



VISTA PALOMAR RIDERS POLICY AND PROCEDURES (2017)

1. ACCIDENT AND INCIDENT REPORTS

- Accident and Incident reports are available on the outside of the announcer's booth. All injuries are to be reported to the President or any other Board member as soon as possible, no later than 48 hours after the incident. A copy will be kept on file.

2. ARENA GROOMING

- Arena Grooming to be done with the TR3, and the use of the water wagon. We also recommend a more frequent and consistent watering schedule to get the best life cycle from the renovation. With the amount of usage occurring in the arenas, we recommend they be groomed twice a week, and watered to hold 8% to 12% moisture content through the top 2 to 3 inches. 2 to 3 inches is also the depth setting for the arena drag.
- Arenas are to be groomed before and after an event (afterwards being very important).
- Tractor Training (with the current Arena Grooming Chair) is required to use the tractor.
- You are required to sign-in and -out whenever you use the tractor.

3. BOARD AND MEMBER COMMUNICATION (Email)

- Use of e-mail by the Board should be kept to a minimum and used when necessary and/or appropriate.
- VPR email is to keep all members updated on events and local equestrian news.
- All VPR notices sent via email should be relevant to horses or horsemanship, events, shows, and Club business and content should be beneficial to members.
- The above does not prevent individual board and committee members from exchanging email on projects or events on which they are working.
- The use of the VPR membership mailing list is not to be used as a forum for complaints. Issues should be handled in person or at meetings, in a respectful manner. In order to be taken under consideration, any complaint or concern must be addressed to the Board. No anonymous letters will be read or considered.
- The VPR membership email addresses are only to be used for official VPR correspondence.
- Emergency Notices need an executive board member's approval before being sent out by an event chair or authorized individual.

4. BOARD MEETINGS

- All members are welcome at board meetings. Board meetings are the 1st Wednesday of each month. (This does not include a special meeting of the Board.)
- Nonmembers may not attend board meetings (due to insurance restrictions).
- Members requesting items to be placed on the agenda should email the request directly to the President and cc the Secretary, at least one week prior to the Board Meeting. Members can expect a confirmation within three days. They are encouraged to contact the

President/Secretary or any other Board member directly if they have not received confirmation.

- Members will be sent an Agenda approximately 2 days prior to any regularly scheduled Board meeting when possible.
- Members not already on the Agenda are welcome to speak when given the invitation at the beginning of the meeting. The Board will recognize anyone in the audience and will enforce a strict 10-minute time limit. This will include all speakers. Example: if there are 10 speakers they will only have 1 minute each, etc.
- The Board will go to the membership for decisions when considering the following: Dissolving the club, selling or mortgaging property, borrowing or contracting debts on behalf of VPR, or any expenditure over \$7,500 (see the By-Laws.)

5. CLUBHOUSE RENTAL BY MEMBERS

- All members in good standing are entitled to rent the VPR clubhouse at the prevailing membership rate, based on availability and at the discretion of the board. (See Rental Agreement for member's only rates, and rules.)
- A Member renting the clubhouse cannot charge a fee, or sell products or services to anyone that attends their event at the clubhouse.
- Renters must provide an Insurance Certificate with VPR listed as an "Also Insured" at least 2 weeks prior to the event. Coverage of at least \$1,000,000 per occurrence/\$2,000,000 aggregate is required

6. COMMITTEE – EVENT CHAIRS

- Event and Committee Chairs will provide a presentation to the Board that includes the purpose of the event, estimated cost, responsible parties, budget, deadline for action and as much information about the event as possible.
- Prior to spending any money, the Event or Project must be approved by the Board.
- Event and Committee Chairs must be members in good standing.
- Members are prohibited to involve, make liable, promise or otherwise commit VPR, its members, Board, employees or staff to any financial encumbrance without prior Board approval (per the By-Laws).

7. MEMBER CONDUCT

- Being a VPR member is a privilege, not a right.
- Unacceptable behavior will not be tolerated at VPR events, whether the event takes place on VPR grounds, clubhouse or offsite.
- Unacceptable behavior shall be defined as any action which demonstrates disregard for the safety or wellbeing of any members, horse, or others in attendance.
- Unacceptable behavior will result in expulsion from the event.
- The Board Members and Event Chair in attendance at the event will make the determination of unacceptable behavior and subsequent expulsion from the event.

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- Expulsion from the event is final and shall not be open to discussion.
- A report will be submitted by the Event Chair and Board Members in attendance and submitted to the President and all other Board Members within 48 hours of the incident.
- The incident will be reviewed by the Board for additional action if warranted, up to and including termination of said member from the club.

8. MEMBERSHIP DUES CLARIFICATION

- Membership dues are prorated for the 1st year of membership for new members only. Previous members returning after at least a one-year of absence will be considered new members.
- Members are expected to pay annual dues (per the By-Laws).
- Payment is due January 1st for the full year.
- The Club graciously extends a 30-day grace period of dues.
- The Board may include a late fee on dues paid after Feb. 1st.
- Notice of this late fee will be included with the annual dues notification.
- Failure to pay dues within 2 months of due date (March 1st) shall result in termination of membership.
- Ex-Members (dues paid after March 1st) may **reapply** for membership (submit a new member application which is subject to Board approval). Dues will not be prorated.
- There is no access to the club or facility while a non-member except for Public Events.
- Eligibility for Director/Officer Positions: Members shall have been a member in good standing for the previous 12 full months in order to run for a board position. (See By-Laws for more details.)

9. PARKING ON VPR GROUNDS

- Non-members and/or their vehicles are only allowed on the grounds on public days or when a guest at a Potluck (per our insurance policy).
- In the event of an emergency, please contact a Board member (beginning with the President).
- Contact information is posted, along with accident report forms, on the outside of the announcer's booth.
- When there is an evacuation due to fire or other area emergency and VPR becomes an evacuation site, the Emergency Contact representing VPR will be notified.
- The website will be updated with emergency information provided by the Emergency Contact.
- Emergency Contact and other contact phone numbers will be posted on the outside of the Grounds Gate when VPR becomes an emergency evacuation site.

10. PROFESSIONAL PHOTOGRAPHERS

- Professional Photographers may be asked to take photos at VPR events, as appointed by that Event / Show Chair.
- The Event or Show Chair may decide if it is okay for the photographer to work inside the arena when horses are in the arena.
- It is preferred that all photos are taken with the Photographer outside of the arena.

11. VPR INSURANCE

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- VPR is a members-only club.
- Our insurance covers our assets and provides liability coverage for nonmembers only when VPR sponsors a “Public” event (open to nonmembers). VPR pays an additional fee for public events.
- Nonmembers are not allowed on VPR grounds unless it is a Public event or they are attending a Third Party Rental. (Third Party Rental utilize their own insurance and must provide certification to cover VPR.)
- Nonmembers may not stage, ride or visit VPR except on Public Days.
- The monthly VPR Potluck is considered a Public day and nonmembers may attend the Potluck only (horses not allowed on the grounds for nonmembers on Potluck days).
- Dogs are NOT PERMITTED on VPR property at any time due to new insurance guidelines. If you bring your dog, you will be asked to vacate the premises.

12. VPR ROSTER

- Board members are listed at the top of the Roster.
- The roster is updated and sent out to the membership quarterly.
- If a member is not included in the roster or the information is incorrect, please notify us immediately at vistapalomarriders@gmail.com or call the Secretary of the Board.

13. WEBSITE, SOCIAL MEDIA & LIVE FEEDS

- Websites and Social Media accounts must be approved by the Board before they are created or opened.
- VPR does not allow **Live Feeds** of Board Meetings, Special Meetings or Potlucks. Live Feeds of VPR events need Board approval before the event and, if granted, members and guests must be notified of the Live Feed prior to it occurring.

Policy and Procedures are not part of the By-Laws and may be changed by the Board at any time.

VISTA PALOMAR RIDES, INC.
LIFETIME Membership

Lifetime Membership recognizes an active member in good standing who made notable and sustained contributions to VPR and has been a member for 10 consecutive years.

Guidelines

1. Served as a Board member/officer for a minimum of three terms.
2. Served as a Committee Chair / Manager for the Grounds or Club house for a minimum of 3 events or 3 years.
3. Participated in major projects for a minimum of 3 events or 3 years.
4. Provided support work for major committees, participated in the preparation for horse shows, campouts, rides, trail maintenance, club maintenance, website, or newsletters for 6 years or more.
5. Provided an extraordinary contribution to maintain and preserve the club's existence for prosperity.

The key is the member dedicated their time and efforts to VPR which resulted in a major, significant and sustained contribution or impact to the club over a period of time. The member has been generous with their time and talents beyond normal. Recognition of a Life Member is given for providing a significant period of continuous and extraordinary service to the club.

Any current member in good standing may nominate, in writing, any current member for Lifetime Membership. Nominee must have minimum requirements and should have served or participated in 3 out of the above 5 prescribed areas. First ballot – Candidate must be approved by a unanimous secret ballot vote of all Board Members. Second ballot – Candidate must be approved by a majority vote of the General Membership.