

Final Revision – December 15, 2013
HEART MOUNTAIN DRESSAGE CLUB
STANDING RULES

Membership

Entitlements include:

- GMO (Group Membership Organization) benefits from USDF (United States Dressage Federation).
- USDF *Connection*, a monthly dressage magazine.
- Reduced fees at shows and clinics, with preference given to members as space allows.
- Monthly Heart Mountain Dressage Club Newsletter.
- Free classifieds in the newsletter.
- Eligibility for HMDC year-end awards.
- Scholarship program

Membership Fees:

- \$40 Family (Allows all family members to have a GMO membership w/USDF – primary family member receives the USDF magazine).
- \$35 Individual Senior
- \$20 Individual Junior
- \$25 Newsletter/Subscribing
- \$20 Brand New Member, 1st year only

Renewing Member dues are due by November 1. Our membership list and fees to the USDF must be paid by the end of their fiscal year which is November 30. HMDC membership dues must be paid by November 1 to make this possible. A \$5 late fee will be imposed on any renewing member after November 1. After December 1, additions to our membership roster will be reported monthly to USDF after which new members will receive their USDF benefits. Members may be added to the roster at any time of the year, but USDF and HMDC do not pro-rate any kind of membership regardless of when it was taken out.

Year End Awards

-Performance Certificates along with brass nameplates will be awarded to rider/horse combination receiving two scores of 60% or above at a single USEF level. Scores need to come from a HMDC show or from a schooling or recognized show given by another USDF GMO. Only one certificate/nameplate per horse/rider will be awarded at each level (must move up a level to receive another certificate/nameplate). It is the rider's responsibility to submit copies of all tests with date, score, and judge's signature by November 15th of that year to the Member-at-Large. Rider must be a HMDC member at time of receiving scores.

-Pegasus Award will be given to the member who went above and beyond the call of duty for the club. All nominations, with a written reason why nominated, must be turned into the Vice President by November 15th of that year. The board will make the selection.

Verlane Desgrange Perpetual Memorial Trophy will be awarded to the member with the highest average score for the year at single USEF level. Scores need to come from a HMDC show or from a schooling or recognized show given by another USDF GMO. It is the rider's responsibility to submit copies of all tests with date, score, and judge's signature by November 15th of that year to the Member-at-Large. Rider must be a HMDC member at time of receiving scores.

Newsletter

-As space available and at editor's discretion classified ads to members are free, non-members are \$5.

-Business digital ads for members are: ¼ page \$5, ½ page \$10. Full page \$20.

-Business digital ads for non-members are: ¼ page \$10, ½ page \$15, and full page \$25.

-No entry forms will be published in the HMDC newsletter for outside clinics or shows.

-The newsletter will publish an application form for any year-end performance awards in the October issue.

Web Site

Since the website is currently not up-to-date...these specifications will be for the future when we may have a club webmaster to run a club website.

Classified ads are available on the web site for the following rates:

Free to club members.

Non-members pay \$5 for card-sized ads (no photos), \$10 for up to 30 words of text and photo, \$15 for larger for three months.

Equipment

-Club equipment may be rented. Contracts on all rented or loaned equipment must be filled out before taking possession of equipment. Availability depends upon club-scheduled activities. The HMDC board must approve any exceptions.

-Videos will be available at meetings. Members may take them for the month and bring them back at the following meeting. After three months, the member will be charged for the cost of the video they took and did not return.

Rental Prices: Jumps \$75 per day, Dressage arena and letters \$25 per day

Shows

-If a clinician is scheduled to also judge a show within the same week for our club, then the clinic must be scheduled after the show to ensure a fair competition.

-Show management has the authority to make all final decisions. All schooling shows will be run as close to USEF rules as possible. The exception is attire, which may be informal yet safe.

Additional exceptions will be on show flyer.

-The Ring Steward or Gatekeeper will be responsible for controlling any disruptive noise of spectators and control order of horses waiting.

-No unsupervised children around horses and "no dogs" or "dogs on leash" at host's discretion.

-The show manager, judge, and others may choose to ride "hors de concours," and as such are not eligible to receive awards.

-Non-entered horses may come to the show grounds if well behaved, but need to stay out of the arena during the HMDC function. Owners or trainers must sign any property release that is required of entered horses at the show.

Clinics

- Be on time for your lesson or forfeit the amount of time you were late by.
- Do not enter the arena until the lesson before you is finished. Exceptions can be made with the permission from both the rider before you and the clinician.
- Arena time is reserved for a brief warm-up, the lesson, and a brief cool down.
- Auditors and spectators need to be courteous and keep their voices down during lessons unless it is a seminar format that is interactive with the auditors. If someone is videotaping a ride, spectators need to be silent so the instructor can be heard on the recording.
- Spectators please use warm-up/cool down periods if you have questions for the clinician.
- Wearing ASTM approved helmet when riding or lunging is required.
- Clean up around your trailer and tie-up area.
- Refunds are issued only if the clinic is cancelled or a rider can find a substitute to take his/her place.

General

- Payment may be made to a club member when hired by the club for their professional services.
- The Standing Rules are a working document and can be revised at monthly meetings with a majority vote preceded by previous notice to entire membership..
- The Standing Rules will be published and distributed yearly to the general membership.

Committee and Board Member Responsibilities

President – Is responsible for presiding over meetings and other club business. The president may automatically have a position on any or all committees, but it is not required. The president is responsible for scheduling all meetings and preparing an agenda for meetings if necessary.

Vice President – Will take over the president's duties, should the president be unavailable. The vice president will serve as the membership director.

Secretary – Shall take minutes at all meetings. The past minutes from prior years will be in the possession of the secretary. All minutes shall be added to the permanent record of the club once they have been approved at the following meeting. The secretary will also keep copies of the by-laws and standing rules, to be made available to any new member or upon request.

Treasurer – Will handle all club monies and bank accounts. Monthly reports will be given at club meetings after the bank account statements have been reconciled.

Additional duties include:

- Filing a Form 1099 any time we pay someone for service in the amount of \$600 or more per year.
- Paying annual insurance fees and contacting the insurance company for an insurance certificate for clinics and shows throughout the year, along with any additional fees required.

A year-end report will be given to the board for our fiscal year ending November 30. The board will retain the right to inquire and audit the books at any time.

-Keeping track of the Scholarship Fund and letting members know what monies are available.

Member at Large – Duties will be to bring member concerns before the board. This position allows for a vote and voice on all board issues, bringing the board to an odd number and avoiding tie votes during board decisions. The Member-at-Large will also be responsible for announcing the deadline for year-end awards and the processing and distribution of them.

Registered Agent for the Club – This person, normally the Treasurer, takes responsibility for filing, with the State of Wyoming, the Annual Nonprofit Corporation Report. This report is due by April 1 to retain our non-profit status. The fee is \$25.00. Every Wyoming corporation is required to have a Registered Agent for Service and a Registered Address on file with the Wyoming Secretary of State. For information, click on Corporations at the Secretary of State website: <http://soswy.state.wy.us>.

ALL COMMITTEES WILL GIVE REPORTS AND UPDATES AT MONTHLY MEETINGS.

Clinic Committee –Is responsible for selecting clinicians, scheduling clinicians and facilities, and any promotion, mailing, and entry forms. Someone on the committee then should also supervise the clinic itself and be sure that insurance coverage has been obtained through the Treasurer. Scheduling riders and finding a place for the clinician to stay, any transportation needs the clinician may have and also arrangements for meals for the clinician need to be made. An HMDC balance sheet needs to be filled out and turned in to the Treasurer after each clinic.

Show Committee –Is responsible for setting show dates, locating appropriate facilities, and hiring the judge. Any promotion, mailing, entries, releases, and insurance coverage also need to be handled by this committee. Accommodations for the judge need to be arranged along with any transportation. Recruiting volunteers for show manager, arena set-up, scribing, scoring, gatekeeper, and ring steward, etc., also will be this committee's responsibility. Scheduling and ride times need to be done and sent to riders before the show. Show management will have authority for all final decisions concerning any questions or disputes. An HMDC balance sheet needs to be filled out and turned in to the Treasurer after each show.

Education Committee – Will organize any extra educational venues aside from clinics. This committee, along with the selection of new DVDs and books, will lobby the membership for funds for the DVD/book library when appropriate.

3M Sub-Committee – Will initiate extra educational “meetings” when possible. “3M” stands for “Mid-Month Motivator” – meaning a special informal meeting when members or other recruited experts may present and demonstrate information that may be useful and of interest to our small dressage GMO. The committee members are responsible for coming up with ideas which should be approved of in our official monthly meetings, and then for finding “presenters,” scheduling, and finding an appropriate location for these meetings.

Scholarship Committee – Will oversee all applications submitted to the club. The person applying must be in a club member in good standing, i.e. must have attended at least 5 meetings OR 3 meetings and volunteered at a clinic or show in the last calendar year. The board gives final approval. Scholarship monies can come from our \$1 donations at each club meeting or the general fund. The Treasurer is responsible for informing the membership about how much money is available in the Scholarship fund and keeping track of disbursements.

Scholarships of \$100/event are awarded to 2-3 members/year wanting to attend a dressage function/training opportunity that must be a non-HMDC sponsored event and one of higher credentials. Grants can be received by an individual only every other year. Grant applications will be received by the committee and reviewed twice a year. Event attendance by the recipient must benefit the club, i.e., enhance teaching and coaching ability for professional members, bring back information to share with the club, and enhance club members' knowledge. Reports/presentations are expected from the participants on their return.