

Vernon District Riding Club Instructor Policy

Instructors are defined as those individuals instructing riders for profit. VDRRC recognizes that members help members. Only those receiving remuneration are subject to this policy. However, all members are to be familiar with the VDRRC Head Injury and Concussion Rules and Guidelines.

Policy rationale:

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

All VDRRC Approved Instructors are VDRRC members. There are two pathways to becoming a VDRRC Approved Instructor. Please, see the Instructor Application for complete details.

The Instructors application form, appropriate documentation and a fee of \$100 is required. Please email application packages to membership@vernonridingclub.com. Alternatively, they can be mailed to VDRRC, Box 21130 Polson Place, Vernon, BC, V1T 9T7. If paying by cheque please send it to the VDRRC mailing address listed above. If paying by e-transfer, please send it to membership@vernonridingclub.com. Remember to include “instructor” and your name in the e-transfer memo.

All instructors must wait for a confirmation email from VDRRC before instructing at the club. If you are applying for non-certified status, please allow extra time for the process.

Once instructors have been approved, they will be given a link to the VDRRC Timetree calendar where they can schedule lessons. Only instructors have calendar editing capabilities but all members have access to the schedule. To view the VDRRC Lesson Calendar follow this link: <https://timetreeapp.com/public/calendars/vernon>

Lessons booked prior will have ring priority over those riders not involved in a lesson. There is enough space for everybody so, VDRRC Instructors, please share the rings when it is safe to do so.

It is in the riding community’s best interest to ensure that all riders using the club are properly insured. Instructors are required to ensure that their students are either VDRRC members in good standing or have completed the required “Drop-In” procedure. Instructors



VERNON DISTRICT RIDING CLUB
8408 ABERDEEN ROAD, COLDSTREAM BC

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whose students are not in good standing (ie. not current HCBC members) may be subject to having their instructing privileges revoked without refund.

VDRC Instructors will set safe and accurate jump courses; we highlight the importance of using breakaway cups for back rails of oxers. Please, leave rings tidy after use. Keep painted poles off the ground by placing them on the feet of the standards or in cups when not in use. Ground maintenance will be coordinated around scheduled instruction times.