

MHT Meeting Minutes

January 14, 2022 6:30pm

Zoom Meeting

<https://us02web.zoom.us/j/85892015795?pwd=WIF3SUdYK1IGVituMkZYTE1Bd1JJUT09>

Meeting ID: 858 9201 5795

Passcode: 900053

Attendance:

- Present: Dione, Tanya, Karen, Karla, Robby, Sarah B, Eileen, Shelagh, Alicia
- Regrets: Krista, Danae
- Absent: Sarah Read

1. Call to Order

- a. Meeting called to order by Dione at 6:31pm

2. Acceptance of agenda

- a. Robby accepts; Eileen Seconds

3. Approval of previous meeting Minutes from December 10, 2021

- a. No changes or amendments brought forward
- b. Acceptance of previous minutes as recorded
 - i. Karen approves; Robby seconds

4. Reports of Officers

- a. No reports presented by:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
- b. *Development Chair (Karla):*
 - i. See Chair report in full in Appendix 1
 - ii. **MOTION** (Karla) To run a 'non-horse' clinic May 7th (topics such as: how to learn pace/time; walk courses; conditioning, etc) with a practical application on May 8th (apply prior days' topics; requires a few low-height jumps). Shelagh seconded the motion; All approved.
 - iii. Looking at carrying on what Helen M. built in this role previously; looking at what Alberta does. For example, Buy-In option where you pay a flat fee to join; not exclusive.
- c. *Event Committee (Sarah B, Shelagh, Karen, Karla (notetaker)):*
 - i. See Committee report in full in Appendix 2
 - ii. Shelagh has let MHC know about all of MHT's 2022 dates
 - iii. Committee took the dates discussed at the last Board Meeting and decided the formats of all the days
 - iv. May - Out of Order Event
 - v. May 14/15: Meet the Fences Sat, Sun XC - Scores from this show will contribute to the next competitive event.
 1. May 20-22: use SJ scores from MHJA show
 2. May 27-29: use Dressage scores from DW show
 3. Prizes
 - a. Prizes for riders who participate in all 3 'phases'. Sponsorship and prizes to be purchased by Megan (Robby)

- contacted her during the meeting and she said she could do this).
- b. Karla noted that Chris Bell will always give a cash donation if he receives a written letter requesting support.
 - c. Eileen noted that Greenhawk typically sponsors if approached.
 - d. **ACTION ITEMS:**
 - i. Eileen will let Megan know to contact Greenhawk and Chris Bell. (2022-5)
 - ii. Robby to give Megan a budget for prizes. (2022-5)
 - iii. Dione to ensure reciprocity for May events (2022-4)
 - iv. Karla to ask Helen for the Jump Inventory.
 - v. Communications (Dione/Eileen) and Marketing (Krista) to advertise.
- vi. June - Here and There Event
 1. June 18 - Dressage and SJ at Misty River
 2. June 19 - XC at Birds Hill Park
 - vii. July - Power and Speed Event
 1. July 16 - Meet the Fences
 2. July 17 - 6-7 Show Jumps straight into XC course.
 - viii. August 20/21 - MHT Summer 3 Phase
 1. This will be run similarly to how the September 2021 event was run and will piggyback on MHJA Summer Out of the City – contingent on MHJA dates as they haven't finalized them.
 - ix. September 10/11- Seine River One Day Event
 - x. Sept 24/25 - potentially Manitoba Team Challenge
 - xi. The only thing that may change the shows as reported is that Diana Fraser may take one of the dates and run something at Willeville**
 - xii. Need to consider amping up the starter course and add smaller/mini versions of the next level jumps (aka not just jumps on logs).
 - xiii. Closing dates need to be set so no additional entries will be accepted past that date. Closing dates should be at minimum 1 week prior to the show to allow the rest of the crew to finalise everything and plan without scrambling at the last minute (there's just too much to do that is contingent on the task prior and it ends up putting too much on the volunteers who run the show).
 - xiv. New volunteer roles for shows:
 1. Masters of the phases:
 - i. Master of each phase would ensure that all tasks are completed and would be the "go to" for that phase for questions
 - ii. It was decided that these weren't roles that needed to be official, just a volunteer position that falls under the show committee
 - xv. Notes beyond the report:
 1. **MOTION** (Sarah): For 2022, run shows/events regardless of the minimum amount of 3 entries to ensure that members know we're serious about having shows
 - a. Karla seconds; all approve.
 - xvi. Show Dates need to be shared in advance, and repeatedly, with the members/public by:
 1. Email
 2. Posted on instagram/fb
 3. **ACTION:** 2021-5 Event committee (Sarah)/Marketing (Krista)/Communications (Eileen/Dione) create a plan for what needs to be said and the schedule for it to be communicated.

- xvii. Karen advised that she will be compiling costs of running events - including lawn mowing, porta-potty, etc plus costs of paid positions and dividing it up for each show; this will help determine actual costs of each event and how much show fees should be per event.
- d. *Membership Chair (Karen):*
 - i. 5 members so far, already have one volunteer cheque.
- e. *Volunteer Coordinator (Sarah B):*
 - i. See Chair report in full in Appendix 3
 - ii. April 30/May 1 weekend Sarah B to run a volunteer training day
 - iii. Swag
 - 1. Sarah really wants to be able to provide all volunteers with some form of swag
 - 2. Karen has had favourable experience with an embroidery company called Expressions in Winnipeg
 - 3. ACTION:
 - a. Karen will contact them to look into options for MHT (this covers 2022-5 and 2022-6)
 - b. Sarah and Krista to work together to determine promo/volunteer gift/swag options (2022-6)
 - iv. 2022 Volunteer database:
 - 1. We need to create a new database for all potential MHT volunteers; there are old ones but unsure the last time they were updated
 - 2. We could add a volunteer line to the membership application so that there are more options for Sarah to reach out to (this also helps members ensure their volunteer requirements are met). 'Is there someone we can contact who will assist you with your volunteer hours?'. Make this field optional, not mandatory, as some volunteer themselves, or forego the cheque.
- f. *Communications (Eileen/Dione):*
 - i. We need to have a more regular presence on social media.
 - ii. Eileen spoke to Dom, who indicated MHT can use his social media scheduler that can be set up ahead of time (i.e. any posts can be made ahead of time instead of putting it on 1-2 people to use traditional/instantaneous posting).
 - iii. ACTION:
 - 1. Communications (Dione/Eileen)/Marketing (Krista) to discuss social media plan and whether the scheduler is an appropriate solution
 - 2. Marketing to create a plan for what will be marketed on social media
- g. *Website (Eileen):*
 - i. Website needs a few tweaks on membership info online
 - ii. Sarah B suggested to have "Thank you for your renewal/membership" once you close the window to verify the transaction was completed.
 - iii. ACTION: Eileen will update Membership Works to ensure 2022 figures are correct and will add the "Thank you for your renewal/membership" where appropriate

5. Unfinished Business

- a. Review Action Items from previous meeting
 - i. See MHT Actions Arising chart at end of these minutes
- b. ACTION:
 - i. 2021-3: Policies and procedures
 - 1. Dione will use the Pony Club document that Val sent over to create a skeleton document so that all MHT roles can be included
 - 2. Eileen will help compile from procedures we already have on the Google drive

3. All members will need to help write P&Ps for their role once the rough doc is drafted
- c. 2021-4: Event committee to streamline tasks for Event Manager, Event Organizer, Event Secretary. See Aide Memoire attached to email; to be added to Policies and Procedures. Closed.

6. New Business (tabled from previous meeting):

- a. 2022-1: Volunteer Hours for Family memberships
 - i. At the last meeting it was mentioned that the family hours seemed too low considering the amount of people who can be included in a family membership
 1. Two people who reside at the same address could get a family membership and have to only do 10 hours of volunteering versus if they got two separate Senior memberships the total would be 16 hours.
 - ii. To note, current volunteer hours:
 1. Senior & Juniors: 8 hours
 2. Family: 10 hours; cheque amount \$150.
 - iii. **MOTION** (made by Sarah): To increase volunteer requirements of a Family membership to be 15 hours with a \$200 volunteer cheque.
 1. Karen seconds; All approve (No oppositions or abstentions).
 - iv. **ACTION**:
 1. **Eileen & Sarah** to talk about logging volunteer hours on the website by end of January.
 2. **Eileen & Sarah** to create a plan/procedure on how volunteers will be educated to input volunteer hours onto the website.
- b. 2022-2: Coaches' Cross Country schooling requirements
 - i. There currently are very limited requirements put in place by MHT for coaches to bring students on the cross country course, they are:
 1. MHC membership
 2. NCCP membership
 - ii. MHT wants to ensure that all coaches who bring students to the cross country course have been trained in 'Safe Sport' and considered capable and safe with sufficient experience to teach their students to ride cross country properly.
 - iii. The Cross Country Schooling Task Force sub-committee was created to assess coaching requirements and includes: Danae, Sarah, Karla, and Krista.
 - iv. They met and wrote a report as found in in full in Appendix 4 and proposed the following:
 1. **MOTION** 1 (Danae): That coaches on the cross-country course at any time must hold a current Registered or Licensed EC Coach Status. Sarah seconds; all in favour; approved.
 2. **MOTION** 2 (Danae): That coaches be full members of MHT, or reciprocity clubs. Karla seconds; all in favour; approved.
 3. **MOTION** 3 (Danae): Coaches who want access to the cross-country course must submit a short resume to the Coaches X-Country Committee with details why they are qualified to be out coaching; Sarah B seconds; all in favour; approved.
 4. **MOTION** 4 (Danae): That an annual pass be created for cross country schooling for riders, as a perk for MHT members at a cost of \$300 per member (allows multiple horses). Shelagh seconds; all in favour; approved.
- c. 2022-3: Event fees increase
 - i. Current Derby Event fee is \$95 for 3 rounds of choice.
 - ii. **ACTION**: **Robby** to talk with the Event Planning Committee (**Sarah**,

Shelagh, & Karen) and create proposal for fee changes if required.

1. Karen advised that she will be compiling costs of running events - including lawn mowing, porta-potty, etc plus costs of paid positions and dividing it up for each show; this will help determine actual costs of each event and how much show fees should be per event.
- d. 2022-4: Reciprocity agreements
- i. The reciprocities have all expired and need updating/resigning
 - ii. **ACTION: Dione** to fill out forms (all 4 documents can be found in google drive 2018) for renewing with MHJA, DW, Westman Dressage & Manitoba Pony Club and course user fee.

7. Round Table

- a. Budget
- i. A budget needs to be created to help meet financial goals of the club.
 - ii. The following information will help to create a budget:
 1. Club goals (for example, minimum bank balance, 1/3/5 year goals, expected expenses from different board member roles, etc).
 2. Capital expenditures (are we planning to build new cross country jumps or make any other large purchases)
 - iii. **ACTION: Robby** will work with the different members on the board to compile a budget and will bring a rough draft to the next meeting.
- b. Canadian Eventing Committee (CEC)
- i. Dione was invited to the next CEC meeting which will occur on January 24, 2022
 - ii. She will bring forward questions on behalf of the club
 1. Questions produced in the meeting:
 - a. How does the latest round of resignations affect the rest of the clubs?
 - b. Do we still have an effective leadership acting between us and EC?
 - c. Website info not up to date (2020 Competitor Info)
 - iii. **ACTION: Dione** to email board to request any other questions so that she can bring forward to the meeting.

8. Date of next meeting: February 18, 2022 at 6:30pm via Zoom

- a. **ACTION ITEMS:**
- i. Set up next meeting via Zoom
 - ii. Send out invitation/meeting information to Board members
 - iii. Post next Board Meeting on Facebook

9. Meeting Adjourned at 9:05pm

MHC Actions Arising:

Item Number	Action Item	Tasked To	Deadline	Completed Yes/No	Comments
2021 Carried Over Rename 2021-1	Create policy for equipment usage/rental	Dione, Robby, Danae	Feb 18, 2022	No	Ad hoc committee to discuss and create draft policy for usage and rental of MHT equipment.
2021-2 <i>(Changed from 2021-3 as there were duplicates)</i>	Send out By-Laws to new board	Dione	Feb 18, 2022	No	Dione noticed By-Laws reference Policies and Procedures document. To send By-Laws prior next meeting.
2021-3	Update/Rewrite Policies & Procedures	All Members	TBD		Ongoing
2021-5	Potential Willville Events	Karla	TBD	No	Karla meeting with Dianna on Jan 15, to discuss Willville; clinic - considering 3 clinicians for June/July date; possibly secure Course Designer from Alberta or John Biron (course design history). Karla to send email to board after meeting.
2021-6	Course User Fee awareness	Krista Eileen Dione	TBD	No	Roll out new fees and promote club.
2022-3	Review/Propose Event Fees	Robby Sarah Shelagh Karen	Jan 14, 2022	No	Team to meet and discuss.
2022-4	Apply for Reciprocity	Dione	Feb 18, 2022	No	Dione to complete asap. Must be completed by May event.
2022-5	Organize prizes for May Out of Order	Eileen Robby Megan Sarah			Megan will find prizes Robby will give budget amounts Eileen will let Megan know about Greenhawk/Chris Bell sponsorship processes Megan/Sarah to be in touch with each other re prize requirements
2022-6	Research Swag for promo/prizes/volunteer gifts	Karen Krista Sarah Robby			Karen to contact Expressions Krista/Sarah to work closely on what may be suitable for swag options Robby to be involved in budget/costs only

APPENDIX 1: DEVELOPMENT CHAIR REPORT

- Has contacted Dianna to see about the fee and availability of Willville for a clinic
 - Dianna has expressed interest in potential show in 2022, especially if a clinic is held
 - Karla will continue discussions with Dianna to avoid confusion and stress for Dianna
- Begun gathering names for the potential clinic in 2022
 - Have reached out to 2 potential clinicians for ideally a June or July date
- Has contacted AB to see about the potential of sharing contacts for course designers, see if there is the potential to hold a small clinic for designing small up to date courses, and spike interest to see if anyone would like to work on becoming one
- Hoping to hold a non-horse clinic in the spring to discuss topics like conditioning, proper cool out, walking XC courses, how to use your watch/know your time. This would hopefully be followed up with a fun schooling session the following day where riders can practice their timing and course walking/wheeling with schooling blocks set out for each coach.
- Spoke to Alberta High Performance Chair about their program, the takeaway included
 - Buy in opportunity (\$165 for top two tiers, \$75 for lower tier)
 - Hired an outside coach that works with the group once a month, and available for check ins on a regular basis including at shows, to aid with a regular program
 - Regular coaches are highly encouraged to audit and join in on discussions
 - Outside of province Coach is the only way this program works
 - They hold mounted and unmounted training sessions for riders and coaches
 - Recent session was with a sport psychologist on managing stress at competition for riders and how negative coaching affects students long term for coaches
 - Tiers Alberta uses
 - Riders competed Preliminary or higher
 - Riders that have their 3 MER at Training and preparing to move up
 - Under 18/Pre-Training
 - The high performance does all their own fundraising to support the program, it is self-sustaining and often turns a profit that is sunk back into clinics

APPENDIX 2: EVENTING COMMITTEE REPORT

MHT Event Committee met, in person, at Misty River on January 8th 2022.

Object of the meeting: to suggest event formats, to identify and clarify roles at events, to give a framework for budgets needed, to discuss entries and entry deadlines, possible course alterations and design and the liaison between other clubs and MHT to help us provide a more rounded eventing experience for our members.

Members: Sarah Biron, Shelagh Deacon, Karen Iverson – Karla Iverson typed notes

1. Shelagh has completed the **booking sheets and reserved our dates**. She will have to redo the forms later as MHC do not have 2022 booking forms out yet. There will be a price increase, but the dates have been reserved. Shelagh listed roughly 25 horses, and for coggins and vaccines to be required. She originally listed Karen as event manger but will correct it to Sarah in corrected forms.
2. **Shelagh has also offered for her jumps to be used as warmups for cross country events**. Tracking is fitted, Shelagh will acquire cups to fit with breakaways for back rails.

3. Event formats:

The May Out of Order Event. Potential to include all three phases if competitors run on all three weekends.

Meet the Fences May 14th, Run XC on the 15th

Run SJ with MHJA the following weekend May 20th 22nd (Victoria Day Weekend)

Dressage on May 27th 29th in conjunction with the DW show being held at BHP that weekend.

Bring all scores together at the conclusion of dressage to give us overall winners. Competitors do not have to compete in all three, but we would like to offer really juicy prizes to act as an incentive to complete all three phases.

Competitors would likely need a minimum of bronze EC membership to compete at both the MHJA and the DW shows. This is dependant on whether MHJA run their shows as EC sanctioned. Their Victoria Day show is usually sanctioned EC bronze. DW usually run at both gold and bronze. Sarah will get in touch with Gillian Mancusi to see if this is a possibility and to ask if they would be willing to use eventing tests.

June 18th 19th The Here and There Event

Dressage & SJ on the 18th at Misty River and XC on the 19th at Birds Hill Park. Facility fee TBD by Biron (likely a flat fee)

July 16th 17th Power and Speed Event

Meet the Fences July 16th. Then on the Sunday, competitors challenge 6-7 Show jumps prior going straight into a shortened XC course. (like power and speed classes)

August 20th 21st MHT Summer 3 Phase

SJ run with MHJA Summer out of the City, which normally runs as a schooling show. Rent Dressage rings at the MIIC Facility. Not confirmed as we wait for MIJA to speak on what their dates will be. Dressage and SJ would run on Saturday with XC run on Sunday. Similar to 2021.

Sept 10th 11th Seine River One Day Event

Sept 24th 25th Potentially Manitoba Team Challenge so we will not format this event at this time

4. **All Meet the Fences** Flagged jumps cannot be jumped and used. This is to protect footing and to preserve the notion of not practicing over the exact course to be competed over the following day.
5. **Events** Multiple rounds are not allowed. Courses will include enough jumps/efforts that competitors will feel satisfied that they have received value for money.
6. **Volunteer training day weekend of 30th April 1st May.** Involves lunch, bringing in old and new volunteers. Priority is to look after all volunteers and help them want to help us. Tack Check, Scorers (Robby, and Eileen) Train someone to start horses in the box (Nancy Atkinson?), train people how to time (Chris has timed lots and confirmed he can come), cross country controller (Karen and Paige to help teach, Karen confirmed), jump judges, jump crew for SJ, etc. Volunteer riders to help and teach when things go wrong vs right (how to judge the fence, and options).

Danae and Sarah can help teach jump judge volunteers.

Guinea pig riders: Shelagh (confirmed), Karla (confirmed), Krista?, Abby?, Pat? . We should probably advertise this and open it up to all members and not just board members. But NOT to non-members.

Whipper in: Trevor?

7. **New maps** to be drawn up by John Biron to avoid large black areas on the maps to make them easier to read and to use less ink when printed.

8. **Potential for an EC sanctioned event in 2023** – We would need a TD and so on so that expense needs to be on hold
9. We will need to **move fences in 2022**. We also need to hire a course designer and builder for new jumps and to design courses. Preserving footing is a major focus right now, we want to avoid putting the jumps back in the same spot.
10. **Budgets needed:**
 - Volunteer Budgets
 - Food
 - Beverages
 - Volunteer Gifts in the form of club merchandising
 - Volunteer Clinic
 - Lunch would be provided
 - Starter/Pre-Entry Fences
 - Should be both inviting and Interesting
 - No More Logs (get baby versions of upper-level jumps)
 - We need a true, proper, good looking, inviting starter level course
 - Decorating Budget
 - Event Budget (once this is decided, the committee will propose the costs of the shows)
 - Course Designer (Karla trying to get names from Alberta)
 - Karla asked Robby for Barry totals
 - Mowing
 - \$1400 to rent the tractor
 - Hauling mower (\$500)
 - Decent budget would be \$2500 per mow
 - Park office mowing or another local alternative (?) Geri S has a neighbour with a mower?
 - Jump moving
 - Judges/Paid positions
 - Contracts need to be in place
 - Judge (SJ and Dressage) (has been volunteered in past)
 - Controller (?)
 - Any official with EC Credentials should be paid
 - Medic \$200 a day (MHJA did a shared medic fee)
 - Medic needs to have insurance
 - Facility (2021 prices listed)
 - Water tank \$100
 - Grounds \$7 per horse
 - Facility upgrade fee is \$3 per horse
 - Ring fees \$100 a day per ring
 - 25 horses in stall includes clean out \$1525. This is not really a budget item as competitors pay for stabling on top of their entry fees.
 - Porta Potty

- Karla asked Robby for previous years totals
- Prizes for each event?
 - Unsure who would be in charge of getting these in order. Who is the board member responsible for prizes?
- Tack Check
 - Ruler, tape measure
 - Gloves

11. Designing Courses

- Train a variety of people who can draw up courses
 - Who has done courses in the past?
 - Deb
 - Lesa
 - Danae
 - John Biron has declared interest in becoming certified and is part-way there. There are others.
- Alberta – Karla is working on a contact for a potential clinic and work with our people
- It is advised that xcountry start and finish are visible from each other
- Finish markers should be in the same spot at all levels
- Need to have more than 15 jumping efforts at each level

12. Registration /Entries

- Closing Date
 - Needs to be held firm
 - No late entries
 - Entries close 7 days prior to the show
 - Early Bird Fee?
 - Something like \$15-20 less for those that enter before a certain date
- Event Secretary (Karen) liaising with Web Master (Eileen)
 - Verifies the event entries, and valid paperwork
 - Checks riders in at the day of the event
 - Create Order of Go (low to high at all events)

13. New "Roles" that would fall under the show committee

- Cross Country Master
- Dressage Master
- Show Jumping Master

These masters would be in charge of everything that is needed for that phase

Dressage Master would need to ensure that both judge and scribe are present and comfortable, bell is brought, paperwork is assembled by secretary.

Event Manager (Sarah) will be responsible for the creation of boxes for each phase to help with this. Boxes contain everything that is needed for that particular phase; bell/whistle, pens, stopwatch, clipboards, judges cards, course maps, dressage tests etc etc as appropriate for each phase. Then, when officials check in with event secretary, they are handed their box and off they go.

14. **Tack Checks:** to be performed by an experienced and knowledgeable adult. Need boxes of rubber gloves for the bit check. Need heat sealed diagrams of permitted bits/nosebands and pertinent rules to go in the dressage tack-check box.

This needs to be a requirement at each Event

- Helmets: is it up to standard. At rider check in – add to prize list
- Vest: is it up to standard. At rider check in – add to prize list
- Bits
- Boots (hind boots have new restrictions)
- Spurs
- Whip Length

15. **Volunteers**

- We need a list/spreadsheet of what is required for every show
- Can we get from Dione or Krista, whoever has the previous list, please send to Sarah B
- Sarah B to track the volunteer hours
 - We need a sign in Volunteer book at the Event Office

16. **Prize List**

- Needs to be done annually
- Review last years
- Copy the line from Winter Fair prizelist about the covid changes for ours
- Creation – Shelagh, Eileen, Karen and Sarah B to create in another meeting

17. **Equipment Manager (Danae) Supplies**

- Paint for jumps (Shelagh to drop off)
- Volunteer florescent vests. (Karen to drop off) We need some more in smaller sizes.
- Radios; ensure they are present, working and charged.
- Pinnies (Please send Karen a list of the Pinny #s) So that competitor numbers are not duplicated.
- Foot Pump for death star is needed to be purchased as she suffers from low tyre pressures.
- Spray paint for rocks needs to be in supply
- Jump numbers – Change Pre-Entry number color to Red (was intermediate) to avoid confusion of orange/yellow

18. **Coaching** at events, meet the fences and general schooling practice:

- Coaching committee will provide a list for the events to ensure that only approved coaches are coaching

19. **A Jump Register** is needed for heights/divisions and portable vs not portable – Shelagh, Karen and Karla are prepared to be ground people for the moving day and will assist Equipment Manager (Danae) with producing the jump register.

- Taking pictures, logging portable and not, logging height/level class
- Recommended that plastic cattle tags be attached to every fence for height/level for identification
 - This will help coaches understand level of fences as well for those learning
 - This will also help to monitor coaches teaching above/at their level

APPENDIX 3: VOLUNTEER CHAIR REPORT

MHT Volunteer Chair Report to the board for meeting on 14th January 2022

1. I will be brief.
2. The new events committee has met and clarified a lot of details regarding volunteer requirements for our events. See separate report and also see the Event Organisers Aide Memoire.
3. As volunteer chair I need the spreadsheet that was made a while back outlining volunteer tasks and expectations. Krista do you have this?
4. I also need a list of folks who have volunteered in the past for MHT. I need the old, the young, the good, the bad and the ones that we might not invite back. But I need to start building a database of man/woman-power.
5. I would like to run a volunteer training day on one day of the weekend 30th April/1st May, weather and snow melt allowing. Robby: I need a budget for this please. I would like to organise some freebie merch to give away. Logoed MHT toques/baseball caps for instance. I also intend to feed lunch/refreshments to our volunteers, so I need to know how much I can spend please.

Respectfully submitted,

Sarah Biron

Volunteer Chair, 10th Jan 2022

APPENDIX 4: MHT Cross Country Schooling Task Force Report

Task Force members: Sarah Biron , Krista brown, Karla Iverson, Danae Martin

The Task Force met by Zoom on the Monday Jan 4th.

The following proposals and motions were discussed.

That at the end all coaches on the cross-country course, or field of play should show a commitment to ethical conduct and safe sport by being in possession of the following:

1. Safe Sport Training: Which comprises of:
 - i. Respect in Sport Certification
 - ii. Making Ethical Decisions Certification
 - iii. Making Headway (Concussion Protocol Training)
2. First Aid Certificate; equivalent or higher than Canadian Red Cross training with adult and child CPR modules
3. Proof of a Criminal record check including vulnerable sector check
4. Coaches should be able to produce a valid proof of personal, professional insurance
5. Coaches should demonstrate competency and knowledge of cross-country skill sets
6. A current MHC membership

This discussion prompted who would be checking all these things.

Equestrian Canada now mandates coach status. The coach who completes a current coach status will have had 1 through 4 checked and validated by EC.

Brings us to

Motion 1: That coaches on the cross-country course at any time must hold a current Registered or Licensed EC Coach Status.

The following motion is to enable MHT officers to differentiate between the bona fide coaches and members of the General public and volunteers, AND to allow for recognition, tracking, and sanctioning.

Motion 2: That coaches be full members of MHT, or reciprocity clubs.

Furthermore, to address item 5 above, the following motion is also presented, that when coaches apply for their annual coaching pass to be permitted access to the cross country course, they submit a short resume as to why they feel that they have the knowledge and training. These coaches will then be on our database to call on for clinics, to send inquiries to, to send training and professional development opportunities, and ensure current, safe, and proper coaching of our riders and athletes and horses. The following motion is proposed.

Motion 3: Coaches who want access to the cross-country course must submit a short resume of why they are qualified to be out coaching

If required, the task force has indicated they would sit as required to go over the skill sets submitted.

From EC: Rider level skill sets for cross country are now available as a pilot and can be used. This committee agreed that coaching on the MHT course should be at 1 level below what the coach is, or has, competed at, they should list all training sessions attended, all clinics given or attended, who they have trained with, and any mentoring they have given or received. It is expected that all coaches will update on a regular basis.

EVERYONE coaching on the course will be subject to the above requirements,

present board members included.

Other requirements to be out coaching on the course are:

That the annual Coach fee is paid, then you are approved to be on the course.

*****On prize list: a note should be made that riders need to ensure that their coach is currently registered with MHT and therefore is authorized to be out on the course. Non authorized coaches can be sanctioned, as can their riders.

The Annual XCcountry Schooling Pass:

Motion 4: That an annual pass be created for cross country schooling for riders, as a perk for MHT members.

Example: Buy an annual pass to go on the course schooling, at \$300 a year. The rider gets to school an unlimited amount of times, no matter the horse. Of course this will be within the confines of the course being open, and all other rules apply. This perk will be for members only. You want to buy a pass; get a membership.

Respectfully submitted

Schooling Task Force 2022

Danae Martin