



3 Canadian Division Support Base Garrison Wainwright
Saddle Club
By-Laws

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REFERENCES AND ANNEXES

- A. [Animal Keepers Act, S.A. 2005, c. A-40.5](https://kings-printer.alberta.ca/documents/Acts/A40P5.pdf)
<https://kings-printer.alberta.ca/documents/Acts/A40P5.pdf>
- B. [Animal Protection Act, R.S.A 2000, c A-41](https://kings-printer.alberta.ca/documents/Acts/a41.pdf)
<https://kings-printer.alberta.ca/documents/Acts/a41.pdf>
- C. [Equine Biosecurity Principles and Best Practices](http://albertaequestrian.com/resources/equine-health-and-welfare/biosecurity)
<http://albertaequestrian.com/resources/equine-health-and-welfare/biosecurity>
- D. [Humane Handling Guidelines for Horses](http://docs.wixstatic.com/uqd/6af32a_82a3515f7be94d749eb7eb4a488f33ad.pdf)
http://docs.wixstatic.com/uqd/6af32a_82a3515f7be94d749eb7eb4a488f33ad.pdf

Annexes

- Annex A Weekly Duty List
- Annex B Roles and Responsibilities of the Executive
- Annex C Format for Meeting Minutes
- Annex D PSP Waiver of Liability, Assumption of Risk, and Indemnification Agreement
- Annex E Membership Application
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- Annex I Trail Riding Procedures in Training Area

RECORD OF AMENDENTS

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BY-LAW 1: GENERAL

Purpose

1. The purpose of the Saddle Club is to:
 - a. encourage regular service members of the Canadian Armed Forces (CAF) at 3 CDSB Garrison Wainwright and their dependents to ride and enjoy all sports connected with horses; and
 - b. promote and participate in safe, enjoyable equine activities and to encourage the practical study of horsemanship among members consistent with applicable National Policies, Base Policies, Provincial and Federal Regulations at 3 CDSB Garrison Wainwright and area.

Affiliations

2. Should the Saddle Club wish to affiliate or associate itself with another organization, the President of the Saddle Club shall obtain from the organization concerned an outline of its operations and purposes, including:
 - a. a copy of the organization's constitution;
 - b. copies of any regulations binding members or affiliation with the organization; and
 - c. a list of the groups affiliated with this organization.
3. Upon reviewing the material concerning the organization, should the Executive Committee of the Saddle Club believe affiliation to be in the best interest of the club, affiliation may be proposed for the approval of the membership at a General Meeting.
4. No undertaking to join any association, nor any action that may be construed as affiliation or association may take place unless the President of the Saddle Club prepares a submission concerning the affiliation or association. They must submit it to the Community Recreation Coordinator, who in turn shall staff the same for final approval by the Base Commander (B Comd) or such officer as the B Comd may designate.

BY-LAW 2: MEMBERSHIP, RULES, AND REGULATIONS

5. All members must abide by the articles of the 3 CDSB Garrison Wainwright Recreation Club Constitution and the Saddle Club By-laws. It is imperative that all members of, and visitors to, the Saddle Club be provided a safe, positive equine-focused experience in a harassment-free environment.

Boarding and Non-Boarding Members

6. Applications for membership in the Saddle Club will be considered for all eligible persons: Regular, Ordinary or Associate Members in accordance with 3 CDSB Garrison Wainwright Recreation Club Constitution. A person, who applies for membership, and applies to board a horse in the club, will be considered a Boarding Member. A person, who applies for

membership in the club but does not have a horse to board at the club, will be considered a Non-Boarding Member.

7. Membership application procedure will be explained in By-Law 4 since the prioritization of the facilities are part of the availability for new membership.

8. All boarding and non-boarding Members will be added to the Saddle Club memberships list by the secretary.

Rules and Regulations

9. Due to the unique and potentially hazardous nature of equestrian activities, all Saddle Club members and their guest must follow the 3 CDSB Garrison Wainwright Recreation Club Constitution and the Club By-laws to ensure consistent day to day operation of the stables, herd health, and the prolonged life of Club capabilities. Members shall also abide by additional rules, which may, from time to time, be imposed by the 3 CDSB Edmonton Base Commander or their representative, Range Control, or the Executive Committee.

10. Harassment. Club members must always treat others with respect and dignity. Harassment will not be tolerated. Incidents of harassment will be referred to an independent harassment advisor for review and may result in suspension or expulsion of the member from the Club, in accordance with the CFMWS Harassment, Prevention and Resolution Policy.

11. Grievance. Any Club member who has a grievance or a complaint shall first report their complaint in writing to the Club President, through the Secretary. The only time a complaint shall be first reported higher is in a case where the complaint is against the Club President, whereas the complaint will first be reported in writing to the Community Recreation Coordinator (CRC) and Manager, Fitness Sports & Recreation (Mgr FSR). At no time shall a member of Club make a complaint directly to the B Comd unless all other avenues of redress have been exhausted. A fair, transparent, independent investigation will be carried out in a timely manner and a written report of findings will be provided to the involved parties.

12. Guest. Club members are permitted to bring guests to the facilities provided their guests are always under the direct supervision of the responsible member while on Club property. Saddle Club members who bring guests to the property are personally liable for the safety and conduct of their guests. Non-club members are not permitted to enter Club grounds handle others' horse(s), provide feed to the herd, or to operate the club's equipment (e.g., small tractor or lawn mower).

13. Liability. Personnel Support Programs (PSP) does not provide insurance coverage for injury to members of the various recreation clubs. The Club accepts no liability for any injury sustained by the members or guests of members using the Club's facilities. The Club accepts no responsibility for lost or stolen property of members using club premises at their own risk. The following shall apply with respect to all members:

- a. all members and guest must sign a PSP Release of Liability, Waiver of Claim, & Indemnity Agreement form prior to participating in any recreation club and related activities;
- b. the parent/guardian of a minor member or guest must sign the same form mention above in front of a witness; and

- c. Agreement is available as Annex D.
14. PSP Plan Memberships. All club members must hold an active PSP Plan Membership.
15. AEF Members. All Saddle Club members (Boarding and Non-Boarding) must be current members of the Alberta Equestrian Federation (AEF) to ensure coverage for personal liability. The AEF website is: <http://www.albertaequestrian.com/>. **As the AEF membership is mandatory, it must be renewed Jan 1st of every year. Memberships can either be individual or family. Proof of renewal will be provided to the Saddle Club Executive prior to Jan 31st**, failing to do so will result in suspension from the Saddle Club grounds until proof of membership renewal is given to the Saddle Club Executive, up to a maximum of 30 days. Failure to provide an AEF membership after 30 days will result in being given a 30 days' notice of club membership termination and member will be required to remove their horse(s) from club property within the 30 days. Horse owners are further encouraged to purchase equine insurance to cover horse injury, illness, and death. Owners permitting guests to ride their horses do so at their own risk as Alberta Equestrian Federation (AEF) coverage is non-transferable.
16. Horsemanship. Members of the Club must promote safe horsemanship and always demonstrate proper equine etiquette in a controlled environment. Any inappropriate or unsafe action or unacceptable conduct by Club members or their guests shall be reported to the Club President for possible reporting to the Mgr FSR for disciplinary and/or administrative action.
17. Protective equipment. The use of protective equipment (helmet and boots with heels) by adults is strongly encouraged whenever riding or training horses. Wearing of an approved riding helmet is mandatory for members under the age of 18 years.
18. Safe practice. More experienced equestrians are encouraged to promote safe practices to inexperienced members. Should any Club member witness an unsafe act that could lead to horse or handler injury, they must take measures to have the activity ceased at once.
19. Criminal offences. Criminal offences (i.e.: theft, mischief, cruelty to animals) will not be tolerated. Expulsion from the Club may be immediate, and the matter will be referred to the Military Police and/or PSP for further investigation.
20. Abnormal horse behaviour. If abnormal behaviour or injury is observed in another member's horse, a member of the Executive is to be notified, who will then inspect the horse and/or notify the horse's owner. Notification of the Executive will be in the following order:
- a. Stable Master;
 - b. Vice President; or
 - c. President.
21. Personal property. Club members shall not use other members' personal property, except where prior agreement is made between the members. Members shall not handle, feed, or ride other members' horses except where prior agreement is made between the members or if an emergency or safety situation presents itself (e.g., loose horse, potential horse injury or property damage).

22. Personal property storage. One locker per family will be provided in the Tack Shed for equine related equipment and members are responsible for providing their own locks. A second locker could be made available for a family owning 3 horses. Space is provided on the club premises for storage of member's personal horse trailer.

23. Horse ownership. All members boarding horses at the Club must be the sole owner of the horse(s). Leased horses are not permitted to be boarded at the Club. Members may allow other club members to use their horse(s) as desired, however members will not lease their horse(s) to third parties for financial gain.

24. Financial benefit. Club members may not financially benefit from their membership by running a business out of Club facilities. This does not preclude minor monetary compensation for time or services rendered between Club members (e.g., riding lessons, training, farrier, etc.). If the Club decides to offer training or lessons as a Club activity or if any Club Member employs an outside agent to provide personal training and lessons a contract for services must be completed.

25. Children supervision. The Club is a family-oriented facility where children are welcome; however, due to the potentially hazardous nature of equine activity, all children under the age of 16 must be supervised. Youth of the age of 14 and over, with equine experience, may be exempt from this rule, provided written permission by the parent or guardian to the CRC. Parents/guardians of children under 16 must confirm with the President that their children are able to ride safely.

26. Smoking area. Smoking is permitted in the designated smoking areas only. The two designated smoking areas are by the butt cans in front of the barn and by the Tack Shed. All butts will be put in butt cans.

27. Manure management. Members shall always, clean up after themselves and their horses. Manure shall be taken care of on club compound area, along trails on Base property as well as outside the confines of the Base. When horses are housed in any of the paddocks or in the barn, the member is responsible to clean up manure on a regular basis but no less than once a day.

28. Horse In/Out. Members are required to "Sign In/Out" whenever they take their horses off Club boundaries to an equestrian centre/riding arena or a location that may entertain other horses. A form has been placed in the entrance of the Barn for this purpose. Members taking their horse(s) out of the boundaries for more than 24 hours will have to notify the Stable Master and the President. There may be a requirement for the horse(s) to be quarantine upon returning to the Club.

Saddle Club Weekly Duty

29. The Saddle Club functions as a Co-operative Club with no paid staff. As such, weekly duty schedule is shared by all boarding members, for upkeep and maintenance.

30. Due to varying horse experience, non-boarding members are not required to participate in the Saddle Club weekly duty unless approved by the Executive.

31. The Saddle Club weekly duty begins on Monday morning and concludes Sunday evening (7 days) and is assigned to each boarding member or family.

32. The weekly duty schedule is maintained by the Club Vice President. Once published, the schedule is subject to change based on departing and/or new Club members.

33. Duties are outlined in Annex A.

34. Boarding members shall participate in Saddle Club weekly duty as assigned. Failure to participate will result in a review of membership in the club by the Executive Committee with possible recommendation for expulsion. Should a boarding member be unable to fulfill their duties as assigned, it is their responsibility to find another boarding or non-boarding member to assume their responsibilities and inform the Vice President for them to amend the schedule.

Work Parties

35. Work parties will be organized and coordinated by the Stable Master. All Club members are expected to participate in at least 50% of the scheduled work parties. If due to circumstances beyond their control, members are unable to participate in the 50% of scheduled work parties, they may liaise with the Stable Master regarding the completion of items on the Club's "to-do" list in lieu. Club members who do not participate in work parties in accordance with this Bylaw will have their Club membership reviewed by the Executive Committee with possible recommendation for expulsion.

BY-LAW 3: CLUB ADMINISTRATION

Club Executive Committee

36. The Saddle Club shall be administered by an Executive Committee composed as follows and IAW the Recreation Club Constitution:

- a. President. Shall be a serving CAF member;
- b. Vice President. Shall be a regular member;
- c. Secretary. May be regular, ordinary or associate member;
- d. Treasurer. Shall be a serving CAF member; and
- e. Stable Master. May be a Regular, Ordinary, or Associate Member.
- f. Any exceptions and if the Stable Master is an Ordinary or Associate Member, they must be approved by the B Comd or Garrison Chief of Staff (COS).

37. Executive roles and responsibilities are outlined in Annex B.

Meetings

38. The Executive Committee must meet for the conduct of club business no less than four times per year. The president, or at least 50 percent of the executive members, may at any time convene a meeting of the Executive Committee.

39. The club must hold at minimum one Annual General Meeting per year.

40. Meeting format. The following format shall be used:
- a. meeting called to order;
 - b. reading of previous minutes, and their adoption;
 - c. Treasurer's report;
 - d. general information/old business;
 - e. new business;
 - f. announcements; and
 - g. adjournment.
41. Quorum. The Saddle Club shall not implement new projects or expenditures without a Quorum:
- a. at an Executive Meeting, 60% of the Executive Committee must be in attendance to constitute a legitimate meeting; and
 - b. at a General Meeting, 51% members present in person constitute a legitimate meeting.
42. Voting. Each member of the Saddle Club is entitled to one vote on each topic of discussion. Voting shall be done by a show of hands. A simple majority shall serve to pass or defeat a motion; there will be no voting by proxy. Non-Boarding members will be asked to refrain from voting at general membership meetings on matters that relate directly to the care or custody of the herd.
43. Minutes. The minutes of a meeting shall be:
- a. taken for all Executive Committee and General Meetings; and
 - b. submitted to the CRC for approval by the B Comd or his representative before implementation.
44. Format of minutes. The minutes shall be laid out as indicated in Annex C.

Amendments

45. Amendments to the By-laws will be made in writing by a mover and a second, to the Secretary. Any proposed change to the By-laws or the Saddle Club operation must be provided to the Secretary at least two weeks in advance of a General Meeting.
46. The motion will be emailed to Club members and will be posted in the Clubhouse notice board not less than one week prior to a General Meeting.
47. Changes to the By-laws must be passed by a majority vote of the members at a General Meeting.

48. All approved amendments must be included in the meeting minutes and be forwarded to the Garrison COS for final approval prior to implementation.

Suspension or Revoking of Membership

49. Infractions of the Recreation Club Constitution or the Saddle Club's By-laws will be dealt with according to the process of a verbal warning for a first offence and a written warning with a \$50 fine applied for a continued or second offence. Members will be given a reasonable period in each case to correct the infraction. The period to be set by the President, his delegate or by the Executive.

50. The executive will consider any further infractions of the Constitution or By-laws as grounds for revocation of club membership and privileges IAW article "Suspension and Expulsion" of the Recreation Club Constitution and action as stipulated.

51. Once a Membership is revoked, the member will have to remove their horse(s) and personal property and equipment from the Saddle Club property within 30 calendar days of a written notice to do so, with all monies owing paid prior to departure.

Non-Confidence Vote

52. A Non-Confidence vote regarding the failure of an Executive member of the Saddle Club to execute their duties and responsibilities on behalf of the Club, can be requested by another member of the Executive, or a member of the Saddle Club through the President. If the non-confidence vote applies to the President, the request will be submitted to the Vice-President.

53. The individual implicated in the non-confidence vote will be informed in writing by the President (Vice President if the President is the subject of the vote), within 24 hours of the receipt of the request. The reason for the non-confidence vote request will be outlined in the correspondence they will receive. Once the vote is completed, if the non-confidence vote is supported, the member will be removed immediately from their function and responsibilities as a member of the Executive Committee. Depending on the reason for the non-confidence vote, the member's club membership may also be reviewed. A non-confidence vote may be initiated for any of the following reasons (Note that this list is not exhaustive):

- a. the Executive Committee member does not accomplish his/her duties in accordance with their responsibilities as specified in the 3 CDSB Garrison Wainwright Recreation Club Constitution and the Saddle Club By-laws;
- b. the Executive Committee member does not represent the Saddle Club adequately and in a positive manner;
- c. the Executive Committee member does not apply and/or follow By-laws of the Saddle Club;
- d. by their actions, the Executive Committee member causes dire consequences for the Saddle Club; and
- e. the Executive Committee member commits an infraction whether criminal or civil.

54. In the event of any of the circumstances determined in paragraph 53 or any other circumstance that does not reflect positively on the Club, a non-confidence vote shall be executed as follows:

a. submission by a member of the Executive Committee:

- (1) member of the Executive Committee submits the request for a non-confidence vote regarding another member of the Executive Committee, in writing to the Saddle Club President, or Vice-President if the subject is the President,
- (2) the request is to clearly identify the reasons for the vote, and
- (3) the vote shall be considered within 24 hours after reception of the request.

b. submission from a Saddle Club Member:

- (1) member of the General Saddle Club Membership submits the request for a non-confidence vote regarding another member or a member of the Executive Committee, in writing to the Saddle Club president,
- (2) the request is to clearly identify the reasons for the vote, and
- (3) a petition signed by 50 percent plus 1 of the Saddle Club membership must be submitted within 7 days of the submission of the written request.

c. the Club President will call an emergency General Meeting to execute the non-confidence vote if all criteria are followed and the vote is founded.

55. If the President deems that the situation brought forth by the member for the non-confidence vote can compromise the functioning of the Saddle Club, they can decide to action the non-confidence vote at the Executive Committee level within 24 hours.

56. If the implicated Executive Committee member is the Club President, whether the vote is at the Executive Committee level or by the membership, the Vice President will carry out the proceedings.

57. In the event of a non-confidence vote, the Saddle Club President and/or Vice President must inform the CRC within 24 hours.

58. In the event of a non-confidence vote, replacement of the officer of the Executive Committee will be actioned by a temporary appointment executed by the Executive Committee, for no longer than 3 months, and/or a General Meeting will be called for the voting in of a new member in the applicable position.

Finances

59. The financial management of the Saddle Club will comply with the policies and procedures governing the operation of NPF institutes as outlined in A-FN-105; and all other applicable orders and regulations that may be promulgated under the authority of the B Comd.

60. Only the President and the Treasurer will have the contracting and/or expenditure authority for the Saddle Club and will be in contact with the NPF Accounting Manager.
61. All expenditures over \$500 will be voted at a Saddle Club General Meeting.
62. Fees for the Saddle Club are as follows:
- a. Membership fee (By Fiscal year April to March):
 - (1) Regular Member: \$30.00 per year;
 - (2) Ordinary Member: \$30.00 per year; and
 - (3) Associate Member: \$45.00 per year.
 - b. Boarding fees: \$100.00 per month, per horse. With increase to \$125 per month, per horse, effective 1 April 2024.

**Future increases or adaptations to be determined, depending on need to meet club functionality demands. Due to inflation and rising costs of hay in winter months, there may be a requirement for members to pay additional fees to help cover the costs should the budgeted amount not be sufficient.
 - c. Suspension fees: \$50.00 per incident.
63. Annual fees are for the period of 1 Apr to 31 Mar and will not be prorated for the first year. Boarding fees are due monthly but are pro-rated the month when horses are incoming or leaving the club.
64. All members are to pay the annual membership fee no later than 30 April of the year.
65. Fees are to be paid monthly, using any one of the following methods:
- a. personal cheque to be received by the Treasurer no later than the first of the month that the board applies to;
 - b. cash will be given to the Treasurer no later than end of the month that the board applies to;
 - c. Boarding fees only can be arranged with a Pre-deduction Authority for an automatic monthly deduction from a member's bank account, credit card, or if applicable pay guide; and
 - d. Associate Members are to provide post-dated cheques 3 months in advance.
66. Any accounts in arrears more than 3 months will be brought to the Executive Committee's attention for review/action. Club members will be provided notice that they have 30 days to bring their account to a zero balance or they will be given 30 days' notice of club membership termination. The member will be required to remove their horse(s) from club property within the 30 days.

67. In the eventuality that the member is still in debt after the 30 days' notice, the horse(s) and/or tack can be seized by The Saddle Club. As stated in Animal Keepers Act the Saddle Club is consider an "Animal Keeper " and as such have a lien on animals and gear:

- a. an Animal Keeper has a lien on an animal and gear for the debt incurred in relation to the animal and gear; and
- b. in addition to all other remedies provided by law, an Animal Keeper may detain in the animal keeper's custody and possession the animal and any gear in relation the animal and may sell the animal or gear by public auction or in any other commercially reasonable manner.

BY-LAW 4: PRIORITISATION, HERD SIZE AND USE OF FACILITIES

68. All boarding applications received by the Executive Committee will be considered but are subject to the Club having ample supply and availability of hay for winter and the state of the pasture during the summertime especially if the herd is close to maximum capacity.

69. To prevent an unmanageable herd size and to respect priority in the allocation of the Saddle Club facilities and resources to the regular members, as stipulated in 3 CDSB Garrison Wainwright Recreation Club Constitution, the following is the management of the herd size and the membership application procedure and approbation.

Herd size.

70. The maximum number of horses permitted in the Saddle Club herd is twenty (20). The maximum number of horses per family is to a maximum of three horses.

71. Should environmental conditions present themselves that force the twenty (20) limit of horses the Saddle Club is able to support to be lowered (e.g., poor grazing conditions, drought), the following is the order in which members/horses may be asked to leave in the event of a herd reduction, on a "last in, first out" basis:

- a. Associate member's horse(s);
- b. an Ordinary Member second or third horse of their choice; and
- c. an Ordinary Member's horse(s).

72. If the environmental conditions improve where herd size can be increased back up to the maximum limit of twenty (20) horses, the reinstatement of horses will be in the following priority, on a "last out, first in" basis:

- a. an Ordinary Member's horse(s);
- b. an Ordinary Member second or third horse; and
- c. an Associate Member's horse(s).

73. If the herd is at its maximum capacity, prospective members will be placed on a waiting list through the Secretary after previous members have been reinstated in order of removal.

Membership application

74. Applicants must contact the Club President to seek information regarding joining the club and to advise their intention to join and become boarding/ non-boarding members, at which time, prospective members will be made aware of the policies contained in the 3 CDSB Garrison Wainwright Community Recreation Club Constitution and the Saddle Club By-laws. The prospective members will then complete and submit to the Secretary, the following forms:

- a. Membership Application – Annex E;
- b. PSP Waiver of Liability for every family member – Annex D; and
- c. Application to Board a Horse (if applicable) – Annex F.

Membership approbation

75. Non-Boarding members. Approbation process for Regular and Ordinary Members are a simple formality to confirm that the prospective members have completed the proper paperwork and have received the security and orientation briefs by the Stable Master and President. Executive Committee approval is required for Associate Members once all necessary paperwork has been completed. This process will also take into consideration the membership restriction outlined in the 3 CDSB Garrison Wainwright Recreation Club Constitution.

76. Boarding members. Approbation for boarding members will go through the same steps as non-boarding members. In addition, availability within the herd and priority of Regular Members over Ordinary Members and Associate Members will be considered. If the herd has reached maximum capacity, the prospective members can become a non-boarding member and use the facilities without boarding their horse(s) at the Club. Their names will be added to the waiting list for boarding.

77. Final approbation. Once all documents have been signed and approved by the President, the applicant is considered a member.

78. Security and orientation brief. As part of the approbation process, the new member will be given an orientation and security brief by the Stable Master and/or the President, that include usage of the club facilities and equipment. The members will also meet with the Treasurer for payment of Saddle Club membership and boarding fee (if applicable).

Purchase of a horse already within the herd

79. If a Saddle Club member purchases a horse that is already in the herd from another member, the purchaser is responsible to submit a Boarding Application for that horse. If the horse is sold to a non-club member, and the new owner intends to board the horse at the Saddle Club, they must follow the membership application explained above at paragraph 75. The Club member who is selling the horse, will advise the new owner of the requirements to apply for Saddle Club membership and the Application to Board. The new owner must be directed to contact the President or Vice President who will provide guidance regarding the necessary forms to be completed and submitted.

Removal or expulsion of horse(s)

80. Prior to removing a horse from the Saddle Club, the member must provide 2 weeks notice to the Stable Master. The member must bring their account balance to zero by paying all outstanding fees. The member must perform any required labour to club property (i.e., tack locker, pen, etc.) to an acceptable state with Stable Master's appraisal and prior to leaving.

81. If a member receives notification that their horse(s) are being expelled from the club, and should a member require more than thirty (30) days to secure alternate boarding arrangements, they must provide a written request to the President of the Saddle Club to extend their temporary boarding period.

Use of Riding Facilities

82. Green Round Pen (50 feet). The Green Round Pen can be used year long. Members must pickup after each use all year round.

83. Red Round Pen (75 feet). The Red Round Pen can only be used during summer. Members must pick up after each use.

84. Riding Arena. The Riding Arena can be used year long, but dependent on any other direction by Stable Master (e.g., too icy). Members must pick up after each use and excessive holes will be harrowed (e.g., holes around barrel).

85. Lack of harrowing/cleaning up. A member's lack of harrowing or cleaning up after their horse(s) will result in being given a written notice for the first offence. For a second offence the member's access to the Round Pens and Riding Arena will be denied for thirty (30) day period, and a suspension fee will be given.

86. Use of the training area for trail riding. The Saddle Club members may utilize the training area for Horseback riding if regulations explained in Annex I are followed.

Use of the Tractors

87. Saddle Club Tractor. Can be used by all Club members for harrowing, mowing grass, and other task around the Club facilities. A safety & training brief will be given upon arrival at the Club and once a year in the spring by the Stable Master. If a member is unable to attend the briefing or is unsure how to use the tractor it is the member's responsibilities to seek training from the Stable Master or another member of the Executive Committee.

88. Bison Herd Tractor. This tractor will be used for maneuvering hay into the pasture during winter and other activities as required. Only members who received training by the Stable Master or Club Executive on the PSP Tractor will have their names added to the MP's list to sign for the PSP Tractor (Key 17).

Use of the Saddle Club Horse Trailer

89. The Club Horse Trailer is available for use by any Club Member. All necessary information will be given to the new member during the orientation briefing. A sign out book is in the barn. The trailer must be reserved at least one day prior to expected use.

90. If a member requires the trailer for more than one day, the member will advise the Secretary at least one month in advance. The Secretary will send an email to all club members to inform them.

BY-LAW 5: HERD MANAGEMENT AND QUARANTINE

Animal care

91. Under the Animal Protection Act (reference B) the Saddle Club will not tolerate any neglected, mistreated or horses in distress. Inactive boarders who fail to personally care for their horses, unless prior custodial arrangements have been made during short absences, military obligations, etc. Definition of a horse in distress is as follows:

- a. deprived of adequate shelter, ventilation, space, food, water or veterinary care or reasonable protection from injurious heat or cold;
- b. injured, sick, in pain or suffering; and
- c. abused or subjected to undue hardship, privation, or neglect.

92. The Saddle Club will provide and ensure the following:

- a. ensure that the horses have adequate food and water; and
- b. provide the horses with adequate shelter, ventilation, and space.

93. The Boarding Member must provide:

- a. the horse with adequate care when the horse is wounded or ill; and
- b. the horse with reasonable protection when in distress.

94. Any suspected mistreatment/neglect of horses is to be reported immediately to a member of the Executive Committee. The owner shall be notified in writing from the President that the situation is to be remedied immediately. Failure to do so or to cease the mistreatment/neglect will result in a review of membership in the club by the Executive Committee with possible recommendation for expulsion and reporting to the authorities if applicable.

95. Members leaving the area longer than 48 hrs, must arrange custodian care (Annex G) for their horse(s).

Care Scheduling

96. Horses are to be vaccinated and de-wormed on a regular basis, dates will be posted on the board in the barn and sent via email when due. Horses will be de-wormed twice a year; once in the spring and once in the fall after the first good frost. Vaccinations are annually.

97. All horse owners must attend on the scheduled vaccinations or de-worming administering dates. If a member is not available on the scheduled date, they must designate

another Saddle Club member to ensure that the horse(s) receive(s) treatment as scheduled. Failure to do so will result in the untreated horse(s) quarantined until treatment is administered.

98. Farrier: Members can select their own farrier or request to be put on the club farrier roster. The Stable Master will coordinate farrier schedule for the club roster. Members on the club roster are responsible for paying the farrier directly at the time of the service. Members are also responsible for catching and holding their own horse(s). If a member cannot attend, they can ask another member to hold their horse(s).

99. Veterinarian. A veterinarian can be scheduled for vaccination during springtime if the members are not comfortable to vaccinate their own horses. Members are responsible for making arrangement for paying the veterinarian directly. Members are free to arrange for their own veterinarian at any time at their own cost.

100. Equine dentist. An equine dentist/dental technician can be booked by the club once per year if enough interest. Members are responsible for paying the dentist/dental technician directly at the time of the service.

Quarantine and isolation

101. Isolation definition. Isolation is used to separate horses who have, or are suspected of having, an infectious disease from those who are healthy. A horse in isolation at the Saddle Club will be subject to the following:

- a. no contact with any other horses;
- b. tack and equipment must not be shared with other horses;
- c. wheelbarrow, rake, etc. must stay close to the isolated pen and are not to be used for any other horses until the isolation period is over;
- d. no visitors are allowed near the isolated horse(s) other than the owner;
- e. members who need to handle healthy horses must do so prior to approaching the isolated horse(s) and wash their hand before and after touching them;
- f. horse(s) will not leave isolation until cleared by Stable Master or veterinarian (if required); and
- g. horse will not leave enclosure.

102. Quarantine definition. Quarantine is used to separate healthy horses who may have been exposed to an infectious disease, or whose health status is unknown. A horse in quarantine at the Saddle Club will be subject to the following:

- a. no contact with any other horses;
- b. tack and equipment must not be shared with other horses;
- c. wheelbarrow, rake, etc. must stay close to the quarantined pen and are not to be used for any other horses until the isolation period is over;

- d. members who need to handle healthy horses must do so prior to approaching the quarantined horse(s) and wash their hand before and after touching them;
- e. can use the round pens and riding arena; and
- f. can go trail riding in the sectors.

Quarantine, Medical Pens, and Barn stalls

103. Quarantine Pen. The Pen will be used for isolation of new boarding horses and horses that are suspected or of having an infectious disease. Stable Master and President must be notified immediately if a horse belonging to the herd is moved to the Quarantine Pen.

104. Medical Pen. The Pen will be used to segregate a horse that is physically ill and needs to be confined for treatment purposes. The Stable Master will be notified immediately if a horse has been moved to the Medical Pen.

105. Barn stalls. The stalls will be used to segregate a horse that is physically ill and with Stable Master concurrence or veterinarian direction. During winter, stalls may be used if a horse is wet and needs to dry out prior to returning to the field. The Saddle Club is an outdoor boarding facility, and the stall cannot be occupied permanently by a member as indoor boarding.

New horse(s) boarding procedure

106. Time of arrival. Arrangements with the Stable Master will be made at least 1 week prior to the arrival of a new horse(s). The Stable Master and/or Executive member will be present when the horse arrives on site. The following documents must be given no later than 24 hours prior to horse(s) in clearance:

- a. copy of negative Coggins test (max 1 year old);
- b. proof of annual vaccination (min spring of that year); and
- c. proof of Strangles vaccination (min spring of that year).

107. Isolation. The horse(s) will be put in isolation for seven (7) days. Temperature will be taken the day of arrival, then on the fourth (4) and seventh (7) day.

108. Quarantine. After the seventh (7) day of isolation and with clearance from the Stable Master and/or President the horse(s) will be put in quarantine for seven (7) days.

109. Release. After the seventh (7) day of quarantine period, and clearance from the Stable Master and/or President, the horse(s) will be release in the herd. Owner is not permitted to bring their horse(s) in the herd without the presence of the Stable Master and/or President. If a horse is not cleared for release due to injury, suspected infectious disease, or other circumstances, the Stable Master and/or President may extend the isolation/quarantine period until it's determined that the horse(s) can be released.

110. Manure management. The owner is solely responsible to clean the pen where their horse(s) is isolated/quarantined, includes the automatic waterer.

Horse Leaving the Saddle Club Temporarily

111. Horses leaving the Saddle Club premises for horse shows, boarding, trail rides, vacations, etc., must not come into contact with non-herd horses. Since the health of outside horses is unknown, the following precautions must be taken:

- a. bring your own water bucket and avoid communal waterers and troughs. Do not let your horse drink from communal water sources. Fill your bucket from a hose or pump that delivers fresh clean water;
- b. avoid letting your horse touch nose to nose or contact with other horse(s) not from the Saddle Club; and
- c. tie your horse to your own trailer. If possible, avoid wood hitching posts/rails and choose a site that can be disinfected. Disinfectant sprays are great for this purpose.

112. Members must inform the Stable Master if they are leaving for more than 24 hours and must log in/out every time their horse(s) leaves the property.

113. The Executive Committee will decide whether the returning horse(s) are to be isolated/quarantined upon their return. Additionally, a vet check at the owner's expense, may be required depending on any infectious diseases prevalent in the area where the horse is returning from. In making its determination, the Executive Committee will consider where the horse(s) have been, how long they were away, and the potential risk of contact with other horses.

Non-Boarding and Guest members' horse(s)

114. Non-Boarding members and guests of members may bring their horses to the Saddle Club compound, the following precaution must be taken:

- a. Process:
 - (1) Annex H form must be filled out and approved by the Stable Master and/or President before the horse can enter the premises. This form will be valid for 1 year or until the Cogging test is out of date,
 - (2) a valid Cogging test (less than 1 year old) must be shown to the Stable Master the first time the horse is brought to the Saddle Club. A copy of the test will be put in the files,
 - (3) the persons trailer must stay outside of the Saddle Club's main gate,
 - (4) their horse(s) must avoid contact with Saddle Club boarding horses, especially nose to nose contact,
 - (5) the horse(s) must tie at their trailer, and

- (6) the person must bring their own water bucket and refrain from using Saddle Club automatic waterers and Saddle Club water buckets.

b. All paperwork will be valid for a 24-hour period.

Prevention and Management of Sick or Injured Horse(s) Within the Herd

115. Any horse suspected of having an infectious disease must be reported to Stable Master and President and will be isolated immediately. An injured horse must be reported to the Stable Master and a pen will be made available.

116. For any unconfirmed infectious disease, the following procedure will be followed until cleared by a veterinarian:

- a. the suspected ill horse will be put in the quarantine pen and the isolation procedure will be followed;
- b. the entire herd will be in quarantined on Saddle club grounds. Use of round pens, riding arena, is prohibited, and no horses will leave the premises for trail riding;
- c. if the quarantine pen is not available the movement of horse(s) will be done under the supervision of the Stable Master and/or President as follows:
 - (1) quarantined horse(s) should be moved to the medical pens to enable use of quarantine pen for isolation,
 - (2) depending on the reason the horse was in the quarantine pen, the horse newly moved to the medical pen will be segregated (e.g., health status is unknown),
 - (3) if the medical pen is in use by an injured horse, the barn's stall should be the next alternative, and
 - (4) barn stall(s) must be used for injured horse(s) only. All horses suspected of having an infectious disease must stay outside for ease of disinfection. Temporary pens must be erected if needed.
- d. Trailering. If any horses need to be trailered while sick, refer to the Humane Handling Guidelines for horses to have a better understanding of when or when not to trailer a horse.

117. Once the infectious disease has been cleared by a veterinarian, the owner, Stable Master, and President will decide to either quarantine the horse for a further period of seven (7) days or release it directly back into the herd. The quarantine period for the herd will only be lifted by the Stable Master and President based on the recommendation of a veterinarian.

Pasture management

118. Pasture availability. 120 acres subdivided as follows:

- a. North Summer pasture 35 acres;
- b. East Summer pasture 25 acres;
- c. Main pasture 35 acres; and
- d. Winter pasture (& hind shod horses) 10 acres.

119. Management. To maintain or improve the condition of the pastures, the following basic management must be observed:

- a. establishment of and adherence to a pasture rotation schedule;
- b. rest the summer pasture during winter and minimize the use of winter pasture during summer in order to avoid destruction of new growth grass;
- c. mowing of pastures to stunt the growth of shrubs and weeds that inhibit or restrict the growth of the grass; and
- d. ensure that clearing and cleaning of woods and wood lines is conducted.

Shoeing

120. Only front shod horses are allowed within the herd. Horses with hind hooves shod or with winter corked shoes will be placed in the winter pasture until the rear shoes or corked shoes are removed.

Herd Exclusions

121. Stallions are not permitted in the Saddle Club. Proud and late-cut geldings will only be authorized if, after the quarantine week and observation period, it is determined that the horse is not overly aggressive or dangerous to the herd. Pregnant mares or having a mare bred, is not permitted in the Saddle Club.

122. Minimum age of horse allowed in Saddle Club is 2 years.

ANNEX A:
WEEKLY DUTY LIST:

The duties include (but are not limited to):

Daily (all year round)

- Inspect automatic waters and report malfunction immediately to the Stable Master. During periods of extreme cold weather, water system shall be inspected at least twice a day. Water system to be cleaned once a week or more, if necessary.
- Visually inspect each horse individually and account for all horses in the herd. Report any injury or abnormal behaviour to owner and Executive Committee.
- Inspect Club grounds for any existing or potential hazards or damage and rectify as required.
- Complete the Duty logbook located in the Barn.

Daily (winter)

- Shovel snow around all entrances of the barn and in front of the Tack shed.
- Inform the Stable Master when the hay level is getting low to establish a feeding plan.
- Replenish herd's hay bales, as required.

Weekly (all year round)

- Inspect fencing in the pasture herd moving into or are at, paddocks, and advise Stable Master if repair is necessary.

Weekly (summer)

- Mow and trim grass in Club area once during duty if required.
- Harrow the riding arena and round pens once during duty.

Each Sunday

- clean all common areas of the Club to include:
 - Barn - sweep floors and clean washroom, empty all garbage containers and replace garbage bags.

- Tack Shed – sweep floor.
- Walk around the Club compound and pick up garbage, inform the Stable Master of any tractor, equipment or building maintenance issues and supply deficiencies (toilet paper, paper towels, light bulbs, etc.).

ANNEX B: **EXECUTIVE ROLES & RESPONSIBILITIES**

The Club Executive Committee responsibilities shall be administered on behalf of the club membership:

1. **President** The President is responsible for the following Terms of References:
 - a. represent club and members' interests in all of their functions.
 - b. develop activity and means of incorporating policy and direction of operation of the Club.
 - c. responsible for the effective and efficient daily operations of the Club.
 - d. ensure all members are fully briefed on the Club's By-laws.
 - e. attend Recreational Committee meetings as the Club's representative.
 - f. supervise and monitor all financial aspects of the Club.
 - g. preside over all Club meetings.
 - h. investigate all matters controversial in nature that may jeopardize the smooth operations of the Club.
 - i. support and direct Executive members in discharging their responsibilities.
 - j. act as building custodian for the Saddle Club.
 - k. responsible for enforcing all of the rules and regulations of the Club, including the issuing of warnings for constitutional infractions.
 - l. act as DA holder for all NPF property used by the Club and supervise the purchase and sale of club non-public property.
 - m. have NPP Financial Delegation for the Club.
 - n. have approval authority for Club membership and boarding applications.
 - o. reporting concerns and issues pertaining to the Club to the Community Recreation Coordinator (CRC).
 - p. delegate a replacement (Vice-President or another member of the Executive), in their absence.

2. **Vice President** The Vice-President is responsible for the following Terms of References:

- a. carrying out other and/or administrative duties as assigned by the President.
- b. represent Club President in their absence(s).
- c. create and distribute weekly duty schedule.
- d. act as Fire Warden to ensure Fire Orders are displayed, firefighting equipment is inspected monthly and fire prevention rules are followed.
- e. schedule annual fire fighting training and range control brief for all members attendance.
- f. advise the President of any issues and keep President informed on Club happenings.
- g. responsible for the Club's Facebook site content and responding to PMs.
- h. responsible for the Club's Health & Safety board.

3. **Secretary** The Secretary is responsible for the following Terms of References:

- a. be responsible for maintaining and filing all Club forms and documentation in applicable club files.
- b. maintain list of all Club members and their horses.
- c. responsible for preparing new membership packages.
- d. receive a copy of members annual liability coverage and ensure copy input to members club file.
- e. attend all club meetings, recording the proceedings and expediting the submission of the minutes (within a 2-week period) to the President.
- f. execute such writing and carry out assigned administrative responsibilities as delegated by the Executive.
- g. to ensure minutes, amendments to the By-Laws, etc. are submitted to the Community Recreation Coordinator for authorization.
- h. ensure that a copy of all approved Club meeting minutes and By-Laws are displayed on Club bulletin board.
- i. advise members of club meetings and prepare the agenda by gathering input from President.
- j. make appropriate amendments to the Club's By-laws based on approved minutes and log changes in the Record of Amendments of the By-laws.

4. **Treasurer** The Treasurer is responsible for the following Terms of References:
- a. for the handling and safekeeping of all monies for deposit to the Club's NPF account.
 - b. to record and maintain all financial transactions and records of the Club.
 - c. to interact with NPF Accounts personnel to resolve financial concerns of the Club.
 - d. to advise club members and Executive of all matters pertaining to the Club finances.
 - e. have financial signing authority for the Club's accounts.
 - f. attend Recreational Council meetings as the Club's representative.
 - g. maintain Club finances in accordance with NPP financial policies.
 - h. present a current financial statement at Club meetings.
 - i. collect all monies pertaining to club business and issue receipts.
 - j. safe keep and use Club MasterCard for expenditures. Submitting monthly recap with applicable receipts to the RC Coord for review and signature, and then submitting to NPF for accounting.
 - k. prepare an annual budget in accordance with long range plans and expenditures forecast.
 - l. submit budgets, CER'S, and financial forecasts in concurrence with other Executive members in support of club activities.
5. **Stablemaster** The Stablemaster is responsible for the following Terms of References:
- a. reports directly to Club Vice-President on all matters of the Club.
 - b. day to day management of Club facilities and pastures.
 - c. organize and schedule de-worming program.
 - d. organize and schedule annual vaccinations.
 - e. advise the Executive of problems relating to facilities, horse health, breach of By-laws and suggest of remedial action.
 - f. establish a maintenance and improvement schedule/plan for the Club pastures, confirming with Environment for any concerns.
 - g. coordinate the intake, quarantine, and release of new horse(s).
 - h. establish and coordinate work parties and maintain a list of required maintenance/tasks in priority.

- i. coordinates scheduled maintenance on Club farm equipment, mowers, small tractor, and horse trailer.
- j. acts as a POC for members on duty.

ANNEX C:
FORMAT MEETING MINUTES

1151-0 (3 CDSB Det Wx SC)

Date

Distribution List

MINUTES OF 3 CDSB DET WAINWRIGHT
 SADDLE CLUB GENERALMEETING
 HELD AT LOCATION ON DATE _____

	Position	Name	Unit or Membership Type
Chairperson	President		
Executive	Vice President		
	Treasurer		
	Stable Master		
Attending	Member		
Absent			
	Secretary		

CALL TO ORDER

The President called the meeting to order at _____ hrs.

<u>ITEM</u>	<u>DISCUSSION</u>	<u>ACTION</u>
I	<u>INTRODUCTORY REMARKS</u>	
	1. The President: Thanked everyone for coming. Verified membership and quorum.	
II	<u>REVIEW/APPROVAL OF PREVIOUS MINUTES</u>	
	2. Minutes from the previous meeting were reviewed by all in attendance. It was motioned by Name that the previous minutes be adopted as read and seconded by Name. – CARRIED -	

Comm Rec Coord

Date

Recommended / Not Recommended

Mgr, FS&R

Date

Recommended / Not Recommended

Snr Mgr, PSP

Date

Approved / Not Approved

3 CDSB Det Wx B Comd or Grn COS

Date

DISTRIBUTION LIST

Original: Secretary

Copies: CFB/ASU Saddle Club Members
Comm Rec Coord
NPF Acct Mgr
PSP Mgr

ANNEX D:
PSP Wx Waiver



RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

WARNING! Please read carefully. By signing this document, you will waive certain legal rights – including the right to sue

I have read and agree to be bound by statement above.	Signature
---	-----------

1. This is a binding legal agreement. Clarify any questions or concerns before signing.
2. As a participant in the PSP Plan Membership and the activities, programs, classes, services provided and events sponsored or organized by Canadian Forces Morale and Welfare Services:
 - a. Personnel Support Programs;
 - b. 3 CDSB Garrison Wainwright;
 - c. Alberta

including but not limited to: self-led activities, virtual and online activities, group activities, instructional sessions or lessons, practices competitive activities including game play, travel, equipment use or loan, indoor and outdoor activities and facilities, strength training and fitness conditioning and performances (collectively the “Activities”), the undersigned acknowledges and agrees to the following terms outlined in this agreement:

Disclaimer

3. In consideration of my participation in or attendance at these Activities, I, on behalf of myself, personal representatives, heirs, spouse, children or assigns, do hereby waive, release and forever discharge His Majesty the King in Right of Canada, His officers, servants, agents, employees, volunteers, officials, participants, agents, sponsors and members of His Canadian Forces, Staff of the Non-Public Funds and the Canadian Forces Morale and Welfare Services, its officers, servants, agents and employees, volunteers, officials, participants, agents, and sponsors (collectively the “Organization”) from and against all claims and demands, loss, costs, damages, actions, causes of action, suits or other proceedings by whomsoever made, brought, or prosecuted in a manner, related to any loss, property damage, personal injury or death, resulting from, occasioned by or attributable in any way to my acts or omissions resulting from my participation in or attendance at this Activities in any manner whatsoever including, but not limited to, the negligence of the Organization, either collectively or individually.

I have read and agree to be bound by paragraphs 1, 2 and 3.	Signature
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Description and Acknowledgement of Risks

4. I understand and acknowledge that:

- a. The Activities have foreseeable and unforeseeable inherent risks, hazards and dangers that no amount of care, caution or expertise can eliminate, including without limitation, the potential for serious bodily injury, permanent disability, paralysis and loss of life;
- b. I am responsible for my own code of conduct and behavior during the Activities and will follow safety guidelines including the recommendation by the Organization of the wearing of personal protective equipment (where applicable) ;
- c. The Organization has a difficult task to ensure safety and it is not infallible. The Organization may be unaware of my fitness or abilities, may misjudge weather or environmental conditions, may give incomplete warnings or instructions, and the equipment being used might malfunction; and
- d. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization and COVID-19 is extremely contagious. The Organization has put in place preventative measures to reduce the spread of COVID-19; however, the Organization cannot guarantee that I will not become infected with COVID-19. Further, participating in the Activities could increase my risk of contracting COVID-19.

5. I am participating voluntarily in the Activities. In consideration of my participation, I hereby acknowledge that I am aware of the risks, dangers and hazards associated with or related to the Activities. The risks, dangers and hazards include, but are not limited to:

- a. Health (physical and mental): executing strenuous and demanding physical techniques, physical exertion, overexertion, stretching, dehydration, fatigue, cardiovascular workouts, psychological harm, rapid movements and stops, lack of fitness or conditioning, traumatic injury, bacterial infections, rashes, and the transmission of communicable diseases, including viruses of all kinds, COVID-19, bacteria, parasites or other organisms or any mutation thereof;
- b. Premises: defective, dangerous or unsafe condition of the facilities; falls; collisions with objects, walls, equipment or persons; dangerous, unsafe, or irregular conditions on floors, ice, or other surfaces, extreme weather conditions; travel to and from premises;
- c. Use of Equipment: mechanical failure of the equipment; negligent design or manufacture of the equipment; the provision of or the failure by the Organization

- to provide any warnings, directions, instructions or guidance as to the use of the equipment; failure to use or operate the equipment within my own ability;
- d. Contact: contact with equipment, vehicles, or other persons, and may lead to serious bodily injury, including but not limited to concussions and/or other brain injury, or serious spinal injury;
- e. Advice: negligent advice regarding the Activities;
- f. Ability: Failing to act safely or within my own ability or within designated areas;
- g. Cyber: privacy breaches, hacking, technology malfunction or damage;
- h. Conduct: My conduct and conduct of other persons including any physical altercation between participants;
- i. Travel: Travel to and from the Activities;
- j. Activity: self-led activities, virtual and online activities, group activities, instructional sessions or lessons, practices competitive activities including game play, travel, equipment use or loan, indoor and outdoor activities and facilities, strength training and fitness conditioning and performances and
- k. Negligence: My negligence and negligence of other persons, including negligence on the part of the Organization, either collectively or individually, may increase the risk of damage, loss, personal injury or death. I understand that the Organization, either collectively or individually, may fail to safeguard or protect me from the risks, dangers and hazards of the Activities, some of which are referred to above.

I have read and agree to be bound by paragraphs 4 and 5.	Signature
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Terms

6. In consideration of the Organization allowing me to participate in the Activities, I agree:

- a. That when I practice or train in my own space, I am responsible for my surroundings and the location and equipment that I select;
- b. That my mental and physical condition is appropriate to participate in the Activities and I assume all risks related to my mental and physical condition;
- c. To complete a Physical Activity Readiness Questionnaire for Everyone (PAR-Q+) and followed recommendations such as seeking further advice from a doctor, another health care practitioner who is licensed to diagnose, or a qualified exercise professional before becoming much more physically active;
- d. To comply with the rules and regulations for participation in the Activities including local, municipal, provincial and federal government regulations;
- e. To comply with the rules of the facility or equipment;
- f. That if I observe an unusual significant hazard or risk, I will remove myself from participation and bring my observations to a representative of the Organization immediately;
- g. The risks associated with the Activities are increased when I am impaired and I will not to participate if impaired in any way;

- h. That it is my sole responsibility to assess whether any Activities are too difficult for me. By commencing an Activity, I acknowledge and accept the suitability and conditions of the Activity;
- i. That I am responsible for my choice of safety or protective equipment and the secure fitting of that equipment;
- j. There is no insurance coverage provided for participants against dangers inherent in the Activity. I am responsible to review my personal accident, life insurance coverage to ensure that there is no exclusions related to the Activities, and that benefits are realistic. I am responsible for arranging and paying for such coverage;
- k. To stop participation in the Event if it becomes, in my own assessment and opinion, unsafe to continue;
- l. Activity: Self-led activities, virtual and online activities, group activities, instructional sessions or lessons, practices competitive activities including game play, travel, equipment use or loan, indoor and outdoor activities and facilities, strength training and fitness conditioning and performances and
- m. That COVID-19 is contagious in nature and I may be exposed to, or infected by, COVID-19 and such exposure may result in personal injury, illness, permanent disability, or death.

I have read and agree to be bound by paragraph 6.	Signature
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Release of Liability and Disclaimer

7. In consideration of the Organization allowing me to participate, I agree:

- a. That the sole responsibility for my safety remains with me;
- b. To ASSUME all risks arising out of, associated with or related to my participation;
- c. That I am not relying on any oral or written statements made by the Organization or its agents, whether in a brochure or advertisement or in individual conversations, to agree to participate in the Activities;
- d. To WAIVE any and all claims that I may have now or in the future against the Organization;
- e. To freely ACCEPT AND FULLY ASSUME all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from my participation in the Activities;
- f. To INDEMNIFY and HOLD HARMLESS Personnel Support Programs, either collectively or individually, from and against any and all claims and demands, losses, litigation expenses, legal fees, liability, damages, awards, costs, actions, causes of action, suits, or other proceedings of any form or type whatsoever, they, or any of them, may incur or be subject to whether directly or indirectly as a result of my participation in the Activities, whether the claim is based on, including but not limited to, the negligence, gross negligence, breach of contract,

- or any action taken or things done, maintained or failed to be done of or by the Organization, collectively or individually.;
- g. To FOREVER RELEASE AND INDEMNIFY and HOLD HARMLESS the Organization, either collectively or individually, from any action related to my becoming exposed to or infected by COVID-19 as a result of, or from, any action, omission or negligence of myself or others, including but not limited to the Organization, either collectively or individually;
 - h. That the Organization, either collectively or individually, is not responsible or liable for any damage to my vehicle, property, or equipment that may occur as a result of the Activities;
 - i. That negligence includes failure on the part of the Organization, either collectively or individually, to take reasonable steps to safeguard or protect me from the risks, dangers and hazards associated with the Activities; and
 - j. This release, waiver and indemnity is intended to be as broad and inclusive as is permitted by law of the Province of Ontario and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

Jurisdiction

- 8. I agree that in the event that I file a lawsuit against the Organization, either collectively or individually, I will do so solely in the Province of Alberta and further agree that the substantive law of the Province of Alberta will apply without regard to conflict of law rules.
- 9. I AGREE that the Agreement will be governed by, and is to be interpreted, construed and determined in accordance with, the applicable federal laws and the laws in force in the province of Alberta, Canada and I AGREE to irrevocably and unconditionally attorn to the exclusive jurisdiction of the Courts of Alberta, Canada and all courts competent to hear appeals from the Courts of Alberta, Canada.
- 10. I AGREE that if any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms or provisions of this Agreement.
- 11. WITHOUT LIMITING THE ABOVE, I AGREE NOT TO SUE the Organization, either collectively or individually, for, including but not limited to, any and all personal injury, including physical and psychological harm, death and property loss or damage, and costs, damages, fees, expenses, awards, and liabilities or otherwise relating thereto of any form or type, howsoever caused or arising, and whether directly or in directly as a result of my participation in the Activities.

I have read and agree to be bound by paragraphs 7, 8, 9, 10 and 11.	Signature
---	-----------

Acknowledgement

12. I acknowledge that I have read and understand this agreement, that I have executed this agreement voluntarily, and that this agreement is to be binding upon myself, my heirs, spouse, children, parents, guardians, next of kin, executors, administrators and legal or personal representatives. I further acknowledge by signing this agreement I have waived my right to maintain a lawsuit against the Organization, either collectively or individually, on the basis of any claims from which I have released herein.

Name of Participant (Printed)
Legal Parent/Guardian
Signature
Date

ANNEX E:
MEMBERSHIP APPLICATION

SADDLE CLUB MEMBERSHIP APPLICATION

_____ (Date)

Saddle Club President

MEMBERSHIP APPLICATION

1. _____ I hereby apply for membership in the Saddle Club as a Boarding Member. I am submitting a request to board my horse with this membership application.

– or –

2. _____ I hereby apply for membership in the Saddle Club as a Non-Boarding member.

Membership Type: Regular ☐ Ordinary ☐ Associate ☐

My particulars are:

SN/CRA#: _____ Rank: _____

AEF (Alberta Equestrian Federation) Number or Insurance Policy #: _____

Surname and Given Names: _____

Unit: _____ Section: _____ Local: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Alternate Email: _____

Name of Spouse: _____ Spouse's Contact Number: _____

Spouse's Email: _____

2. I also request authority for my dependants to become members. Their particulars are:

Name	Relationship	Age	CRA #
------	--------------	-----	-------

a. _____

- b. _____
- c. _____
- d. _____

3. I/We have read the Saddle Club By-Laws & Annexes and understand my/our roles and responsibilities as a member(s) of the Club.

(Applicant's Signature)

_____, APPROVED / NOT APPROVED
(President's Signature)

Distribution

Secretary (Original)
Treasurer – Copy

ANNEX F:
BOARDING APPLICATION

SADDLE CLUB

_____ (Date)

Saddle Club President

APPLICATION TO BOARD A HORSE(S)

PART ONE

1. I, _____
(Name, Initials, Rank if applic)

hereby apply for permission to board my horse(s) at the Saddle Club. I also certify that I/we are the legal owner of the horse(s)

2. Horse(s) particulars:

Name	Age	Sex	Breed	Registered	Colour	Marks/Features

Location horse(s) is coming from: _____

Date horse arriving at SC: _____

3. I can be contacted at the following telephone numbers:

Home: _____ Work: _____ Cell: _____

(Applicant Signature)

(Date)

(President Signature)

APPROVED / NOT APPROVED

(Date)

.....

PART TWO (To be completed by Stable Master)

Checks:

Confirmations:	Horse:	Horse:	Horse:
Prior to Arrival:			
Date of . . .			
Negative Coggins Test:			
Vaccinations			
Strangles			
Dewormer			
Upon Arrival:			
Capillary Refill Time Normal / Slow			
Capillary Colour Pink / White			
Eyes Clear / Runny			
Nasal Discharge None / Other			
While in Isolation:			
Temperature Upon Arrival			
Temperature 4th Day			
Temperature 7th Day			

All new horses will be de-wormed prior to release from the quarantine pen, if not done prior to arriving at the stables.

The above-named horse(s) are authorized to be released within the herd.

Date and time: _____

Stable Master or Delegate

Date

ANNEX G:
CUSTODIAL CARE

3 CDSB GRN WAINWRIGHT SADDLE CLUB

CUSTODIAL CARE FORM

1. _____
{Name(s) of Custodian(s)}

will be feeding and caring for the health and well-being of my horse(s):

a. _____ b. _____ c. _____

while I am away from _____ to _____

2. They can be reached at home: _____ work: _____

or cell: _____ and I can be reached at: _____

3. My vet is _____ Phone Number _____

4. My farrier is _____ Phone Number _____

5. I give permission to any member of the Executive, to have either vet/farrier treat my horse(s) in the event their expertise is required due to an urgent or emergency situation up to a maximum of \$_____ and a minimum of the fee for the emergency call visit which I understand may vary due to mileage costs. I am aware that payment of said treatment is my responsibility. I have ensured that my custodian is a 3 CDSB Grn Wainwright Saddle Club member.

Signature

Date

Specific notes on the care of my horse:

ANNEX H:
GUEST HORSE APPLICATION:

GUEST HORSE APPROVAL
TO USE SADDLE CLUB FACILITIES

1. I _____ acknowledge that I am a non-boarding member of the Saddle Club.

Or

2. I _____ have been invited by _____ who is a member of the Saddle Club. I understand that I am always under their direct supervision of this member while on Club property. I understand that I am subject to follow the same rules as a Saddle Club member.

Guest particulars

3. SN/CRA#: _____

4. Rank: _____

5. Surname and Given Names: _____

6. Unit: _____

7. Home Address: _____

8. Home Phone: (_____) _____

9. Cell Phone: (_____) _____

10. Personal email: _____

11. I have given the following paperwork to the Stable Master for my horse:

a. Copy of negative Coggins test (max 1 year old).

b. PSP Waiver (Guest).

12. The particulars of the horse(s) follows:

Name	Age	Sex	Breed	Registered	Colour	Marks/Features

13. Saddle Club members who bring guests to the property are personally liable for the safety and conduct of their guests and must ensure that their guest follow the additional rules below:

- a. the guest's trailer must stay outside of the Saddle Club main gate.
- b. the guest(s) horse(s) must avoid contact with other Saddle Club boarding horses, especially nose to nose contact.
- c. guest(s) must tie his horse(s) to his own trailer.
- d. the guest must use their own water bucket and refrain from using Saddle Club automatic waterers and Saddle Club water buckets.

14. The Stable Master or President has confirmed that they received a copy of the guest horse's negative Cogging test and the particulars of the horse match the particulars of the test, and by signing this form give permission to use the Saddle Club facilities with the above horse(s), for a period of 24 hours (guest of Club member).

	Signature	Date
Guest		
President or Delegate		

ANNEX I:

TRAIL RIDING PROCEDURES IN TRAINING AREA

Ref: Range Standing Orders – Chapter 1 section: 1.507; 1.512

1. The Saddle Club may utilize the training area for horseback riding providing the following regulations are followed:

- a. Range Control is informed of the number of horses or vehicles to be involved, how long the ride is to last and where the ride is to travel.
- b. Danger Areas are out of bounds.
- c. all gates are closed upon departure. Keys for gates may be signed out from RC.
- d. a liability waiver has been signed and in possession of the Saddle Club Executive.
- e. approved Saddle Club riding areas should be used.
- f. Range Control is informed when the ride is over, and all personnel are accounted for.

2. To access the training area, all riders must have taken a range safety briefing within the last year. This briefing will be done at a General Meeting each spring or can be done at Range Control (it takes approx 15-20 minutes). It is advisable to call ahead to ensure that they have staff available to conduct the briefing.

PRIOR APPROVAL

3. Prior to proceeding into the training area, sectors must be reserved, and you have to call Range Control requesting to enter the Training Area and receive coordinating instructions and approval. Contact requirements will vary slightly depending on your intended route or area as detailed below.

COMMUNICATION WITH RANGE CONTROL

4. The primary means of communications in the Training Area is via M/A-COM Radios. Range Control will provide a M/A-COM when you register before entering the sectors. Cell phones are used as a backup only. Additional information on the use of these radios is contained in Appendix 1 to this Annex. The telephone number for Range Control is 780-842-1363 extension 1610.

5. It is mandatory to contact Range Control in advance of the ride to ensure that the proposed route is available or obtain alternate routes. When contacting Range Control by any means, be prepared to provide the following information:

- a. Name of individual heading up the party.
- b. a contact phone number, preferably a cell phone.
- c. number of personnel and off-highway vehicles in the group.

- d.** any vehicles (if providing support, including Club horse trailer).
- e.** proposed route and direction of travel.
- f.** estimated time of return – remember to update RC if there is a delay.

OVERNIGHT CAMPING

6. Requests for overnight camping in the training area may be authorized subject to the following conditions:

- a.** the request is justified and considered a valid request as determined by Range Control.
- b.** campers must have a Range Pass in their possession. The Pass must be clearly displayed on the camper door.
- c.** campers must have reliable means of communication to be able to contact Range Control if required and, if necessary, be able to be contacted by Range Control.
- d.** if camp location is moved, Range Control must be informed, and clearance given for the move.
- e.** the campsite will be left clean and free of garbage. All ditches or trenches will be filled in.

7. Open fires will only be authorized for areas that are certified and guaranteed to be dud free. Open fires will only be permitted if the user obtains a fire permit. Fire permits may be obtained from Range Control. If an area cannot be certified and guaranteed free of duds or if there is any doubt of an area to be used, then an electronic sweep will be required to clear the area. A Range Control Fire Permit is in Annex L, Chapter 1 of 3 CDSB GRN Wainwright RSO and is attached below. Stay away from any water shores or riverbeds, some lakes have E Coli so beware.

SUMMARY

8. While this may seem restrictive, Base Standing Order 4211 and Range Control provides an unparalleled safety net and response to any incident or accident making trail riding safer and more enjoyable.

APPENDIX 1 to ANNEX F:
MEMBERSHIP RESPONSIBILITIES

Saddle Club: Membership Responsibilities

- ☐ I will treat others with respect and dignity, IAW para 5 of the Club By-Laws and CFMWS Harassment, Prevention and Resolution Policy;
- ☐ I will ensure any guest(s) I bring to the saddle club are directly supervised and that a waiver is completed & left for the club Secretary in the barn;
- ☐ I will notify an Executive member if I see another members' horse showing abnormal behaviour or has an injury;
- ☐ I will not use another club member's equipment or horse(s), unless I receive prior approval from that member;
- ☐ I will ensure I am up to date on my AEF membership and the Secretary has a copy;
- ☐ I will clean up after myself and my horse on club stable yard and buildings. Which also includes disposing of any waste from my horse(s) on any base roads or trails;
- ☐ I will ensure I sign out my horse(s), if taken off club grounds. If gone for longer than 24-hrs, I will notify the Stable Master and President at least a week before;
- ☐ I will take all necessary precautions when I take my horse(s) off club property and around other horses; and
- ☐ If I noticed my horse(s) may have possibly contacted an infectious disease, I will notify the Stable Master and President and isolate them in a medical pen immediately.

I certify that I have read and understand my responsibilities as a club member, as well as the Saddle Club By-Laws.

Member's signature

Date