

Kelowna Riding Club



Welcome HandBook

Spring 2023

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Welcome to the Kelowna Riding Club

The KRC was first established in 1958 by a group of dedicated horse enthusiasts. It has grown over the years into the unique and beautiful place it is today. This special place gives riders and friends an opportunity to come together in shared community and friendly competition.

The KRC Board of Directors and the many dedicated volunteers, strive to achieve diversity in our membership and our events to better represent and serve our unique equestrian community. With our core values and purpose always top of mind, we work hard to embrace a welcoming, engaging, positive shared environment for all equestrian disciplines.

Our Purpose, as set out in our Bylaws is to:

- Encourage safe knowledgeable horsemanship and promote high standards of ethics, sportsmanship and the welfare of the horse.
- Bring together those who are interested in equestrian pursuits for mutual enjoyment of and benefit from such pursuits.
- Organize, promote and manage such affairs as horse shows, horse trials, rides, lectures and demonstrations, or such other events as may be considered by the members to be appropriate to the purposes of the Club.



We have lots of exciting events planned for this coming year and invite everyone to come out, have fun and support your fellow KRC members!

Please continue to check back frequently to our website www.kelownaridingclub.ca for club news and updates.

We look forward to seeing you this year! Happy Riding!

Sincerely,

The KRC Board of Directors

Our Mission

Welcoming a diverse equestrian community by fostering an environment of enjoyment, development, and competition.

Our Vision

Education. Recreation. Inspiration.



We acknowledge that the Kelowna Riding Club is situated on the traditional, unceded territory of the Sylix people.

Our Club History

The Kelowna Riding Club is a nonprofit facility located on ten acres in the City of Kelowna and solely owned by the Riding Club and its members. The KRC Club officially celebrated its sixtieth birthday in 2018, although stories of a Kelowna horse community go back to 1898.

The names of the founding members of the club reads like a Kelowna street map: Cameron, Stewart, Knowles, Anderson, Tutt, Gordon, Collett, Carter, Weddell, Acland, Wilson and Bennett, to name a few.

Elsie Wilson was just about to celebrate her 40th birthday when the club was launched on October 9, 1958; RJ Bennett was almost 29. Both remember the early days with incredible fondness. “Tom Carter’s wife was very interested in horses, and Tom was a great organizer,” said Bennett. “He found the property where the riding club is now, and bought it for \$4,000.”

Original members chipped in \$100, or whatever they could afford, and the club became what it is today: a place where horse people meet to enjoy their passion. Both Wilson and Bennett recall skating parties on the swampy land adjacent to Mission Creek, and friendly rivalry; Loraine (Wilson) Kemp and her twin brother, Peter, were placed in saddlebags before they could ride, because everyone participated in the family races.

Paddy Cameron and Tom Carter spearheaded the development of the property, which features 50 stalls and 4 riding rings. The Club hauled the original schoolhouse down from East Kelowna in the 1970s and moved the construction headquarters of the original Okanagan Lake Bridge (1950s) onto the property: together, with a patio designed by well-known local architect, John Woodward, the structures make up our clubhouse.



February, 2018: Sixty years of the KRC
Founding members RJ Bennett and Elsie Wilson,
2018 Club President Susanne Zimmerman.
Standing: Loraine (Wilson) Kemp (former Club President).

Photo: Jill Veitch

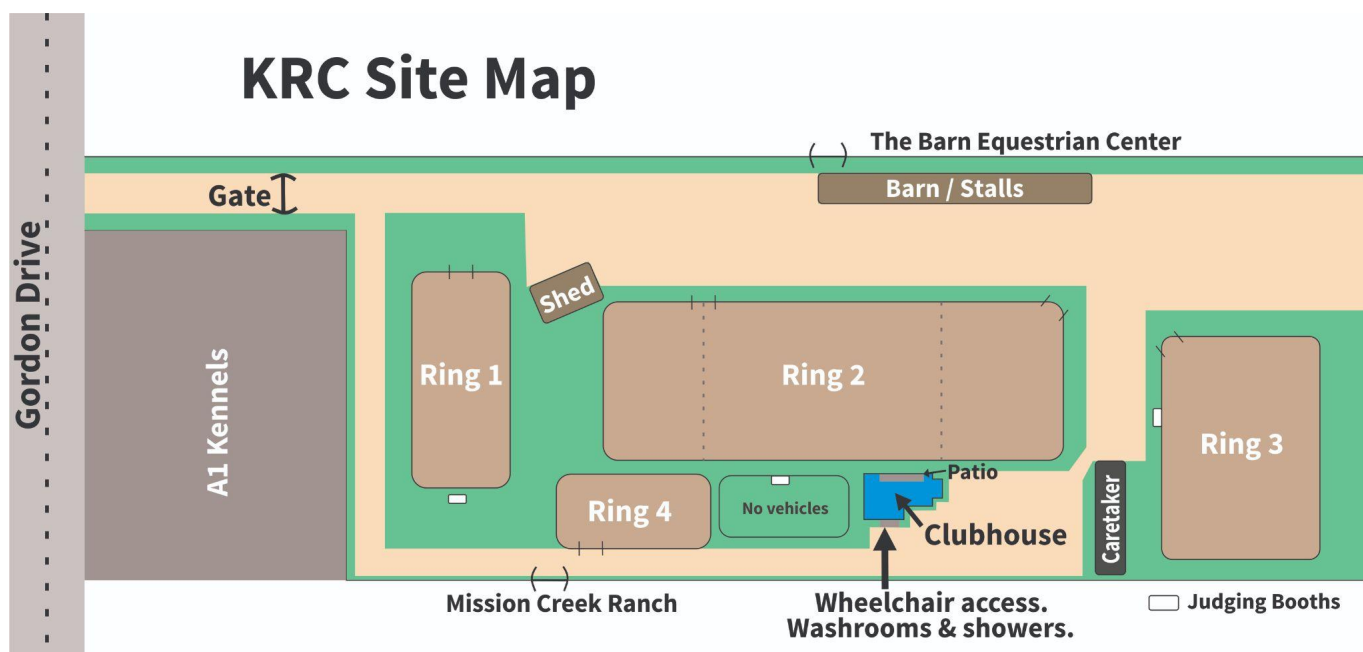
Our Facility

The club, grounds and clubhouse is for use by members, guest riders and for rent for horse shows, clinics and even non-horsey events. Riders from all disciplines have four rings to train in and coaches are invited to use the facility with members.

The riding club hosts Gold & Bronze Sanctioned events (national) level hunter jumper shows, dressage shows, Western General Performance shows, Working Equitation clinics, driving clinics and gymkhana events. We also hold regular information events on horsemanship, feeding, shoeing, training and more.

The Club is rented for outside equestrian events; for example, The Lord Strathcona Ride came to Kelowna (Summer 2017).

In the event of fires, the Kelowna Riding Club has always been there for the Okanagan Community. Evacuees from fires have a place to stable their horses, are given hay donated by the community, and can camp on site while they are evacuated from their homes, without charge.



Location

3745 Gordon Drive, Kelowna BC, V1W 4M8

Hours of operation

The Club is open daily from 7:00 am until sunset for use by members.

Clubhouse access

The Clubhouse is closed except during horse shows and special events. Member washroom facilities are open to members from 7:00 am until 9:00 pm daily. Clubhouse rentals are available through our rental page on the KRC website at <https://www.KelownaRidingClub.ca/rentals>.

Grounds maintenance

Rings are harrowed a minimum of three times per week on a seasonal basis. Our caretaker and club volunteers work diligently to provide the best possible footing and riding conditions



Club updates & news

Important information for members, including ring access and grounds work, upcoming events, etc. are communicated via our website www.KelownaRidingClub.ca, by email, Instagram and Facebook. As such, it is the obligation of members to ensure they have checked the website or Facebook for up to date information.

EMERGENCY ACTION PLAN

The club's Emergency Action Plan is posted in large format on the patio entrance to the clubhouse.

Club Membership

The Club offers several flexible membership categories and payment options to make equestrian sport as accessible as possible. Junior/student, family and out of town membership options are available, please see website for details.

Membership year

The membership year runs from January 1st to December 31st. Opening and closing the club for the riding season is subject to weather and conditions. Membership can be applied for at any time, please see website for details www.KelownaRidingClub.ca.

Membership identification

When riding at the club ALL Club members must have a copy of their membership card on their phone or on their person. The KRC recommends all members and guest riders carry emergency medical information and emergency contact information. Instructors should make sure their riders have memberships. Board Directors may ask to see proof of membership.

Membership upgrade

Membership upgrades can be implemented immediately upon request. Requests for changes to membership categories or cancellation MUST be made in writing (email is ideal) to the Membership Coordinator.

Membership cancellation

Members may cancel their memberships, but all memberships are non refundable

Volunteering: Getting involved at the club

The Club requires hundreds of hours of volunteer time and effort each year in order to keep fees affordable and to ensure funds can be directed toward improvements and not just day-to-day operations. It is anticipated that all Club members - regardless of their age or category - will engage in the Club and community. There are many ways to get involved - from greeting competitors when they arrive to sitting on the Board, joining a committee, to sponsoring a class or event, assisting with special events, planning a fundraiser - all contributions allow us to grow, improve and continue to provide access to equestrian sport here in this beautiful city. Go to the KRC Volunteer page on the KRC website [www.KelownaRiding Club.ca](http://www.KelownaRidingClub.ca), for more info and opportunities.

Guests

A Guest rider Fee MUST be paid prior to using the Club facilities AND a waiver signed. Available at the clubhouse or online through the KRC Website.

KRC Code of Conduct

All Kelowna Riding Club members, visitors, and volunteers are expected to conduct themselves in a manner that:

- Creates an environment and culture reflective of personal integrity and respect, as exemplified in equestrian sports;
- Acknowledges KRC is a family-friendly environment, and therefore refrains from using obscenities and loud boisterous behavior inappropriate to social situations;
- Observes the proper etiquette for whatever Club activity they are participating;
- Is reflective of being an ambassador for Kelowna Riding Club when participating in Club or community events;
- Shows the utmost respect and dignity to fellow members, volunteers, staff, guests and visitors;
- Does not damage the character, integrity, good will, property and community view (local and/or the broader community) of Kelowna Riding Club;
- Recognizes members and visitors have no authority to instruct staff or volunteers in job performance and duties;
- Does not denigrate, talk down to, or raise their voice at staff, members, volunteers and/or guests, and does not create unnecessary strife and divisiveness;
- Does not misrepresent their position and/or authority to others.

Coaching at the Club

Only instructors/coaches meeting the following minimum requirements may coach at the KRC. These requirements include:

- Current member of the Club
- HCBC Membership
- Equestrian Canada and/or HCBC Coaching Certification
- \$5 million liability insurance

Lesson fees

Lesson fees are NOT included in your membership dues and must be paid directly to instructors. Each instructor has established his/her own rates and fees.

Lesson etiquette

Club members are welcome to ride in rings where lessons are being conducted following the same rules of riding as per normal (no halting/walking on the rail, passing left-shoulder to left-shoulder, etc.; see “Rules” for complete listing). For courtesy and safety reasons, non lesson riders MAY NOT ride an exercise or line of jumps being used in a lesson without first asking permission of the instructor. The expectation from coaches and members is to work together on the use of the rings for all. Unless a sanctioned event, the club is open to all.

Non-member coaches

The Club may, at the discretion of the Board, permit non-sanctioned instructors to teach on an occasional basis. All such requests must be made in writing to the Board and appropriate fees for use of ring(s) will be applied.



Club Rules & Regulations

The Kelowna Riding Club (KRC) Rules & Regulations are intended to provide a safe and enjoyable environment for horses, riders and others, and to promote a spirit of cooperation and respect. These rules apply to everyone on KRC premises including staff, members, spectators, competitors and visitors.

GENERAL CLUB RULES

Treatment of horses

The welfare of horses at the KRC is paramount and safety is a top priority. Riders, instructors, and handlers must treat horses with consideration and respect. Equestrian Canada's rules governing abuse are in effect at KRC and a copy can be obtained online.

Treatment of others

Members, instructors, staff and guests must treat each other with consideration and respect. Complaints of mistreatment and misconduct, including harassment or intimidation, must be made in writing to the Board of Directors.

Office

The office is for staff use only. Members and visitors may only enter when a staff member is present, or with the prior permission of the board.

Vehicles on KRC property

Vehicles, trailers and their contents are left on Club property at the owners' risk. Vehicles, including but not limited to cars, scooters, and bicycles, are NOT permitted outside of designated parking areas unless authorized by the Board or sanctioned show manager.

Vehicles are not permitted to park on the premises overnight unless an arrangement has been made with the Club in advance.

Dogs on KRC property

Dogs on KRC property must be kept under control at all times. They must be on a non-retractable leash that is no more than six- feet long at all times. Board or members may ask the owner/handler to remove the animal from the premises if it becomes disruptive to horses, riders, or others.

Dogs are NOT permitted in any of the riding arenas or lunge ring, and may NOT be left tied to fences on Club property except with explicit permission from a board member or show manager during sanctioned events.

Owners/handlers are responsible for picking up after their dogs.

Visitors

Non-riding visitors are welcome and can get event updates and club activities on the KRC website events page. During sanctioned events, the Club is not open for riding but spectators are welcome.

Spectators may not enter a riding ring during a lesson without permission of the Instructor.

Petitions, notices & other materials

These may only be posted with permission of the Board.

RIDING AT KRC

Risk and liability

Riders ride at their own risk. Horse Council of BC (HCBC) is mandatory. ALL Club members must have a copy of their membership card on their phone or on their person. The KRC recommends all member and guest riders carry emergency medical information and emergency contact information.

Tack

A horse being ridden must be wearing a bridle, hackamore, bosal or other tack that allows the rider to have control over the horse. A halter is NOT considered to be sufficient for control purposes.

A rider may ride without a saddle only if the rider is capable of maintaining control of the horse without a saddle.

Attire

The club strongly recommends the wearing of approved protective headgear for all riders while mounted or handling equines on KRC grounds. It is parent/guardian's responsibility, as per Equestrian Canada rules, that junior riders under the age of 18 years on January 1st of the current year wear approved protective headgear at all times while mounted on KRC grounds. All riders must wear approved protective headgear while jumping equines on KRC grounds.

Riders must wear boots or shoes with heels when riding in a saddle, and are expected to wear proper attire with consideration for safety.

First aid kit

A First Aid Kit, situated by the bulletin board/mail area on the clubhouse patio, is available for emergency use. If it is used please inform a board member so that used items can be replaced.

Ring etiquette and passing

It is the responsibility of all riders and guests to ensure that their ride is not impacting the enjoyment of other riders.

When passing a horse going in the opposite direction, whether on the track or in a ring, riders must keep to the right, passing left hand to left hand.

Riders walking or halted in a ring or arena must keep to the inside, to allow 2 horses to pass between them and the rail.

Horses working on a circle stay to the inside of horses traveling on the rail.

Horses working on the diagonals, center line, or quarter lines do not have precedence unless the rider has clearly stated their intentions by calling "diagonal", etc.

When overtaking a horse going in the same direction: In a ring or arena, the rider must pass on the inside, towards the center. Riders must move their horse's manure to the manure pile before leaving the club.

Lunging

While lunging, the lunger moves up and down the length of the ring to prevent excessive wear in any one area of the ring. Lunging in the lunge ring should be limited to 20 minutes when other members are waiting.

Riding is permitted in the lunge ring.

During a scheduled lesson, a KRC- approved instructor may lunge a horse ridden by a student in any ring or arena.

Jumping

Riders are strongly discouraged from jumping when alone on the property.

Jumping courses must be set by approved KRC Instructors, unless specifically approved by a board member.

The height of the jumps may be altered but only KRC Instructors are allowed to move fences, unless authorized by a board member.

Reset jumps to 2'6" (approx.) if you have adjusted the height for a lesson or personal use.

If you set up a walk/trot/canter poles, put them back on the standards when you are done.

Riders 15 years of age and younger must be supervised by an KRC Instructor or other responsible adult when jumping on Club premises, unless the office has written permission from the child's instructor.

Riders jumping must ensure that their jumping line is free before riding to the fence and must call "fence" or "heads up" to indicate their intention to jump.

Ask permission to jump a fence or ride an exercise if it is being used for a lesson.

Riders who knock down a fence must reset it. A rider who breaks a jump component must report it promptly to the club.

Use of technology while riding

Instructors and riders use technology at their own risk. All Instructors and riders must consider the safety of others while using technology. Riders must have at least one hand on the reins at all times.

Guests riders

Guest riders are permitted as long as they are following the KRC Rules.

Guest riders must have a signed waiver on file and pay the drop-in fee for use of Club facilities. Visiting riders who are entered in shows, clinics or other special events must adhere to Club rules. They will have access to KRC's facilities:

- (i) on the show or event day;
- (ii) on the day preceding the show or event

Clean Up

Once you have finished your ride. Please clear up your horse's manure using the racks and buckets provided at the side of the rings.

Biosecurity Guidelines

When riding at the KRC or taking part in a club event the following precautions should be followed to help prevent the outbreak of an infectious disease:

- Ensure your horse(s) are up to date with vaccinations
- Do not share feed or water containers
- Do not use communal water troughs
- Avoid sharing tack
- Avoid nose to nose contact between horses
- Wash hands with soap and water, or use disinfectant hand solution after handling horses, especially after contact with the mouth or nose
- Observe good hygiene around horses especially after handling other people's horses
- If your horse develops a fever or signs of illness contact a veterinarian and event official immediately. Good practice to take your horse's temperature twice daily at an event/show. If the temperature is above 38.5 C or 101.5 F your horse has a fever. Contact your vet immediately and alert show/event officials.

Violation of Club Rules

Any violation of the rules should first be brought to the attention of the Club Board as soon as possible after the violation has occurred. Minor violations will be dealt with at the Board's discretion.

Complaints

Any member who wishes to lodge a formal complaint that a Club member, volunteer, staff member, or instructor has violated the Club's code of conduct, rules or bylaws must submit the complaint in writing or by email, with his or her signature, to the Board of Directors.

A person who is the subject of a written complaint must be notified of the complaint. The identity of the person submitting the complaint may be withheld if the Board of Directors considers it to be in the best interest of the Club.

A person who has been notified by the Board of Directors of a complaint must be given the opportunity to reply, either in writing or in person, as the person chooses.

After considering the complaint and the reply, if any, the Board of Directors may determine:

- i. That the complaint is unfounded; or
- ii. That the person has violated the rules of the Club's code of conduct, rules and or bylaws.

The Board of Directors may take disciplinary action against a member who violates the Club's code of conduct, rules or bylaws, including:

- i. **On a first violation:** Letter of warning and if deemed necessary, temporary restriction of Club privileges.
- ii. **On a second violation:** Suspension from membership.
- iii. **On a third violation:** Expulsion from membership.


If the violation is deemed to be so extreme as to be totally incompatible with the objectives of the Club, the Board may suspend or expel the member on a first or second violation.

Coach witness

A KRC member coach who observes a violation of these rules should bring the violation to the person's attention. If the person ignores or dismisses the warning, the Instructor may:

- i. Ask the person to leave the Club's premises;
- ii. Report the violation to the Board immediately; and
- iii. Make a written report to the Board of Directors.

The Board of Directors may decline to renew the membership of any member who has been the subject of disciplinary action more than once during a membership year. See KRC bylaws for all member in good standing information.



The KRC would like to thank Southlands Riding Club for providing us with a handbook template which we could draw from while we created our own.

**We look forward to a
great season together!**