

# Vernon District Riding Club (VDRC) INSTRUCTOR POLICY

Instructors are defined as those individuals instructing riders for profit. VDRC recognizes that members help members on occasion as good will and therefore are not subject to this policy.

## **Policy rationale:**

- To ensure safe instruction
- To recover a small portion of the cost VDRC incurs for arena and equipment maintenance
- To provide a framework for coordination of equipment and rings

## **Instructors are required to provide proof and details of the following current documentation:**

- 1) Instructor certification if applicable
- 2) Liability insurance (\$5 million min.)
- 3) First aid certificate
- 4) HCBC membership
- 5) Club approved non-certified instructors must have a minimum of five (5) years instructing experience.

VDRC approved non-certified instructors must attend a total of twenty (20) hours up- grading in every three (3) -year period. Instructors must keep records showing course/clinic dates and hours of which copies must be filed with VDRC.

This documentation and an instructor/membership fee of \$150.00 is to be submitted to VDRC Directors prior to an instructor teaching at the VDRC grounds. Instructors must submit a separate volunteer cheque of \$75.00 and are responsible for completing volunteer hours.

All students of club approved instructors must be members “in good standing” of VDRC and have HCBC membership. Ensuring student memberships is the responsibility of the instructor. A list of members in good standing will be posted on the clubhouse for instructors to check.

VDRC will post the names of club approved instructors on the clubhouse, in the newsletter, and on the VDRC website as advertisement for membership. The club will try to coordinate the rings so conflicts do not occur. At least one ring must be available for general membership use.

VDRC will endeavor to provide jumps in rings for those wishing to give jumping instruction. VDRC anticipates instructors will set courses/gymnastic exercises and ensure accurate distances. Ground maintenance will be coordinated around scheduled instruction times.

This policy is in effect as of January 1, 2010

