

Buxmont Riding Club
71 Clump Rd., P.O. Box 113
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Policies & Procedures



Established in September 2005

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Table of Contents

Membership.....	Page 1
Members Use of the Club Grounds	Page 3
Rules of the Ring.....	Page 3
Officers.....	Page 4
Elections.....	Page 5
Trail Rider's Creed.....	Page 6
Trail Rider's Guide.....	Page 7

Article I MEMBERSHIP

Section 1 Becoming a Member

Applicants shall submit an application to the membership coordinator for review. Once application is received there will be a 7 day processing period.

Section 2 Probationary Members

New members will be probationary members for one year. During this time, board members, officers and the general membership may bring any concerns about the probationary member to the attention of the board. After a successful year, with no concerns as a probationary member, they may renew their membership and become a regular active member.

Section 3 Membership Dues

Dues are set as follows: A Family Membership (3 or more people residing in the same household at least 1 of who is 18 years or older) \$50; a Dual membership (2 people residing in the same household at least one of whom is 18 years or older) \$40 or Single Membership (an individual 18 years or older) \$35. No memberships will be given to minors without a parent or guardian. Dues and fees are subject to a change upon 2/3-majority vote of the members of the board of directors present, on a motion, and with a 2/3-majority vote of the general membership present at any regular scheduled Club meeting.

Dues are payable from September 1 through December 31, with a grace period until January 31 at the normal "early bird" rate. If dues are not paid by January 31, the membership rates are as follows; Single individual \$50, Dual (two people in the same household at least 1 of whom is 18 years or older) \$55, Family (three or more people in the same household at least one of whom is 18 years or older) \$65.

If a previously active member would like to rejoin after 2 years of active membership, they must rejoin as a new member.

The board of directors may appoint individuals as lifetime members. A lifetime member will receive free individual membership to the club for their lifetime.

A club member can advise the Board of any hardship cases and the board has the right to waive the annual dues for that year.

Any member joining after August 1st will be paid up to the end of that year and those fees will also cover the next full year.

The fiscal year runs from January 1 to December 31st

Section 4 Junior Members

Active junior members (minors under the age of 18) of the club will have the privileges of the club except the right to vote and hold office. Junior members must join the club on a dual or family membership with parent or guardian.

Member Use of the Club Grounds

1. The ring gate **MUST** be locked. This will help protect our club
2. Only Buxmont scheduled events are permitted, such as clinics and horse shows, etc., except rentals, see Rule 3.
3. **NO** personally organized events such as lessons, clinics, or mounted meetings etc, are allowed on the club grounds. Club rentals are permitted for such events. Contact the club president to learn more about club rental availability, prices, etc.
4. The ring and the club grounds **MUST** be cleaned up after use; this includes litter and animal waste.
5. All individuals 17 and under **MUST** be supervised by an adult and wear a helmet while riding on the club grounds.
6. All riders **MUST** wear shoes or boots with heels.
7. **NO** running of any horses around the outside of the ring.
8. **NO** alcohol or drug use is permitted at any time on club grounds.
9. Violation of ANY of these rules can result in termination of membership from the club.

Rules of the Ring

1. No intentionally loose or unattended horses in the ring.
2. No hay or hay bags may be tied to or around the ring. Please keep hay and hay bags at your trailer.
3. All riders under the age of 18 are to wear an ASTM certified helmet.
4. Clean up any manure or trash.
5. The ring/club may not be used for lessons or profit of any kind.
6. Dogs are to remain leashed. Please clean up and dispose of their waste properly.
7. Do not walk, ride, or park on neighboring properties.
8. Leave the ring as you found it.
9. Report any damage found to the board at buxmontridingclub@gmail.com or call the club president

OFFICERS

Officers shall attend 75% of the scheduled meetings during the course of the Club's calendar year. Failure to attend the prescribed number of meetings will result in a discharge vote by the board. Occasional absences because of work, illness, or personal/family medical emergency will be allowed, but the person should notify the Vice president/president/secretary in advance of the meeting.

Officers and Board Members are entitled to a board credit for use at shows. Any remaining amount at the end of the season, does not roll onto the next season. Board members may only use their board credit for themselves or their family only.

The **President** shall preside at all meetings of the Club. The President shall be a member ex-officio of all committees except the Nominating Committee. She/he shall perform all duties ~~evolving~~ involving the office of President. She/he shall assume office at the January General Meeting.

The **Vice President** shall preside at regular Club meetings in the absence or disability of the President. She/he shall assume office at the January General Meeting.

The **Secretary** shall record and retain the minutes of all business transacted by the Club. She/he shall sign all documents requiring the Club's signature along with the President, except checks as stated below. The Secretary is in charge of taking attendance of all in attendance of the meetings. The Secretary's salary shall be \$125.00 per fiscal year, to be paid by the first of November (11/1) of that year. She/he shall send out all notices to the membership authorized by the President and/or the Board of Directors. She/he shall assume office at the January General Meeting.

The **Treasurer** shall have care and custody of the Club's funds and shall cause the same to be deposited or held in the name of and for the account of the Club in a bank directed by the Board of Directors. The Treasurer shall, in general, do all things required by law to be done and shall render to the Board of Directors, upon demand or request, an account of all transactions as Treasurer and of the financial condition of the Club. The Treasurer's salary shall be \$125.00 per fiscal year, payable by the first of November (11/1) of that year. The Treasurer shall submit a monthly settlement to the Board of Directors and to Club membership at its regularly scheduled monthly meetings. The Club treasurer shall receive all monies paid into the Club and sign all checks for disbursements with the additional signature of the President. In an emergency situation, the Vice President can act on behalf of the Treasurer or President. She/he shall assume office at the January General Meeting.

Elections

Elections are held every November meeting. The terms for all officers and board of directors is two (2) years, unless one opts out or quits the position.

Eligibility for running for office:

If you are running for President, Vice President or Treasurer you must:

1. Be an Active member, in good standing, for at least 2 years.
2. Must have attended at least 2/3 of the general meetings.
3. Must have helped at half of scheduled shows for that year.

If you are running for the Secretary or Board of Director position you must:

1. Be an Active member in good standing.
2. Must have attended at least one half of the general meetings.
3. Must have helped at half of scheduled shows for that year.

All elections are confidential and are final as of the end of the November meeting.

TRAIL RIDERS CREED

Courtesy

Common Sense

Cheerfulness

- Follow the LEADER at ALL times. (There are areas that may be off-limits to trail riders).
- NO rider may pass the LEADER without permission.
- Any rider dropping out of a ride MUST report to the LEADER.
- Each member is responsible for the contact of his/her guest(s) and should make them aware of safe trail riding rules.
- Tack should be in good/safe condition.
- Generally, a trail rider should can-y with him/her the following: Halter, tie rope, extra curb chain, cinch, hoof pick, wire cutter or pliers, and a leather punch.
- Rider should keep mount under control at all times. Keep one horse length between riders
- NEVER CANTER UP BEHIND ANOTHER RIDER AND NEVER CANTER DOWN HILLS.
- Always turn your horse's head TOWARD the heads of other horses when standing still-so don't bunch up! (ALWAYS assume that most horses will kick or buck when in tight situations!)
- Tie a red ribbon on the tail of all known kickers
- NEVER hold branches for a rider behind you- better duck than to have it snap back!
- Rider's having discipline problems of any kind should leave the group after notifying the LEADER. Another rider will be asked to volunteer to assist.
- Verbalize and "PASS IT ON"-(ex: holes, horse passing, cars, can and/or bottles.)
- Youth Riders under age 18 are welcome on club rides. They must be accompanied by an adult rider who assumes responsibility for the welfare of the junior rider. The adult shall have a signed waiver from the junior's parent and/or guardian.
- All youth riders must follow club rules regarding wearing heeled shoes and helmets.
- Guests are welcome on club rides for the purpose of finding out whether they would be comfortable and interested in becoming a member of Buxmont Riding Club Member. Each member rider may bring one guest. The Buxmont member is responsible for their guest's behavior. Guests must sign the club waiver prior to riding with the club.
- Guests may join a Buxmont Member club ride **two times**, and then they are expected to apply for membership.

TRAIL RIDERS GUIDE

Before the Ride:

1. Choose Trail, date and trail leader.
2. Secure permission for trail use, if necessary.
3. Contact potential riders and provide complete information:
 - a. Date
 - b. Place
 - c. Parking facilities
 - d. Type of terrain
 - e. Speed of the ride
 - f. Length of the ride
 - g. Rest stop, lunch on trail?
 - h. Restrictions, if any, smoking stallions, alcoholic beverages, dogs, guests, etc.
4. Provide maps and directional signs for parking.
5. Provide first aid kit.
6. Provide vests for crossing guards and scouts.
7. When parking space is limited, provide a person to direct drivers.
8. Arrive early and greet riders as they arrive.
9. Approximately 15 minutes before the starting time, hold an informal meeting for the introduction of the trail leader.
10. Announce a "5 minute mount-up warning".

After the ride:

1. Thank property owners for the use of land and facilities.
2. Provide a short written review for the newsletter.
3. Clean up waste both animal and human.

Before the ride begins:

1. Obtain information about the ride before the ride.
2. Be sure that you, your horse and tack are in condition for the ride.
3. Check shoes, girth, trailer etc. before leaving home.
4. Learn to tie a quick release knot.
5. Pack a halter and lead rope or a good neck rope.
6. Allow your horse to become accustomed to saddle bags, pouches, etc.
7. Pack bucket, water, sponge, fly repellent etc. for your horse's comfort after the ride.
Personal items such as a knife and leather may add to your comfort.
8. If your horse is a kicker, put a red ribbon on his/her tail.

During the ride:

1. RIDE SAFELY! Keep your horse under control. Remember that horses are herd animals and will affect others.
2. Riders may not pass the trail leader without specific permission.
3. Stay at least one horse length behind the horse in front of you.
4. When approaching or passing others, reduce speed, so as to avoid exciting other horses.
Alert riders of your intention to change speed or position in line.

5. If you water your horse, move upstream and allow the others to continue. 6. If you leave the group for any other reason, notify the trail leader or assistants.
6. At rest stops, tie your horse high and short; loosen girth
7. Keep the horse in front of you in sight at all times.
8. Respect other people's property. Ride along the edge of fields etc.
9. Abide by Park regulations.
10. DON'T LITTER.

After the Ride Ends:

1. Care for your horse, i.e. grooming, cooling out, etc.
2. Thank the sponsor and trail leader for their work in making the ride possible.

TRAIL LEADER

Before the ride:

1. Meet with the sponsor and plan the ride. Consider the following factors:
 - a. Physical condition of the horse and rider.
 - b. Experience and skill of horse and rider.
 - c. Types of horses expected to attend-gaited, non-gaited.
 - d. Weather conditions- heat and humidity.
 - e. Type and condition of terrain.
 - f. Length of ride.
2. Whenever possible, time the ride prior to the scheduled ride. When calculating the time the ride will take, add additional time if a large number of horse are expected.
3. When horses and/or rides differ greatly in experience or condition, consider the following:
 - a. Having a "slow ride" and a "fast ride".
 - b. A short ride and a longer ride.
 - c. Lead the ride to accommodate the least skilled rider, but plan to provide opportunities for those who wish to canter and gallop.
4. Choose your trail assistants, drag rider and crossing guards. At the pre-ride meeting introduce them to the riders. (Orange vests or arm bands will help riders identify aids).
5. Make sure that a first aid kit is carried on the ride.

During the ride:

1. Throughout the ride, make sure that you know the condition and the position of all the riders.
2. Leave a scout at turns to direct the group when a change of direction is made. Observe the condition of horses when you make brief rest stops.
3. Allow enough time for those at the end of the line to rest.
4. Follow the advertised plan to ride, whenever possible.
5. If riders persist in dangerous practices or disregard directions, take appropriate action.