraction: The Instructor is liable to termination of all Club Instruction privileges at Club. This decision would be made by a consensus ruling by the Board of Directors. Should the offending Instructor wish to have their privileges reinstated, the Instructor must submit a written application to the Board of Directors. The acceptance of the Instructor is at the Board's discretion with a mandatory three-month probationary period, during which time their Instruction privileges may be terminated at any time without notice by either party.

13.0 TERMINATING INSTRUCTORS

The authorization to instruct at the Facilities is a privilege and should be treated accordingly. The Board of Directors reserves the right to terminate Instruction status at any time without notice where sufficient cause exists; this includes, but is not limited to:

- Repeated failure to adhere to any of Club policies, procedures, and/or rules;
- Behaviour that puts Club staff, Members, Horses, or the public at risk; or,
- Failure to conduct oneself and one's business in a manner that is beneficial to the Club.