



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, 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. Equine Canada or other certification
2. Liability insurance (five million minimum)
3. Valid First Aid certificate
4. HCBC membership
5. VDRC membership
6. Club approved non-certified instructors must have minimum of five (5) years instructing experience.

VDRC Approved Non-Certified Instructors must provide:

- Minimum of five (5) years instructing experience
- Minimum of twenty (20) hours of upgrading in every three (3) year period
- Current Criminal Record Check
- Proof of completion of a Concussion Protocol Workshop
- Comprehensive, itemized and dated records of the above

This documentation and the instructor application form and a fee of \$100 is to be submitted to the appropriate VDRC Director, Gayle Rowan, prior to an instructor teaching at the VDRC grounds.

All students of the club approved instructor must be a member 'in good standing' of the VDRC OR must fill out the [Drop In Rider Registration Form](#) as well as the appropriate Junior Liability waiver or Senior Liability Waiver, and leave all documents along with a \$20.00 payment in the Dropbox outside the Clubhouse door. A list of members in good standing will be posted on the clubhouse for instructors to check.

VDRC will post the names of the approved instructors on the clubhouse and on the VDRC website. 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 for rings for those wishing to give jumping instruction. VDRC anticipates instructors will set courses/gymnastic exercises and ensure accurate distances. Grounds maintenance will be coordinated around scheduled instructions times.

Thank you,