

# MHT Meeting Minutes

*April 23, 2022 6:30pm*

34147 Hazelridge Road or Zoom

<https://us02web.zoom.us/j/87892643140?pwd=SDRTc2MrR0RhdIFWOTBWVmFnV0RCQT09>

Meeting ID: 878 9264 3140

Passcode: 174056

## Attendance:

- Present: Shelagh, Karla, Krista, Karen, Dione, Danae, Sarah Biron, Robby
- Regrets: Megan, Sarah Read, Eileen , Alicia (tried to join via Zoom but we didn't start it)

**ACTION ITEMS** to be highlighted in green

**MOTIONS** to be highlighted in baby blue

### 1. Call to Order

- a. Meeting called to order by Dione at 6:43pm

### 2. Acceptance of agenda

- a. No proposed changes
- b. Krista accepts; Karen Seconds

### 3. Approval of previous meeting Minutes from February 18, 2022

- a. Karen proposed that 4.e.ii.3.b be changed from "Membership & Show Secretary" to "modified show jumping into modified cross-country"
- b. Acceptance of previous minutes as corrected.
  - i. Danae approves; Shelagh seconds

### 4. Reports of Officers - see submitted reports at the end of this document

#### a. Overall: Reports approved as accepted

##### 1. Shelagh firsts, Karla seconds

- b. President - no report
- c. Vice-President - no report
- d. Treasurer
  - i. See Appendix 1 for report
  - ii. No money movement since the last meeting
- e. Secretary - no report (vacant)
- f. Membership & Show Secretary - no report
- g. Event Manager - no report
- h. Event Organizer
  - i. See Appendix 2 for report
- i. Event Secretary - no report
- j. Volunteer Coordinator - no report
- k. Communications
  - i. See Appendix 3 for report
  - ii. Exec met with Theresa to learn about Gain platform (a scheduling system so we can pre-schedule our social media posts)
  - iii. Alicia has stepped up to design the posts (thanks Alicia!)

- iv. Eileen has made amendments to our Facebook and Instagram accounts to allow for Gain access (no outward facing changes)
- v. Expectations on Communications from other Board Members. To ensure correct information is relayed, Eileen created forms to gather required info for Registration Forms and Communication (see appendices at end of minutes):
  - 1. This was well received and will be implemented
  - 2. **ACTION**: 2022-24 Comms to create Google docs of both forms and send a link to the board members so they have access.
- vi. ISSUE: Deb Shepherd tried to post and a message and Theresa responded to her
  - 1. **ACTION**: 2022-25 Eileen to contact Theresa to see what went on, Theresa shouldn't be responding to people in our club
- vii. Clarification on Marketing versus Communications roles and workflow
  - 1. It was discussed and agreed that for any post that needs to be created, all information needs to be sent to Marketing (who will put the information into a useable format) and then Marketing will send it to Communications (who will use their platforms to push the information out)
- l. Marketing - no report
- m. Website
  - i. See Appendix 4 for report
- n. ACO Development - no report
- o. Equipment Manager - no report
- p. Special Events - no report
- q. Prizes/Awards - no report
- r. Youth Rep - no report
- s. Sponsorship/Donations - no report (vacant)

## 5. Reports of Committees

- a. Show Committee
  - i. See Appendix 5 for Proposed fee increases
  - ii. **MOTION** (brought to board by Show Committee (Karen/Shelagh, Sarah B was absent from meeting): Increase entry fees at a flat rate to:
    - 1. Partial derbies \$115
    - 2. Full 3 phases to \$150
    - 3. 5 in favour, 1 against, 1 abstained
  - iii. Concerns were raised about affordability of fee increases for those who may have issues managing the additional fees. It was recommended that we don't raise the fees so much.
    - 1. There was a lot of discussion over this, which led to concerns on how we as a club can handle offering events for less money.
    - 2. It was recommended that we offer other options for people to earn a cheaper schooling round – instead of giving a discount (which puts a lot of stress on the club to absorb the costs), create opportunities for those who may need assistance to earn a discounted fee.
      - a. This could be done for real cash or otherwise. For example, setting them up to work a MHJA show (real cash).
    - 3. **ACTION**: 2022-26 Karla to brainstorm ideas that we could offer members to offset fees.
  - iv. We need to add cross-country rental fees to our show budgets, it will help to show the true cost of show expenses (which will also support the justification of increasing our fees, as we don't include them in our show costs, which is inaccurate)
    - 1. **ACTION**: 2022-12 Robby to add the show rental fee to the budgets, \$400 for full day
  - v. Changes and clarifications required for 2022 shows:
    - 1. May show
      - a. See Round table discussion (summary: show is canceled).
    - 2. June show
      - a. We need a dressage judge

- i. **ACTION**: 2022-27 Shelagh will find a dressage judge (Petra Loro)
  - b. *Any other judges/officials/show requirements needed, the sub-committee will figure out for the next meeting*
- 3. July show
  - a. **MOTION**: Change format from Dressage and P&S, to just power and speed
    - i. Shortened stadium with a full cross country course
    - ii. Krista firsts, Shelagh seconds
  - b. Assessment of costs
    - i. P&S Judge – increase fee to \$200 in budget
    - ii. Maintain \$115 entry fee
    - iii. Remove Dressage fees
    - iv. **ACTION**: 2022-12 Robby make these amendments to the budget
- 4. August
  - a. Proposed Format:
    - i. Saturday: Dressage/XC
    - ii. Sunday: Stadium in conjunction with MHJA rounds
  - 1. MHJA format – in attempt to get our rounds completed in a more timely manner, we are going to request to join their Sunday jumper rounds as the show is set so that jumpers go in the morning before hunters
    - iii. **ACTION**: 2022-28 Sarah B to approach MHJA to see if this works
  - b. Assessment of costs
    - i. Jumper Judge – increase costs to \$200
    - ii. **ACTION**: 2022-12 Robby make these amendments to the budget
  - vi. **ACTION**: 2021-6 Communications and marketing to advertise all of the changes of show fees (Krista/Eileen/Dione/Alicia)
  - b. No reports presented by:
    - i. Equipment Policy/Rental Agreement Committee
    - ii. Policy & Procedure Documentation Committee

## 6. Review Action Items from Previous Meeting

- a. See table at end of minutes

## 7. New Business

- a. Cross-Country Coaching Requirements
  - i. See Appendix 6 for report
  - ii. **MOTION**: That all EC and non-EC coaches can now both apply to use the cross-country course, provided that they meet requirements as listed in the proposed form titled 'MHT Cross Country Coach Use Application' (see next page).
    - 1. All in favour
  - iii. **MOTION**: Allow NCCP Competition coach specialists in eventing to be exempt from submitting a resume. They must still provide proof of certification, plus confirmation of necessary memberships, fees, insurance, etc.
    - 1. All in favour
  - iv. **ACTION**: 2022-29
    - 1. Robby update the coach form to reflect specialists
    - 2. Robby send specifications of insurance requirements (as outlined by Mike) to Danae/Karen
    - 3. Robby send the form to the coaching group for confirmation (Sarah B, Danae, Krista, Karla)
    - 4. Upon confirmation of form, Marketing/Comms let public know of changes (Dione/Eileen, Krista, Alicia)

## MHT CROSS COUNTRY COACH USE APPLICATION

**Coach Name:**  
**Contact Number:**  
**MHC Membership #:**  
**MHT Membership #:**

  
  
  

### STEP 1: Are you an EC Coach?

If YES, please:

Provide EC Coaching Status #:

Go to Step 2

If NO, please provide the following:

Proof of Insurance

First Aid

Safe Sport - Concussion

Safe Sport - MED

Criminal Record Check

Vulnerable Sectors Check

Respect in Sport

Ethical Contracts Signed

  
  
  
  
  
  
  
  
  

### STEP 2: MHT Coaching Application

Please provide a resume to MHT outlining Cross-Country experience

Resume Received?

### STEP 3: Confirmation of Membership & Fees Paid

PTSO Membership

MHT Membership

Annual Coach User Fees

  
  

- b. How will MHT handle the new coaching requirements (as voted in above):
- i. Show organizers will check the coach statuses at each MHT show by accessing the EC website
    1. Note: as MHT does not run EC sanctioned shows, they don't have access but can use the MHC access to check
    2. **ACTION**: 2022-29 Add coach status verification check to the show office processes, Sarah B/Karen; to be checked at each competition.
  - ii. **MOTION** made by Danae: MHT is to implement a \$50 processing fee to coaches that are not EC coaches.
    1. Karen seconds
    2. Note: This fee cost is parallel with EC fees for the same processes.
- c. Discussion of flags being used on the cross country course automatically meaning it is a competition
- i. Robby called Mike King of Capri Insurance to ask whether flags being put up on the cross-country course constituted a competition
    1. *Mike confirmed that putting flags up does not mean competition*: if there's no judging, rules, and nothing in the marketplace that deems it competition; it's not a competition, it's part of the training
- d. Closures due to wet weather:
- i. With the amount of snow and rain we've received, the decision has been made to cancel all May gatherings, clinics, and shows that use the cross country course

1. This includes:
  - a. May show (cancel)
    - i. **MOTION**: cancel the May Event
      - a. Krista firsts, Sarah B seconds
    - b. Volunteer day (postponed)
    - c. Non-horse clinic (cancel)
  2. **ACTION**: 2022-16 Communications post this cancellation (Dione/Eileen)
- e. Show fees:
  - i. **MOTION** made by Sarah Biron: Remove MHT's admin fee and implement a non-refundable portion of entries of \$50
    1. 6 in favour, 1 abstain
  - ii. **MOTION** made by Sarah Biron: Allow for late entries into competitions only if there are cancellations
    1. This ensures that the show committee isn't scrambling to amend schedules, etc.
    2. All in favour.
  - iii. A substitutions policy was discussed: in the occasion that a horse or rider is unable to attend the event, MHT will allow for substitutions of the horse or rider at the same level for a \$10 fee
    1. This was tabled as we have to vote in a policy (which needs to be written)
    2. **ACTION**: 2022-30 Danae to write a substitution policy to present at the next meeting

## 8. Round Table

- a. Moving XC fences
  - i. The moveable cross country fences need to be relocated
    1. It was discussed that this should occur for the June show
- b. Remove online hours of volunteer hours logging
  - i. It was recommended that better controls of the volunteer hours log be implemented.
  - ii. **ACTION**: 2022-9 - Sarah to create a volunteer log and present at the next meeting.
  - iii. Tabled.
- c. Danae reported that EC is offering a webinar for information on May 3<sup>rd</sup> for anyone interested in the high performance pathway
  - i. There's competition/development stream, where anyone coaching students in prelim up to first FEI (either now or by end of the year) should sign up to achieve the certifications
  - ii. **ACTION**: 2022-31 Advertise EC Webinar (Danae has information, Marketing, Comms)
- d. Sarah B indicated Gillian Taylor Mancusi (involved with DW) contacted her regarding MHT's involvement with their May show – whether we are thinking we will have riders as they're considering canceling the show
  - i. **ACTION**: 2022-16 Sarah B will let Gillian know MHT is not interested (as we're canceling our show as well)
- e. Death Star servicing requirements
  - i. It has been a long time (years??) since the Death Star was serviced.
  - ii. It needs to be assessed to determine if it is healthy-ish
  - iii. **ACTION**: 2022-32
    1. Robby to see what type of insurance we have (talk to Paige)
    2. Shelagh to see if there are any mechanics who could potentially go to MHC Equine Center parking lot to assess the trailer
- f. XC Course group rental fee
  - i. The block rental of the cross country course wasn't discussed in prior meetings
    1. The course rental rates were not changed/kept as prior of:
      - a. 3 hour rental for \$200
      - b. 6 hour rental for \$400
  - ii. It was agreed to keep these fee levels for 2022 and assess the needs of increasing the fees for 2023

- iii. Requirements of course rental:
  - 1. The renter must be a MHT approved coach
    - a. This means all applications processed, fees paid, insurance verified, etc.
  - 2. Coaches may bring along other non-verified coaches, however they will be under their purview and insurance.
  - 3. The renter coach will be responsible for any damage to the course at this time
- g. Volunteer hours for members who volunteer at non-MHT events
  - i. MHT was asked if members could log volunteer hours for non-MHT events (ie Willville or Biron's)
  - ii. **MOTION** by Dione: MHT members (or people volunteering on behalf of a member) who are able to provide volunteer hours at non-MHT eventing shows in Manitoba (such as Willville or Biron's) will have hours applied to that member's volunteer hour balance.
    - 1. Karla seconds. All in favour.
- h. Can MHT advertise the list of approved coaches who have applied (and been approved) as MHT coaches?
  - i. It was agreed that this would be a favourable thing – board members have been asked by potential clients about coaches in the area and it would make references much easier if we had a ready-made list to supply them
  - ii. **ACTIONS**: 2022-33
    - 1. Robby Contact coaches already applied to see if they mind we advertise their names
    - 2. Robby contact Tecla to see if she applied to the coaching – there's something going on with her MW account
      - a. Note: Krista mentioned that something was going on as well, follow up with her.
    - 3. Eileen (if possible) add to the MW membership application form a permission box that asks if they allow MHT to share their names
      - a. If this is difficult, we could just email them to ask permissions
- i. MHT Swag
  - i. Dione looked into Get Over It/Trace Embroidery (it's the same company)
  - ii. It is \$200 to set up our logo with them, then members can order what they want directly from the website
    - 1. Pro to MHT: no inventory costs
    - 2. Con to MHT: no margins from sales
  - iii. Sarah B uses a lady from Ile des Chenes, if neither of the above options work out we can also look into her
  - iv. Safeguard isn't being considered as they're very expensive
  - v. Karen is having difficulties getting our logo from Safeguard, however will go in person if necessary to get it.
  - vi. **ACTION**: 2022-6
    - 1. Dione to send Get Over It email to Karen/Krista
    - 2. Krista/Karen: go to Expressions to see if we can get a setup similar to Get Over It (ie direct order by members)
    - 3. Karen follow up with Safeguard to get our logo
- j. Sponsorship
  - i. The old sponsorship pamphlet needs to be reviewed to see if it needs updating
  - ii. **ACTION**: 2022-34
    - 1. Krista review sponsorship packaging, send to Comms once complete
    - 2. Print the sponsorship packaging for hard copies to give/send to potential sponsors (who???)
    - 3. Karla follow up with Chris Bell to see if he's interested in sponsoring MHT
    - 4. Eileen follow up with Greenhawk to see what they have committed to the club (she had previously mentioned they were giving us stuff)

- k. Pony Club using a MHT event for testing
  - i. Precedent has been set that Pony Club is welcomed to rent the cross country course and pay the standard rental fee as other clubs have done this in the past
  - ii. MHT is willing to open the course for a rental spot immediately after our XC course is cleaned up after a show (should they want to use it then)
  - iii. **ACTION**: 2022-11 Danae to talk to Sarah R

**9. Date of Next Meeting:**

- a. Date: Robby to send a doodle from Thursday May 12<sup>th</sup> to Thursday May 19<sup>th</sup>
  - i. **ACTION** Robby to send out a doodle poll
- b. Location: Biron's, pending date

**10. Meeting Adjourned at 10:05pm**

## MHT 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	Danae, Robby, Danae	Ongoing	No	Ad hoc committee to discuss and create draft policy for usage and rental of MHT equipment.  Feb 18: Presented ideas; need more info; will revisit and represent next meeting.  Mar 18: ongoing, <b>Apr 23: ongoing.No update/progress.</b>
2021-3	Update/Rewrite Policies & Procedures	All Members	Ongoing	No	<b>Apr 23: ongoing.No update/progress.</b>
2021-5	Communicate Event dates and formats	Sarah, Krista, Dione, Eileen	Ongoing	No	Start marketing, communications regularly and frequently  Note: need a designated communications person <b>Apr 23: Alicia can create a digital post of dates and will post</b>
2021-6	MHT Events and Course User Fee increases	Krista Eileen Dione	Before Event Registrn	No	Roll out new fees and promote club.  Come up with a marketing plan. <b>April 23: ongoing</b>
2022-6	Research Swag for promo/prizes/volunteer gifts	Karen Krista Sarah Robby Eileen/Karen	Before Events	No	Karen to contact Expressions - getting samples of swag, in person meeting  Krista/Sarah to work closely on what may be suitable for swag options,  Robby to be involved in budget/costs only  Contact Safeguard for Logo - trying to contact  Dione discuss with Krista marketing plan <b>Apr 23: Dione send Get Over It email to Karen/Krista</b>  <b>Karen/Krista go visit Expressions to see what they can offer MHT (as they carry inventory, can they set up something similar to Get Over It with direct consumer ordering?)</b> <b>Karen work on getting MHT logo from Safeguard</b>
2022-7	Purchase safety flags	Danae	March 31, 2022	No	\$300 incentive must be used by March 31 for safety equipment.  Mar 18: Dione to follow up with Danae,Robby checking with EC Fleur <b>Apr 23: Fleur didn't respond. Expiry was March 31<sup>st</sup>. Danae to look into.</b>
2022-9	Volunteer hour logging	Sarah B and Eileen	Before first Event	No	Discuss logging of hours and teach volunteers how to log them  <b>Apr 23: ACTION: Sarah to create a new logging book for Board entry (versus personal entry)</b>
2022-11	Pony Club would like one event they can use for testing	Danae	May meeting		<b>Talk to Sarah R about precedent and current practice for all Pony Clubs to rent XC course and pay standard course rental fees. Course can be rented immediately after XC course cleaned up.</b>



2022-12	Budgets	Robby	ASAP	No	<p>Will work with members to compile budgets</p> <p>Mar 18: ROBBY SENT OUT EMAIL ON FEB 10TH &amp; A REMINDER FEB 15TH. ONLY 2 PEOPLE RESPONDED. THESE FIGURES WERE INCLUDED. 2022 BUDGET WAS SENT OUT TO SHOW COMMITTEE IN FEB AND TO BOARD WITH THIS MEETINGS TREASURER REPORT</p> <p>Update budget figures from ones outlined in 4c</p> <p>Apr 23: accepted with amendments voted this meeting (Robby to update budget (include XC rental fee of \$400) and distribute to board).</p>
2022-13	EC sanctioned events vs non-sanctioned	Danae	March 18, 2022	Complete - remove from next meeting minutes.	<p>Look into what EC offers when running sanctioned event - liability;safety;etc. Can MHT sanction events at other locations other than BHP? I.e. Willville/Misty River</p> <p>Apr 23: MHT is not a sanctioning body, the only sanctioning body is EC from Intermediate down. The Developing Eventing Committee is currently working on the PTSO sanctioning from PT down.</p>
2022-14	Look into MHC mowing of XC Course	Shelagh	May Meeting	No	<p>Shelagh to contact Diane David at MHC to see if they will cover MHT's mowing like they do for Drivers</p> <p>Apr 23: Shelagh has talked to Diane David who is still waiting to hear back from the park. Shelagh sent a map of the mowed requirements. Eric is on the lookout for a mower deck at auctions.</p>
2022-15	Make plan for improving XC course in 2022	Robby	Ongoing	No	<p>Robby contact board to discuss improvement plan &amp; create a survey to get membership/public interaction</p> <p>Apr 23: ongoing.</p>
2022-16	May Event restructure	Show Committee & Robby	April 1, 2022	Complete - to remove from next meeting minutes.	<p>Discuss restructure of the May Out of Order Event.</p> <p>Apr 23: event cancelled. Dione/Eileen to communicate decision</p> <p>Sarah B to confirm show cancellation to DW/Gillian Taylor Mancusi</p>
2022-18	finalize the additional membership information for website	Robby Eileen	ASAP	No	<p>Final edit/upload of Membership information to include on website</p> <p>Apr 23: ongoing.</p>
2022-19	Create online form for Ruth clinic	Karla Eileen	May 1	No	<p>Karla determine information required for form, Eileen to upload on MW</p> <p>Apr 23: Karla sent information, form has not been created yet.</p> <p>ACTION: Krista/Karla/Eileen to configure info.</p>
2022-20	Look into clinic support grants available to MHT	Dione	May Meeting	No	<p>Apr 23: Dione to talk to MHC about their grants for clinics – this grant will cover losses incurred by clubs.</p>
2022-22	Create communications for new Secretary	Dione	May Meeting	No	<p>Apr 23: ongoing.</p>

2022-23	Create 2021 membership backup	Karen Eileen	ASAP	No	Karen send a 2021 membership file to Eileen who will upload onto the Google Docs
2022 - 24 (NEW)	Upload Comms & MW Forms and circulate	Eileen Dione	ASAP	New	Apr 23: Upload the newly created forms required to fill out for communications and Membership Works forms
2022 - 25 (NEW)	Confirm that Theresa isn't involved with Social Media posts	Eileen	ASAP	New	Apr 23: Deb Shepherd tried to post and a message and Theresa responded to her asking if she was an admin (or something like that) - Karla let us know.  Eileen to reach out to Karla or Theresa to see what went on.
2022 - 26 (NEW)	Accessibility Options	Karla	May Meeting	New	Apr 23: Brainstorm ideas that the club could implement to help riders/parents offset schooling costs. Reach out to other board members if needed.
2022 - 27 (NEW)	Finalize show judges	Show Committee	May Meeting	New	Apr 23: determine needs/finalize show judges
2022 - 28 (NEW)	August MHJA format request	Sarah Biron	May Meeting	New	Apr 23: Sarah B to request that MHT can do their stadium portion on the Sunday of Summer Out of the City, as the MHJA show format is Jumpers then Hunters (in hopes that MHT won't have to wait so late in the evening)
2022 - 29 (NEW)	Amend Coaches XC Application Form	Robby Danae/Karen Sara Biron Kirsta Karla Dione Eileen Alicia	ASAP	New	Apr 23: Amend the coach form to reflect changes voted in during meeting:  Robby update the coach form to reflect specialists  Robby send specifications of insurance requirements (as outlined by Mike) to Danae/Karen  Robby send the form to the coaching group for confirmation (Sarah B, Danae, Krista, Karla)  Upon confirmation of form, Marketing/Comms let public know of changes (Dione/Eileen, Krista, Alicia)  Sarah B/Karen to amend show office processes to add coach status verification check
2022 - 30 (NEW)	Create Rider/Horse Substitution Policy	Danae	May Meeting	New	Apr 23: Substitution policy required to determine rider/horse eligibility requirements. To be presented for discussion/voting at May meeting.
2022 - 31 (NEW)	Advertise EC webinar	Danae Comms/Mktg	ASAP by May 3	New	Apr 23: Advertise EC webinar, Danae has details
2022 - 32 (NEW)	Death Star Servicing requirements	Robby Shelagh	ASAP	New	Apr 23: Robby talk to Paige to see what the insurance type is (road legal?)  Shelagh talk to local mechanics to see if they would go to Eastridge to service.
2022 - 33 (NEW)	Create Coaches Database	Robby Eileen	May Meeting	New	Apr 23: Robby contact coaches who've already applied to see if we have their permission to add their name to our database

					Eileen can we add a field to MW membership renewal that asks if a coach allows us to publish their name in our database.
2022 - 34 (NEW)	Update Sponsorship Pamphlet	Robby Krista	ASAP	New	Apr 23: Robby find the last copy of the sponsorship pamphlet and send to Krista Krista update as necessary. Send to Comms once complete. Krista look into colour printing options

## **Appendix 1: Treasurer's Report (Robby Tokar)**

There was no movement for the period from last meeting to this meeting - not surprising as it is normal for the club to see a lull between the beginning of year and first show membership renewals.

The Show Committee and I met at the end of March to create a proposal for increases in show entry fees. Please see the report (Appendix 3) to see projected income and expenses associated with the shows. Once those are approved I can add this to the MHT 2020 Budget and will recirculate the final version.

## **Appendix 2: Event Organizer Report (Shelagh Deacon)**

The show sub-committee met to discuss show formats as well as costs (see Treasurer's spread sheet). I have done the following duties;

- Booked porta potty for May 15.
- Reached out to Krista and Karla about contacting medic and dressage judge for May 15th.
- Filled in booking sheet for May 15th.
- Contacted Diane David to inform her of our clinic (May 7th) and practicing in groups (May 8th)
- Contacted Diane David about the mowing, she is waiting to hear back from the park regarding this issue.

Thing on my to-do list:

- Discuss volunteers required with volunteer rep.
- Work on prize list with Eileen for May 15th show.
- Hire a controller for the May 15th show.
- Closer to the date I will contact the park about the gate on Vernon rd.

Shelagh Deacon

MHT Show Organizer

### Appendix 3: Communications Report (Eileen Blais & Dione Peech)

The Executive met with a Social Media specialist, Theresa, to learn about the Gain platform. Gain is a scheduling system that will allow the Club to pre-schedule social media posts. Things went well and we decided to implement the platform; account integration with the Facebook and Instagram accounts has already happened and future posts are being scheduled. This move will alleviate the pains of real-time posting as all posts associated with a topic (ie show, clinic, etc) to be created and put on the scheduler in one sitting.

With the role of Communications, we are becoming overwhelmed due to the sheer volume of information that needs to be sent. Because the Communications roles wear multiple hats, there is simply not enough time to gather information, set timelines on when it needs to be sent, and write the posts. To alleviate this, we have decided to create a checklist for anyone needing to send information to be Communicated.

The following has been drafted in hopes it will help information be sent in a timely manner:

Item	Explanation	Information Submitted
Name	What do you want to call your event?	
Description	What is it that you're communicating?	
Frequency	How often does this need to be communicated?  Is it a one time or more frequent communication? Reminders?  Opening and closing dates?	
Platform of communication	Email, Facebook, Instagram or other?	
Schedule	When do the post(s) need to be sent? Include dates for initial and reminders. Opening and closing dates?	
Budget	Are there any costs to the <b>club</b> ?	
Costs to people	What are the costs to <b>people</b> of attendance?	
Forms	Do you need an entry form on the website?  If so, when does it need to be ready/live?  Note: please allow at minimum 2 weeks for a form to be created	

**Information provided in this form should be written and ready for posting - free of spelling/grammatical errors!**

## Appendix 4: Website/Membership Works Report (Eileen Blais)

If you need a form created in Membership Works, please use the following form to create an entry form for the website. Information provided here should be ready to post on the website.

Item	Explanation	Information Submitted
Form Title	What is the name that will appear in the title of the form?	
Cover Picture	This will appear in the thumbnail of the entry form	
Details	Provide all details about the event (think 5Ws)	
Fee Type	Is it a flat fee (same for all) or variable fee (changes with different selections)?	
Fee Amounts & Explanations	List all costs and what they are.  If costs can/need to be grouped, please provide clear explanation.  Will there be a late fee? If so, what is the date the late fee needs to be applied?	
Required Fields	What information do we need from the person filling out the form?  Some common fields are: <ul style="list-style-type: none"> <li>● Rider Name</li> <li>● Horse Name</li> <li>● Email</li> <li>● Phone Number</li> <li>● MHT # (or affiliate #)</li> <li>● MHC #</li> <li>● Method of payment</li> <li>● Emergency contact</li> </ul>	
Timelines	When do you need this form live on the website? Note: please allow at minimum 2 weeks for a form to be created  When is closing date?	
Confirmation Email Contents	Upon registration, a confirmation email is sent. What do you want it to say?  Things to consider: <ul style="list-style-type: none"> <li>● Event Name</li> <li>● Amount paid</li> <li>● Other pertinent details</li> </ul>	



## Appendix 5: Show Committee Report - Projected Show Fee Increase

The Show Committee and Treasurer met March 31, 2022 to discuss potential increases in entry fees for the 2022 season.

There are two types of shows that MHT is offering this year: partial phase (with two phases; May and July shows) or full phase (with all three phases; June and August shows). The proposed fees and formats for these shows are:

Month	Pricing	Phases
May	\$115	2 Dressage, 1 Cross Country round
June	\$150	All
July	\$115	Dressage with Power & Speed
August	\$150	All

Note: The May show format has changed from the initial Out of Order format to wholly MHT run.

Each scheduled show had a budget created that outlined projected costs associated with the formats as noted above. Important things to consider:

- The proposed show fees and expected costs, along with a sensitivity analysis was generated based on rider turnout with 5, 15, and 20 riders attending.
- These costs do not consider any sponsorship received by the club.
- The group agreed that as the club's main 2022 focus is to increase membership, providing competitor packages and prizes at each show is necessary.

Projected income/losses are as follows:

### May Show

Format: Proposing Two Dressage Tests, One XC Round

	Costs	Notes
Dressage Judge	\$ 150	Earmark compared to last years' fees
Porta Potty	\$ 150	
Medic	\$ 200	
Water Trailer	\$ 100	
Volunteer Packages	\$ 100	
Prizes	\$ 400	1st: Cottons/wraps, 2nd: Saddle Pad, 3rd: Lead Rope
<b>TOTAL Costs</b>	<b>\$ 1,100</b>	

### **Variable Costs/Rider**

Competitor Packages	\$ 20
Meet the Fences	\$ 40

### **Sensitivity Analysis**

# Riders	Var	Fixed Cost	Total Costs	B/E
10	\$ 200	\$ 1,100	\$ 1,300	\$ 130
15	\$ 300	\$ 1,100	\$ 1,400	\$ 93
20	\$ 400	\$ 1,100	\$ 1,500	\$ 75

Entry Fees/Horse	# Riders	Proj Inc	Costs	Income	MTF	Adj Inc
\$115	10	\$ 1,150	\$ 1,300	\$ (150)	\$ 200	\$50
\$115	15	\$ 1,725	\$ 1,400	\$ 325	\$ 300	\$625
\$115	20	\$ 2,300	\$ 1,500	\$ 800	\$ 400	\$1,200

## June Show

Format: Dressage & Stadium at Biron's, XC at BHP

	Costs	Notes
Dressage Judge	\$ 150	Earmark compared to last years' fees
Facility Rental	\$ 500	
Porta Potty	\$ 150	
Medic	\$ 200	
Water Trailer	\$ 100	
Volunteer Packages	\$ 100	
Prizes	\$ 500	
TOTAL Costs	<u>\$ 1,700</u>	

### **Variable Costs/Rider**

Competitor Packages	\$ 20
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### **Sensitivity Analysis**

# Riders	Var	Fixed	Total	B/E
10	\$ 200	\$ 1,700	\$ 1,900	\$ 190
15	\$ 300	\$ 1,700	\$ 2,000	\$ 133
20	\$ 400	\$ 1,700	\$ 2,100	\$ 105

Entry Fees	# Riders	Proj Income	Costs	Income
\$150	10	\$ 1,500	\$ 1,900	(\$400)
\$150	15	\$ 2,250	\$ 2,000	\$250
\$150	20	\$ 3,000	\$ 2,100	\$900

## July Show

Format: Dressage with Power & Speed

	Costs	Notes
Dressage Judge	\$ 150	Earmark compared to last years' fees
P&S Judge	\$ 50	
Porta Potty	\$ 150	
Medic	\$ 200	
Water Trailer	\$ 100	
Volunteer Packages	\$ 100	
Prizes	\$ 500	
TOTAL Costs	<u>\$ 1,250</u>	

### **Variable Costs/Rider**

Competitor Packages	\$ 20
Meet the Fences	\$ 40

### **Sensitivity Analysis**

# Riders	Var	Fixed	Total	B/E
10	\$ 200	\$ 1,250	\$ 1,450	\$ 145
15	\$ 300	\$ 1,250	\$ 1,550	\$ 103
20	\$ 400	\$ 1,250	\$ 1,650	\$ 83

Entry Fees	# Riders	Proj Income	Costs	Income	MTF	Adj Inc
\$115	10	\$ 1,150	\$ 1,450	\$ (300)	\$ 200	(\$100)
\$115	15	\$ 1,725	\$ 1,550	\$ 175	\$ 300	\$475
\$115	20	\$ 2,300	\$ 1,650	\$ 650	\$ 400	\$1,050

## August

Format: All 3 Phases

		Costs	Notes
Dressage Judge	\$	150	Earmark compared to last years' fees
Jumper Judge	\$	50	
Facility Rental Fees			
Base Rate	\$	200	
Dressage Ring	\$	100	\$ 300
Porta Potty	\$	150	
Medic	\$	200	
Water Trailer	\$	100	
Volunteer Packages	\$	100	
Prizes	\$	500	
Ribbons	\$	-	
<b>TOTAL Costs</b>	<b>\$</b>	<b>1,550</b>	

### Variable Costs/Rider

Competitor Packages	\$	20		Not Including: Trailer In \$10, Stabling
Grounds Fee	\$	7		
Centre Upgrade Fee	\$	3		
MHJA SJ Fees	\$	20		For Sept 2021 it was \$9/round and \$5/medic per rider
<b>Total Variable</b>	<b>\$</b>	<b>50</b>		

### Sensitivity Analysis

# Riders	Var	Fixed	Total	B/E
10	\$ 500	\$ 1,550	\$ 2,050	\$ 205
15	\$ 750	\$ 1,550	\$ 2,300	\$ 153
20	\$ 1,000	\$ 1,550	\$ 2,550	\$ 128

Entry Fees	# Riders	Proj Income	Costs	Income
\$150	10	\$ 1,500	\$ 2,050	(\$550)
\$150	15	\$ 2,250	\$ 2,300	(\$50)
\$150	20	\$ 3,000	\$ 2,550	\$450

A summary of the sensitivity analysis of the above shows is:

# Riders	May	June	July	August	Total
10	\$ 50	\$ (400)	\$ (100)	\$ (550)	\$ (1,000)
15	\$ 625	\$ 250	\$ 475	\$ (50)	\$ 1,300
20	\$ 1,200	\$ 900	\$ 1,050	\$ 450	\$ 3,600

In the (unlikely) situation where we only have 10 riders per show, MHT is projected to lose \$1,000 for the year on shows. It was agreed that this potential loss was worth running the shows in hopes to increase our membership and get more people attending the MHT shows.

## Appendix 6: Cross Country Coaching Requirements (Danae Martin)

As we all know, EC changed their coaching requirements at their sanctioned shows, effective for the 2022 season. Subsequent to the original EC meeting where this was mandated, EC stated that “The aim for this first [2022] season is education, rather than policing or enforcement”. This statement occurred after the January MHT Board meeting where we discussed and voted coaching requirements on the cross-country course.

Current MHT coaching requirements (as voted in at the January 14th, 2022 meeting) are:

- “That coaches on the cross-country course at any time must hold a current Registered or Licensed EC Coach” (see meeting notes section 6.b.iv.1)

With the EC statement, it changes how we can approach our coaching requirements. Essentially the EC rule is still in place regarding coaching requirements – however, this statement changes enforcement as there were no sanctions included against breaking the rule. Ultimately, a rule was made but no penalties (sanctions) were included for not following it. This is a known issue, and it is expected to be rectified possibly by voting on an emergency sanction before the end of 2022.

With this statement and change of mandate, we are proposing changes to the current coaching requirements.

- PROPOSAL: That all EC and non-EC coaches can now both apply to use the cross-country course, provided that the meet requirements as listed in the proposed form below:

### MHT CROSS COUNTRY COACH USE APPLICATION

<b>Coach Name:</b>	
<b>Contact Number:</b>	
<b>MHC Membership #:</b>	
<b>MHT Membership #:</b>	
<b>STEP 1: Are you an EC Coach?</b>	
If YES, please:	
Provide EC Coaching Status #:	
Go to Step 2	
If NO, please provide the following:	
Proof of Insurance	
First Aid	
Safe Sport - Concussion	
Safe Sport - MED	
Criminal Record Check	
Vulnerable Sectors Check	
Respect in Sport	
Ethical Contracts Signed	
<b>STEP 2: MHT Coaching Application</b>	
Please provide a resume to MHT outlining Cross-Country experience	
Resume Received?	
<b>STEP 3: Confirmation of Membership &amp; Fees Paid</b>	
PTSO Membership	
MHT Membership	
Annual Coach User Fees	

There has been a lot of discussion (and confusion) regarding the coaching resume that was voted in at the January Board meeting. To help make the coaching types clearer, the following chart was created by Danae to list the courses and accreditations of coaching levels that MHT as a club might see:

## Coaches

COURSES TAKEN/ ACCREDITATIONS	MEMBERSHIPS	XC SPORT SPECIFIC SKILLS PROOF	Proof of Insurance	Ethical contract	Criminal Record	Vulnerable Sectors (MB)	Consussion training (Rowans Law)	MED (NCCP SST/ E) *	FHE (EC SST/E)	RIS (MB SST/E)	First AIDE	Some Equestrian Skills T/E
LISCENCED COACH STATUS (EC)	EC PTSO	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
REGISTERED EC COACH STATUS	EC PTSO	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	X
NCCP CCS	X	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
NCCP CC	X	X	X	✓	✓	✓	✓	✓	✓	✓	✓	X
NCCP I PCB	X	X	X	✓	✓	✓	✓	✓	✓	✓	✓	X
ITP	X	X	X	✓	✓	✓	✓	✓	✓	✓	✓	? ✓
PONY CLUB A	X	✓	X	✓	✓	✓	X	X	X	✓	✓	✓
OTHER												
MHT COACH	MHT PTSO EC	RESUME	STATUS									

As you can see, not all coaching statuses actually require experience/skills in cross-country. As rider safety is the utmost concern of our club, to rectify this risk the coach resumes were enforced. In discussion with our insurance provider, it was indicated that the resume was a good idea, as “any additional layer of vetting to improve rider safety is a good idea”.

The one coaching status that does specifically assess cross-country competency is the NCCP Competition Coach Specialist for Eventing/Cross-Country. These coaches must meet strict guidelines that deem them specialists in eventing. In this situation, the coach resume would be redundant, as it's already been vetted in the specialist coaching module. As of now, there are four specialist coaches in Manitoba. As such, it is proposed that:

- PROPOSAL: NCCP Competition coach specialists in eventing are exempt from submitting a resume. They must still provide proof, plus confirmation of memberships, fees, and insurance.
- Note: if approved, we can change the form above to reflect specialists.

There are questions surrounding what requirements to set for coaches who are coming in from out of province as MHT still faces the same issues as with local coaches. As such, it is recommended that out of province coaches maintain proof of qualifications as faced by our local coaches.

- ~~Proposal: Out of province coaches must follow the same requirements as local coaches.~~