



Broome Horse Riders' Club Inc

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**Members
Policies and Procedures
Updated Dec 2022**

Broome Horse Riders Club Inc

Policies and Procedures Manual

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Broome Horse Riders Club Inc

Members Policies and Procedures

Section 1: Services & Operational Policies

- 1.1 Emergency Procedures
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- 1.3 Review & Ratification of Policies, Procedures and Agreements
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- 1.5 Application Form



1.1 Emergency Procedures

Statement

Broome Horse Riders Club Inc (BHRC) aims to provide the best possible outcomes during an emergency.

Policy

Broome Horse Riders Club will maintain the following items to assist during an emergency:

- Incident / Day Book – in red donga
- 1st Aid Kit – in red donga
- List of emergency contacts including Broome hospital and the local veterinarian on contacts page of Incident / Day book

Broome Horse Riders Club will aim to have a certified 1st aid officer to provide first aid and a mobile phone at events conducted by BHRC.

Procedure

- All incidents including unusual occurrences will be recorded in the incident / day book, stating the name of the person recording the incident, the name of the person or horse injured (if any), the date, time, nature of incident and action taken.
- BHRC Committee will ensure that the 1st aid kit is maintained and stocked.
- Whenever possible, if a person is injured, they will be assessed by the 1st aid officer prior to calling emergency contacts.
- Whenever possible, if an animal is injured, they will be assessed, where possible first aid treatment administered (e.g. control bleeding) and if emergency care is considered the owner will be called. Should they not be contactable a veterinarian will be called, at the animal owners expense.

Cyclone Procedure

On Blue alert agisting members will ensure that all excess loose items are safely stored or removed from grounds. Shelters and other structures checked and any loose sheeting refixed or removed.

On yellow alert agisting members will ensure that feed containers, baths and garden sheds are tied down or removed from yards.

Late yellow alert agisting members should decide where their horse will stay during the passing of a cyclone – e.g. horse's own yard, campdraft arena, main arena – and put them there. All gates should be closed.

Red alert no people on grounds.

After All clear with caution declared agisting members travel to grounds to check their horse / s.

The first person on the grounds to do a quick visual check of all horses and follow the above instruction for any injuries. Also quickly inspect structures and report any problems found to the Agistment Officer, Chairperson or other Committee member.



Fire Procedures

In the event of a fire threatening the grounds as many owners as possible will be notified.

If the grounds or surrounding areas are under threat of fire all horses will be locked in the rodeo arena and all available sprinklers turned on to the arena.



1.2 Appendix

Appendix 1: Constitution

Broome Horse Riders' Club adheres to Equestrian Australia's policies. The below are particularly applicable to BHRC:

Appendix 2: EA Hot Weather Policy

Appendix 3: EA Code of Conduct

Appendix 4: EA Social Media Policy

All official notices, policies, constitution etc can be found on the BHRC website here:

<https://bhrc.net.au/bhrc-constitution-and-policy-procedures/>



1.3 Review & Ratification of Policies, Procedures and Agreements

Statement

Broome Horse Riders Club Inc (BHRC) aims to develop workable policies to ensure the club maintains a fair and equitable approach to membership, day to day operations, safety and management.

Policy

Broome Horse Riders Club Inc will develop appropriate policies, agreements and schedules for all aspects of club operations. To ensure policies, agreements and schedules are still appropriate they will be reviewed second yearly from ratification date.

Procedure

- Committee will propose and discuss the development of any new policy, agreement or schedule.
- A draft of the new policy, schedule or agreement will be forwarded to Committee members prior to a Committee meeting
- At the Committee Meeting the policy will be discussed, amendments made and noted in the minutes.
- The reviewed document will be ratified at the Committee meeting and a copy attached to the minutes.
- All policies, schedules and agreements will be clearly marked with their ratification date, and updated by the Committee as required. Policies and Procedures will be reviewed every 5 years.

1.4 Terms of Agreement for Activities & Events to be conducted

Lease of the grounds should include, at the bare minimum, the below:

Broome Horse Riders Club Inc has agreed to leasing the following facilities

 tofor the purpose offor the period of
for the sum of.....

This agreement is on the proviso that the following conditions are met.

Evidence of the following financially current documents have been presented to BHRC Inc Committee.

- Insurance Policy
- Relevant Affiliation or qualification documents
- Relevant Licences (Alcohol and Raffles)
- The Lessee agrees to the following:
- Provide Security during bar opening times and at other times, as required
- Provide adequate staffing for event / activity
- Ensure all rubbish is removed from grounds within 24 hours of the event / activity finishing
- Ensure all other equipment is removed from grounds within 24 hours of the event / activity finishing
- Ensure that all participants (including spectators, competitors, volunteers and employees) of the event / activity remain in designated areas
- Ensure that grounds and facilities are returned to their pre leased condition (unless stipulated otherwise in this agreement) within 24 hours of event / activity finishing
- Provide payment for lease within seven working days of receiving invoice
- Provide Ambulance access at applicable events.

BHRC Inc

Organisation / Individual

Signed
 Position.....
 Date

Signed
 Position.....
 Date



1.5 Event Application Form

Direct all potential event holders to this online application form for committee consideration:

https://docs.google.com/forms/d/e/1FAIpQLSdDDO3nHQgYQCQbss0Ut4Uiv-MSxTk5bwWqbrBTO2Tf2DMeTZg/viewform?usp=sf_link



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388 Broome Rd - PO Box 364 - Broome, WA 6725
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Broome Horse Riders Club Inc

**Members
Policies and Procedures**

*Section 2:
Members*

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2.1 Code of Conduct

The code of conduct has been developed to ensure all members of the Broome Horse Riders Club Inc (BHRC) are able to enjoy the benefits of the club without harassment and to present a positive club image.

All members agree to:

- Observe the rules of BHRC including those specified in the BHRC Constitution as well as any other by laws, rules or any order or direction of the Committee.
- Observe the rules of the Equestrian Federation of WA rules adopted by BHRC
- Not act on BHRC matters without the consent of the Committee, including not interfering with the day to day operations of BHRC.
- Represent the club in a positive manner.
- Be respectful and courteous to other members and visitors at all times.
- Follow any grievance procedures set down by the Management Committee to try to resolve any conflicts with members or staff of BHRC.
- Not verbally or physically abuse any members, staff or visitors of BHRC.
- Not maliciously damage Club or another member's property.

Any member failing to abide by the above rules may be liable to expulsion from the club under section 16(1) of the constitution

- Witnessed physical assault of any person on BHRC grounds will result in immediate expulsion from the grounds and cancellation of BHRC membership.
- ALL assaults will be reported to Police regardless of whether charges are to be placed.

2.2 Grievance Policy

Grievance procedures aim to resolve disputes (including application or interpretation of the constitution, rules or by laws) between the following:

Management Committee and club members

Disputes among members

The aim is to provide a friendly and harmonious environment for all members, however, should grievances arise, resolution should be sought at the level closest to the conflict.

Procedure

- Both parties will discuss the issue with a view to resolve. (In the case of a grievance between the Management Committee and an Agister, the Agistment Officer will conduct the initial discussions with a view to resolve)
-
- If unresolved, either party will give 7 days clear notice in writing, to the Management Committee of their intention to air a grievance. This shall include a statement of the grievance issue and any documentary evidence to establish that a bonafide grievance exists.
-
- A meeting aimed at resolution of the conflict will be convened by a professional arbitrator, who shall at the time of appointment be operating a legal practice within the township of Broome. The Arbitrator, selected by the BHRC Committee shall be appointed, at the equally shared expense of all parties involved in the conflict. Either party has the right to legal representation at such a meeting (at their further own cost).
-
- The arbitrator will make recommendations to the Management Committee whose decision will be final.



2.3 Disciplinary Action

All Broome Horse Riders Club Inc (BHRC) members are bound by the BHRC constitution, rules and by-laws of the club. In the event that a member contravenes the constitution, rules or by-laws of the club, the offender may risk immediate expulsion (under section 16(1) of constitution) depending on the severity of the breach. However, in the event that a member carries out a less serious breach, or a breach is repeated, the Committee may after discussing the breach with the offender enforce the Disciplinary Warning policy. All breaches will be discussed and minuted by Committee prior to any disciplinary action.

Formal Warning - Committee discusses breach with offender.

Whereby Committee agrees that a breach has been committed, a warning shall be given in writing as soon as possible after the event and will include the following:

- Date and time of breach
- The nature of the breach
- Consequences of repeating the breach

Second Formal Warning

In the event the Constitution rules or bylaws are again breached in the same manner, the steps above are repeated, however the offender is advised that if the Constitution, rules or bylaws are again contravened, membership and/or agistment termination will be imminent.

Final Warning Termination

The above steps will once again be repeated, however the offender will be advised of their membership and/or agistment termination. The offender shall remove all property and equipment from the club grounds and pay any dues owing within 3 days .

Appeal - Members may appeal the Committee's decision by requesting the appointment of a mediator as stated under section 16(7) of the Constitution.



2.4 Helmets and Clothing Policy

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to ensure the safety of riders while promoting, advancing and fostering horse and pony riding.

Policy

All riders on BHRC grounds (unless insured by other organisations for a specific event not covered by EA e.g. Rodeo) must wear an approved helmet with the chin strap fastened at all times. Protective headgear must conform with one of the current approved safety standards within EA General Regulations.

Helmet exemption needs to be proven to BHRC secretary 7 days prior to riding on BHRC grounds.

Members are required to wear protective footwear that is especially suited for riding, when riding upon the BHRC grounds.

It is further encouraged, that protective footwear is worn at all times when attending or being involved in horse activities at the BHRC.

Considerations

- EFA Affiliation
- Public Liability Insurance
- Duty of Care to Members Safety
- Constitution
- Vesting Order
- BHRC Policies

2.5 Juniors

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to ensure the safety of juniors while promoting, advancing and fostering horse and pony riding and care of a horse or pony.

Policy

All juniors on BHRC grounds are required to have a parent or guardian actively supervising them whilst they on BHRC club grounds.

If a parent elects a guardian to be responsible for their child on BHRC grounds they must provide that guardian with a letter formally giving the guardian permission to make decisions on their behalf e.g. for medical treatment, ambulance transport and any handling of horses. The parent will be responsible for costs incurred.

ALL guardians must have a Working With children Clearance.

Agistment

A junior member must also have a parent / guardian as a member to be able to agist a horse / pony on BHRC grounds.

Juniors aged 16 -18 may write to apply for approval to attend BHRC to feed, muck out yards and take out horses to/from grazing paddock without a guardian. The junior must not ride or work/exercise any horse on BHRC grounds whilst unsupervised by their guardian.

Considerations

Public Liability Insurance
Duty of Care to Members Safety
Constitution
EFA WA affiliation
BHRC Inc policies



2.6 Visitors

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to ensure the safety of all members and their visitors while promoting, advancing and fostering horse and pony riding and horse and pony care.

Policy

All visitors to BHRC grounds are welcome, however members need to ensure that their visitors are aware of and conform to all members obligations while on club grounds and be accompanied by a member to ensure obligations are met.

Any visitor given permission by a BHRC member to ride on club grounds, will need to complete an indemnity form and hand to a Committee member or the agistment officer prior to riding.

If the visitor rides on the club grounds on three (3) separate occasions, they will need to become a member of BHRC to be able to continue riding on the grounds.

Visitors competing in Club organized events also need to become a BHRC member and pay relevant fee.

Considerations

EFA Affiliation
Public Liability Insurance
Duty of Care
Constitution
BHRC Inc policies



2.7 Children

Policy Statement

Broome Horse Riders Club Inc aims to ensure the safety of all member's and visitor's children while on club grounds.

Policy

Children of members and visitors are welcome on BHRC club grounds, however it is the responsibility of the parent / guardian to ensure their safety, well being and good behaviour.

Considerations

Public Liability Insurance
Duty of Care
EFA affiliation
Constitution BHRC Inc policies

2.8 Dogs

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to ensure the safety of all members, visitors, children, horses, ponies and dogs while on club grounds.

Policy

Dogs are to be kept on a lead whilst on any area of club grounds.

Complaints about any dog on three separate occasions will result in any of the following, at the committee's discretion, and subject to the seriousness of the incident:

- Dog to be muzzled
- Dog not permitted onto BHRC grounds

Any dog that bites an adult, child or other animal is not permitted to return to the grounds.

Considerations

- Public Liability Insurance
- Duty of Care
- Constitution
- EFA WA affiliation
- BHRC Inc policies

2.9 Grounds

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to provide a safe environment for promoting, advancing, cultivating and fostering horse and pony riding and horse and pony care.

Policy

- All gates are to be kept closed at all times
- Padlock codes are not to be given to people not directly associated with the Club
- Boundary fences may not be taken down or altered in any way without the written consent of the Committee
- Horses may be actively ridden in the arenas, empty grazing paddocks, external campdraft track and round yards. Horses must be ridden or led at a walk and with caution in all other areas.
- Vehicles are to be parked in the car park unless unloading feed or equipment.
- All rubbish is to be placed in the bins provided
- Members will abide by any signage at the club
- Members will notify a Committee member or the agistment officer if they wish to ride under lights.
- No wildlife is to be harassed or killed.

Considerations

Public Liability Insurance
Duty of Care
Constitution
EFA WA affiliation
BHRC policies
Grounds Vestiture



2.10 Busy Bees

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to provide a tidy and safe environment for promoting, cultivating, advancing and fostering horse and pony riding and care.

Policy

All ordinary, family and junior members who agist on the BHRC grounds are required to attend three (3) BHRC organised busy bees per year.

All other ordinary, family and junior non agisting members must attend at least one (1) BHRC organized busy bee per year.

Members may elect to do busy bee jobs prior to or after busy bee date.

If you do not wish to attend busy bees, you may elect to pay \$75.00 per year to cover the cost of employing somebody to replace you.

If you do not elect to pay, and fail to turn up to busy bees, you may be fined \$30 per member, per busy bee.

Considerations

Constitution
BHRC Policies
EFA Affiliation
Vesting order
Duty of Care

2.11 Private Property

Policy Statement

Private Property may be utilized on Broome Horse Riders Club Inc (BHRC) grounds for the care of a horse or pony or for riding a horse or pony.

Policy

Members are encouraged to adequately label all personal property and equipment. BHRC takes no responsibility for any personal property or equipment lost, damaged or stolen on the Club grounds

Considerations

Public Liability Insurance
Duty of Care
EFA affiliation
Constitution
BHRC Inc policies

2.12 Annual General, Special General, General and Committee Meetings Policy

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to ensure that all outstanding monies owing to the Club are paid in full 48 hours prior to any meeting, for a member to be eligible to vote. BHRC Committee agrees to send out an up to date statement of accounts to any members owing monies no later than 7 days prior to the AGM.

Policy

- The BHRC constitution states that to be eligible to vote you cannot have any money owing to the club.
- To ensure that payments can be properly processed all payments for outstanding monies, MUST be made at least 48 hours prior to the meeting as stated in section 57(5) of constitution.
- Committee members may only vote at any meeting if they do not have an outstanding debt with the Club
- Ordinary members may only vote at Annual General, Special General or General meetings if they do not have an outstanding debt with the Club.
- Payment for an outstanding debt made on the date of a meeting will not allow a person to vote – no exceptions to rules.

Considerations

EFA Affiliation
Public Liability Insurance
Duty of Care to Members Safety
Constitution
BHRC Policies



2.13 Yard Condition Report

Yard condition report is to be completed by incoming agistees.

Online form can be found here:

https://docs.google.com/forms/d/e/1FAIpQLSdCt36Sp7QuQqJdhwJ9_D4R_ing3elq2E6Jb0BXek8hwIrg3Q/viewform?usp=sf_link



2.14 Visiting Horses Policy

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to provide a tidy and safe environment for promoting, cultivating, advancing and fostering horse and pony riding and care.

Policy

The Club will, whenever practicable, assist

- members attending club activities who normally agist off the grounds
- travellers with horses,
- People visiting the grounds with horses for campdraft, rodeo or other activities

If you are:

- a non member and/or
- your horse has not been at the grounds for 12 months and/or
- if your horse has left the Kimberley
 - up to 2 weeks short stay in the campdraft holding yards. No paddock. Must stay in short stay yards, no exercising etc.

If you are:

- Current member and
- Your horse has been on the grounds within the past 12 months and
- Your horse has not left the Kimberley since its last stay
 - Up to 2 weeks stay in the campdraft holding yards or the watering yards. May exercise horse in arenas/round yards. No paddock.
 - Over 2 weeks stay:
 - Can stay in holding/watering yards per the above option.
 - \$25 fee would apply for 2-4 weeks or \$25 per month.
 - This option can only be utilised 3 times per calendar year OR 3 months duration (whichever comes first).
 - If there's an agistee that agrees to have your horse in their yard a \$50 fee would apply for 2-4 weeks or \$50 per month.
 - Paddocks can be utilised on the same days as the agistee your staying with WITH PERMISSION FROM ALL OWNERS WHO SHARE THE PADDOCK DAY.
 - This option can only be utilised 3 times per calendar year OR 3 months duration (whichever comes first).

Participants in campdraft or rodeo events held on BHRC grounds will be able to camp in the campdraft paddock and set up portable yards for their horses. Event holder responsible for ensuring adequate rubbish bins and the area left clean and tidy.

Stock to be agisted for rodeo, campdraft or other event use may be agisted in the middle paddock for a fee negotiated between BHRC Committee and the event organizer.

Considerations

Constitution

BHRC Rules and Regulations

Vesting Order

EFA Rules and Regulations

Insurance



2.15 Preamble to Agistment

Definitions	
BHRC	Broome Horse Riders Club Inc
Committee	Is the elected Committee of the Broome Horse Riders Club Inc at any time
Agistment Officer	Is the person appointed by Committee to carry out certain duties in relation to agistment
Agistee	Is the person responsible for the horse / s agistment concerns, whether they are the owner or lessee of the horse / s.
Horse owner	Is the true owner of a horse and not necessarily responsible for agistment concerns
Horse lessee	Is the person leasing (for a fee or free) a horse and responsible for agistment concerns and day to day care of horse / s.
Sub committee	A committee formed by the Committee to perform specific duties

Reasons for agistment to be declined

Broome Horse Riders Club Inc will not accept horses with the following conditions, for the safety and well being of both current and future agisting horses and agistees.

1. Horses with contagious non-curable diseases as deemed by a professional veterinarian
2. Stallions and rigs – as certified by a professional veterinarian.
3. Windsuckers or cribbers

Agistment Waitlist

Should there be no vacancies in agistment at the Broome Rodeo Grounds, a waitlist may become available. All efforts will be made to refer to the waitlist should a vacancy arise in the order in which the potential agistee was added to the waitlist but the Committee offers no guarantees and may consider personal circumstances when contacting a potential Agistee on the waitlist. Potential Agistees will be asked to complete an Agistment Application to be considered for future agistment.



2.16 Agistment Agreement

1 Agisting

- 1.1 Members, or prospective members and non members must apply to the Agistment Officer or the Committee if they wish to board a horse on the Broome Horse Riders Club Inc grounds for any length of time. An agistment application form, agistment agreement and horse registration form must be read, completed and signed and returned to the Agistment Officer or Committee within 14 days of commencing boarding.
- 1.2 For a horse to board for periods longer than two weeks, the agistee will need to become a member of the Broome Horse Riders Club Inc. The membership application form and members hand book will need to be read and completed as well as the agistment application, agreement, and horse registration form, preferably prior to boarding commencing.
- 1.3 Only ordinary members can sign the agistment agreement. In the event of a junior member owning a horse / s, a parent / guardian must hold ordinary or family membership and sign the agistment agreement and other documents and be responsible for all associated costs.
- 1.4 In the event that Membership lapses (renewable 31 August each year), the agistment agreement may be terminated if seen fit by the Committee and the horse(s) must be removed from the grounds. Please see item 1.8 below in the Agistment Agreement (2.16).
- 1.5 Agistment is limited to a maximum of two horses / ponies per single yard and four horses to a double yard.
- 1.6 Private arrangements between agistees for the relocation of yards are not permitted. However, if a yard becomes vacant, or agistees wish to swap yards, the agistee / s may apply to the Agistment Officer in writing for reallocation. If more than one application is received for a yard the yard will be allocated through a random draw.
- 1.7 An Agistment Agreement may be cancelled by the agistee giving as much notice as possible to the committee.
- 1.8 An Agistment Agreement may be cancelled by the Committee giving at least 30 days' notice. Cancellation of an Agistment Agreement may occur due to (but not limited to) the following:
- 1.8.1 If the agistment yard is without a horse for at least 12 months with no plans of a horse occupying the yard for the next 3 months.
- 1.8.2 If the agistee fails to renew their yearly membership on time (by the 31st August).
- 1.8.3 Failing to adhere to Policies & Procedures and/or the Constitution.

2 New Agisting horses

- 2.1 New horses coming onto the Club grounds will need to spend 48 hours in the water yards to ensure they do not have any health problems or vices. They then must quarantine to their agistment yard for further monitoring for vices or sickness for 5 days. During this period the horse owner / leasee will be allocated a permanent yard and grazing group (optional), given a copy of the members Policies and Procedures manual, walked through the grounds, be given a general overview of the Club and introduced to agistees in the allocated grazing group.
- 2.2 All new agisting horses will need to be vaccinated against Strangles (BHRC Inc strongly recommends Tetanus at the same time) as sighted by a committee member while in isolation in the water yards. If a current vaccination certificate cannot be produced, a statutory declaration will be accepted as proof of vaccination.
- 2.3 All new agisting horses MUST be wormed (in the presence of the Agistment Officer) whilst in water yards. Manure to be removed daily and placed in the permanent manure bins.
- 2.4 Whilst in the water yards, the horse / s may be exercised in the round yard only. Any manure is to be picked up and disposed of in the permanent manure bins.

3 Yards

- 3.1 It is the responsibility of BHRC Inc to provide safe yards and facilities for the purpose of agistment.
- 3.2 Agistees wishing to add or alter their yards structurally in any way must firstly advise the Committee in writing. No alterations may be undertaken until approved by the Committee in writing.
- 3.3 The Committee will not compensate any agistee who after carrying out any extra alterations on their yard vacates that yard for any reason.
- 3.4 All structural improvements excluding free standing sheds, remain the property of the Broome Horse Riders Club Inc.



3.5 Any damage to the yards fencing, shelter, stable, shed etc caused by the agistee or their horses will be the responsibility of the agistee to repair at their own expense.

3.6 Prior to departing the grounds agistees must ensure yard has all manure removed and is generally tidy. Any temporary structures, panel bins, gate additions etc that are not an approved permanent fixture must be removed.

3.7 Agistment fees will be fixed or varied at Annual General meetings or Special General meetings.

3.8 No items are to be stored outside of yards.

3.9 If a yard has been without a horse for at least 12 months but is still held by an agistee and an agistment waitlist exists, the Club could request that the agistees horse occupy the yard within 3 months or relinquish the yard.

4 **Grounds**

4.1 **Agistment Yards** Agistees are responsible for all repairs and maintenance to fences, structures and minor plumbing repairs (replacing washers) within their yard.

BHRC are responsible for all maintenance and repairs to external boundary fences and all major plumbing repairs (split pipe, major leaks).

4.2 **Ambulance Entry** Displays a no entry sign from highway and is located between yard 1 and car park. Is a designated emergency services entry by Main Roads WA and is not for member use. No vehicles to be parked in this driveway.

4.3 **Area Surrounding Agistment Yards** Horses and vehicles at walking pace only. Horses may be grazed in these areas provided they are secured by lead rope to a fixed object(tree, fence) or held by a person.

4.4 **Arenas** Campdraft arena (Derby side of main driveway) & rodeo arena (Broome side of main driveway) – are available for use by all members unless closed due to a clinic, event, rainfall, maintenance or as determined by the BHRC Committee. Arenas are NOT grazing paddocks.

4.5 **Campdraft Yards**

Available for overnight use by travellers with horses (preferably not the camp). Yards also hold any horses impounded or found straying by the Shire Rangers.

4.6 **Club Equipment**

The Club has a collection of coppers logs, jump blocks and barrels. Please ensure that if you use this equipment that it must be put away prior to events, cyclones or as directed by the BHRC committee. Ideally flat work in the rodeo arena and jumps in the campdraft arena.

4.7 **Driveways** The Club has driveways leading around the campdraft arena and through to the agistment yards. Ideally vehicles should only enter the grounds for unloading feed, equipment or horses. The aim is that minimal use of the driveway will reduce the number of potholes and surface breakdown.

4.8 **Feed Shed** Available for the use of any agistee especially those who do not have feed storage facilities in their yard. Please ensure all feed is stored in a freezer to reduce rats and mice.

4.9 **Fire Breaks** The club has fire breaks around grazing paddocks and on the outside of the front fence. These are mown and trees trimmed regularly to ensure they comply with shire regulations.

4.10 **Gates** The main entry, ambulance entry and gate out onto the common should be kept locked to ensure all horses are kept on the grounds should they escape their yard, the turnout paddock or their handler / rider. Code for the lock is 0388.

4.11 **Grazing / Turnout Paddocks** Campdraft (closer to Broome Highway) and middle paddock – agistees may apply to the Agistment Officer to have their horse / s added to a turnout group. Each group is allocated an equal number of days



in a paddock. Agistees are responsible for regularly checking and repairing fences and for removing noxious weeds. Water troughs should be checked daily and scrubbed periodically. Horses may only be in one group. All horses must return to their own yard at night. Use of the turnout paddock is at the owners risk. Paddocks will be closed by the BHRC committee for maintenance, events, safety, weather or as otherwise determined by the BHRC committee. No horses in the paddocks on Sundays – paddocks closed.

4.12 **Hay Shed** Available for the use of all agistees especially those who do not have hay storage facilities in their yards.

4.13 **Mounting Yard** Used to hold horses whilst saddling, mounting or waiting to be called into the arena. This is not a grazing or exercise area. Cars may only enter mounting yard to unload feed and must then relocate to outside of mounting yard.

4.14 **Round Yards** Large and small – available for use by all members unless closed due to repairs, safety, weather or as determined by the BHRC committee.

4.15 **Spectator Area** Runs from mounting yard fence to main driveway and around rodeo arena to water yards. NO horses permitted in this area in an effort to reduce the spread of weeds. Horses should be walked around the driveway to reach other arena or grazing / turnout paddocks. No vehicles to be parked in this area.

4.16 **Water Yards** The first two yards (between loading ramp and Broome Highway) are to be kept free to be used as sick bays or to hold a horse that has escaped its yard and is unable to be immediately returned (damaged fence, finder unsure which yard horse belongs etc). The yards from the loading ramp to small round yard are to be used as isolation yards for new horses coming into the grounds or horses returning to the grounds after a 12 month or more absence. Agistees may put their horse / s into one of the isolation yards for a short period whilst they carry out minor maintenance to their yard, unload feed etc but the agistee must remain on the grounds. If you need to put your horse / s into a water yard for a longer period due to major yard repairs or the like you must apply in writing to a Committee Member or Agistment Officer who will consider your request. Water yards MUST be mucked out after every use. Water yards may be closed for events, maintenance, weather or as determined by the BHRC committee.

5 Grounds Care

5.1 Agistees shall at all times use their best endeavours to keep the club premises clean, free of litter, safe for riding and maintain yards in good repair.

5.2 Manure removal is the responsibility of the yard agistee. Manure must be removed from yards regularly and dumped only in the approved manure collection bins.

6 Emergencies

6.1 In the event of any horse boarding on the Club grounds being injured or seriously ill in any way, it shall be the responsibility of all agistees to inform a member of the Committee of the fact and to endeavour to contact the agistee to also inform them. If, the agistee cannot be contacted, their emergency contact person shall be notified. If a member of Committee after attending the Club premises and on being satisfied that all reasonable efforts have been made to contact the agistee or their emergency contact person have been made, and that person cannot be contacted and if the Committee member is of the opinion that the horse should receive veterinary attention then their nominated veterinary surgeon will be called:

6.2 If the veterinary surgeon of choice cannot be contact by a member of Committee, that person has the power to call in another veterinary surgeon to treat the sick or injured horse.

6.3 If a duly qualified veterinary surgeon advises that the horse should be humanely euthanised without delay, then providing that all further reasonable efforts to contact the agistee and their emergency contact person have been made, the Committee member may arrange for euthanasia via lethal injection of the horse without undue delay.



6.4 The horse agistee will be responsible for all veterinary costs, regardless of the vet called, treatment provided and outcome of treatment.

6.5 If a horse dies (from whatever cause) on the grounds the horse agistee will be responsible for all costs relating to burial / disposal of the animal.

7 Obligations to exercise, feed and care for horses

7.1 Agistees are encouraged to exercise their horse regularly,

7.2 Agistees shall ensure that their horse is fed and watered daily. Horses on Club grounds are required to be in healthy condition and fed adequately according to their individual needs.

7.3 BHRC Inc recommends that all horses be wormed on May 1 and November 1 of each year.

7.4 BHRC recommends that horses be vaccinated annually against tetanus and strangles.

7.5 BHRC recommends that all horses have their feet trimmed by a farrier or suitably experienced person at least every eight weeks.

7.6 BHRC recommends that all horses have their teeth attended to by the Equine Dentist on his annual visit.

8 Pasture Grazing

8.1 People agisting on Club grounds have the option to put their horses out to graze in the designated grazing area. Check with the Agistment Officer if you are unsure where this area is.

8.2 The Committee may at its discretion draw up a grazing roster to restrict herd size or number of days grazing.

8.3 All horses must be returned to their yards at night, unless prior approval in writing is received from the Committee.

8.4 The Committee may from time to time, at its discretion, order that any part or parts of the club premises shall be closed for grazing.

8.5 Horses are not allowed to be free grazing anywhere but the areas open for grazing as deemed by Committee unless horse is haltered and lead rope in hand at all times.

8.6 If any agistee should notice any fences needing repair or any other possible hazards to members or horses it is his or her duty to inform the Agistment Officer or a Committee Member as soon as possible.

8.7 Horses are not allowed to be free grazing anywhere but the areas open for grazing as deemed by Council.

8.8 Horses may graze other areas provided it is haltered and lead rope held by a person at all times OR an operation small electric fenced area is established. (You must provide your own electric fence unit, electric fence tape and portable pickets etc). Horses may only be grazed in this manner providing they do not impact any other agistees or ground users.

8.9 Council reserves the right to close grazing for a minimum of two weeks after receipt of 25+mm of rain. This is to give the grasses the opportunity to seed and drop. It is possible that grazing will be closed for a number of months over the wet season.

8.10 All agistees should be familiar with the weeds of our area and remove any noxious weeds as they are seen. Walkabout and Belly Ache Bush prevalent after rain – both harmful to horses.

8.11 If any agistee should notice any fences needing repair or any other possible hazards to members or horses it is his or her duty to inform the Agistment Officer or a Council Member as soon as possible.

8.12 Horses with front shoes will only be permitted to graze following specific advice from the Committee after a special grazing group has been arranged. Horses with rear shoes are not permitted in the grazing paddocks.

Owners/agistees accept the risk of turning their shod horses out in the grazing paddock (ie pulling a shoe).

9 Cyclone policy

9.1 In the event of a cyclone becoming a threat, all agistees shall be responsible for their own horses, whether owned or leased by the agistee.

9.2 In the event of a cyclone threatening club premises, neither Broome Horse Riders Club Inc nor any of its said Committee, sub committees or officers shall be responsible for the well being or moving of any horses.

9.3 In the event of a cyclone threatening club premises, neither the Broome Horse Riders Club Inc nor any of its Committee, sub committees or officers shall be responsible for injury or death to horses or damage caused by horses, which remain on Club premises.



- 9.4 Each agistor will be responsible for removing all loose objects (feed bins, wheel barrows, rakes, etc) in their yard and storing in the hay or feed shed until the all clear is sounded.
- 9.5 All agistors are responsible for packing away Club equipment e.g. poles, barrels etc.
- 9.6 Horses may be left in their own yards, arenas or other safe place until the all clear is sounded.
- 9.7 No horses will go out to graze after a cyclone until all fences and water troughs have been checked.

10 Private property

The Broome Horse Riders Club Inc will not accept any responsibility for the loss or damage to the property of its members or visitors.

11 Duty of care

All agistees are expected to show duty of care at all times, and follow the rules for all members as stated in the Policies and Procedures.

12 Broome Horse Riders Club Inc's rights to monies owed

- 12.1 The horse owner or agistee may not remove horses from the property while any part of the debt is unpaid.
- 12.2 If the agistee or horse owner does not pay the whole of the agistment debt as required by the final notice the Club may:
- Take action to recover the debt and all associated costs through a debt collection agency
 - The horse / s may be sold, either as one lot or separately, on the basis that the purchaser will receive full title to each item sold; and
 - The horse owner will irrevocably appoint BHRC as the horse owner's attorney with power to execute all transfers and other documents and do everything necessary to affect and complete the sale and to pass full title to the purchaser. This includes power to update all documents (for example stud books and registration papers) to show the purchaser as the new horse owner. The horse owner is compelled to act in accordance with the law in the exercise of this power of attorney including signing all documents to affect anything done by the attorney.
- 12.3 Before Broome Horse Riders Club Inc exercises the right to sell an agisted horse under this agreement:
- The agistment debt must be unpaid for at least 90 days after the Committee has sent the agistee an account;
 - In the event that the said horse is on lease, the owner of the horse will be notified in writing each time the agistment account is over 60 Days in arrears;
 - The Committee must send the horse owner a final notice which states the total amount of the debt owing to the date of the notice and that the horse / s will be sold if the agistment debt is not paid in full within seven days of the notice being given.
- 12.4 The Committee will use the proceeds of sale to pay, in the following order:
- all sale costs, for example advertising, transport, sale commission and legal fees;
 - the agistment debt;
 - any fees which the horse owner owes BHRC for any other horses; and
 - any balance to the horse owner or as the horse owner directs in writing. If the balance is not collected within 12 months, it may be dealt with under the Unclaimed Monies Act 1962.
- 12.5 The Committee must give the horse owner a final statement notice detailing the sale proceeds and how BHRC Inc has applied them.

13 Holiday Arrangements

Should an agistee be going away from Broome and leaving their horse / horses on the grounds the following rules will apply;

- 13.1 Agistee to record in BHRC Day book dates of leave, their emergency contact number, who is looking after their horse / s, emergency contact number for that person and who the guardian (person who can make life and death decisions) for their horse / s is.
- 13.2 The person carrying for an agistees horse / s should preferably be a member of BHRC Inc.
- 13.3 The person caring for horse / s should be familiar with horses and handling them.



13.4 The agistee must ensure that the horse carer fully understands

- horse feed requirements
- water requirements
- manure removal and correct disposal of manure
- use of head collar and lead rope
- grazing paddocks and
- the importance of securely closing gates.

13.5 The agistee must ensure that the horse carer is introduced to one or two other BHRC agistors and has contact numbers for them in the event they are unable to tend to the horse due to unforeseen circumstances.

13.6 The agistee will be responsible for all actions of their horse carer.

14 Review of agistment agreement

The agreement will be reviewed at least every fifth year from the date of ratification.

2.17 Confiscated Horses Policy

Policy Statement

Broome Horse Riders Club Inc (BHRC) aims to provide a tidy and safe environment for promoting, cultivating, advancing and fostering horse and pony riding and care.

Policy

The Club will provide agistment / *yarding* for a maximum of two weeks for any one of the following circumstances:-

- Horses confiscated by the RSPCA pending charges OR
- Horses confiscated by the RSPCA pending court proceedings OR
- Horses confiscated by the RSPCA post court proceedings OR
- Horses confiscated by judicial verdict OR
- Horses impounded by any statutory body, including, but not limited to: Police, Shire Rangers

Any confiscated horse will stay on the BHRC Inc grounds for a maximum of two weeks. The confiscating agency will be responsible for the feed and care of the horse/horses. There will be no grazing/ paddock access available for confiscated horses. Confiscated horses will not be allowed to free range in any area outside the designated yard / yards.

During the two week agistment period, the agency responsible for impounding the horse/horses must make alternative arrangements for the long term agistment and care. The horse/horses will not continue agisting on Club grounds.

The only exception to this policy would be in the case of a horse declared unfit to travel by a veterinary surgeon. A second veterinary opinion may be sought at the discretion of the BHRC. All veterinary bills will be the responsibility of the confiscating agency. The horse/horses will leave when cleared to do so by a veterinary surgeon.

Remuneration will be set at double the standard members one horse / one yard daily agistment rate per horse per day.

Considerations

Constitution
BHRC In Rules and Regulations
Vesting Order
EFA Rules and Regulations
Insurance





2.18 Welfare of Horse

The code of conduct has been developed to ensure that the welfare of the horse will take precedence be the animal agisted on Club grounds, visiting Club grounds or attending events on Club grounds.

1. Every effort must be made to ensure the Horse receives proper attention / care and is treated humanely. This includes good horse management, training methods, farriery, tack and transportation.
2. Horses must be kept in good health and provided with adequate food, water, shade and a safe / secure yard.
3. All efforts must be made to provide the Horse with proper care in case of illness, injury, following competition and in retirement. This includes the use of a veterinarian, medications, euthanasia or surgical procedures if the situation is required.
4. Horses must be fit, competent and in good health before they are actively ridden or compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids and training devices.

A written report from a member or the general public of failure to comply with any part of the above will result in:-

1. First or less severe occurrence - A letter to the horse owner / leasee advising the incident, the concerns held and enclose a copy of relevant policies and procedures -BHRC, Equestrian Australia and relevant section of Animal Welfare Act 2002* *see below*.
2. Subsequent less severe occurrence – written advice that one, a number of or all of the following actions may / will be taken if another incident occurs:-
 - Removal of horse from Club grounds
 - Person concerned to be refused admission to enter BHRC grounds
 - Membership and all rights of membership be removed indefinitely
 - If case warrants all documentation forwarded to RSPCA, WA Police, Club insurers etc
 - Any / all expenses incurred in the removal of the horse will be the responsibility of the person involved.
3. Severe incident or repeated less severe occurrences:-
 - All possessions, including stock, to be removed from the BHRC grounds immediately.
 - Any / all expenses incurred in the removal will be the responsibility of the person involved.

Appeal Process:

- I. A person may on receipt of a letter (advising that Committee has concerns with an incident of horse handling) forward a letter of explanation to the Committee for clarification.
- II. A written appeal to be lodged within 7 days addressing all issues of concern.
- III. Follow directions of Committee by removing goods from grounds and lodge a written appeal within 7 days addressing all issues of concern. Committee may amend or uphold penalty at their discretion.

Note: It is not possible to list every type of horse handling / treatment that would be deemed as against the welfare of a horse. Should a member witness behavior they consider against the welfare of a horse they should:-

- Contact the Agistment Officer or a member of Committee
- Contact the Police (9194 0200) or a Shire Ranger (0600 – 1800hrs) (9191 3456 or 0407 382 079)
- OR if a life threatening emergency and safe, approach the handler and ask them to discontinue the practice.

Following this, steps a, b (activated by Agistment Officer or Committee member contacted) or c (activated by an emergency meeting / email majority of Committee) above may be activated subject to the severity of the occurrence.

The Animal Welfare Act 2002 defines Cruelty to animals

(1) A person must not be cruel to an animal. Penalty: Minimum — \$2 000.
Maximum — \$50 000 and imprisonment for 5 years.

(2) Without limiting subsection (1) a person, whether or not the person is a person in charge of the animal, is cruel to an animal if the person —





- (a) tortures, mutilates, maliciously beats or wounds, abuses, torments, or otherwise ill-treats, the animal;
 - (b) uses a prescribed inhumane device on the animal;
 - (c) intentionally or recklessly poisons the animal;
 - (d) does any prescribed act to, or in relation to, the animal;
 - (e) in any other way causes the animal unnecessary harm.
- (3) Without limiting subsection (1) a person in charge of an animal is cruel to an animal if the animal —
- (a) is transported in a way that causes, or is likely to cause, it unnecessary harm;
 - (b) is confined, restrained or caught in a manner that —
 - (i) is prescribed; or
 - (ii) causes, or is likely to cause, it unnecessary harm;
 - (c) is worked, driven, ridden or otherwise used —
 - (i) when it is not fit to be so used or has been over used; or
 - (ii) in a manner that causes, or is likely to cause, it unnecessary harm;
 - (d) is not provided with proper and sufficient food or water;
 - (e) is not provided with such shelter, shade or other protection from the elements as is reasonably necessary to ensure its welfare, safety and health;
 - (f) is abandoned, whether at the place where it is normally kept or elsewhere;
 - (g) is subjected to a prescribed surgical or similar operation, practice or activity;
 - (h) suffers harm which could be alleviated by the taking of reasonable steps;
 - (i) suffers harm as a result of a prescribed act being carried out on, or in relation to, it; or
 - (j) is, in any other way, caused unnecessary harm

Considerations

Public Liability Insurance
Duty of Care
Constitution
EA WA affiliation
BHRC Inc policies
Vesting Order



2.19 Private Lessons and Clinics

Policy Statement

Broome Horse Riders Club Inc wish to encourage a wide variety of equestrian pursuits in a fair and equitable manner whilst absolving BHRC of any legal action in relation to these activities.

History

BHRC has a certificate of currency for public liability and professional indemnity insurance through Equestrian Australia. The professional indemnity insurance covers “coaches / facilitators” **volunteering** their services to BHRC. It does NOT indemnify persons providing a service for a fee. Historically BHRC has required event facilitators to provide evidence of their own professional indemnity insurance prior to hosting events. The Committee appreciates that this may present a prohibitive cost to local facilitators.

Policy

- Facilitators who do not have their own public liability insurance provide BHRC Inc with a waiver absolving them of any responsibility in the event of accident or injury. This can be issued per event or per annum. (Facilitator may provide a copy of their insurance Certificate of Currency should they have same).
- Facilitators obtain a signed waiver from each of their participants absolving BHRC Inc and the facilitator of any responsibility in the event of accident or injury.
- BHRC does not charge a fee to utilise the grounds for Broome West Kimberley Pony Club, lessons or clinics.

Exemptions

- Excludes rodeos, campdrafts and other activities where arenas or grounds are hired for a substantial set fee.

Considerations

Public Liability Insurance
Duty of Care
Equestrian Australia affiliation
BHRC Inc Constitution
BHRC Inc policies and procedures

2.20 Social Media Policy



Broome Horse Riders' Club
388 Broome Rd - PO Box 364 - Broome, WA 6725
secretary@bhrc.net.au - www.bhrc.net.au

As stated in BHRC Inc Code of Conduct, all members are entitled to enjoy the benefits of the club without harassment and to present a positive club image. This extends to social media as well.

Policy

Members will not share on social media:

- Proprietary or confidential information.
- Defamatory, derogatory, or inflammatory content.
- Information or pictures that imply illegal conduct.
- Pictures of minors without their parent/guardian's consent (verbal or written).

BHRC Inc members consent to their image and/or images of their property and/or horses being shared on relevant social media, advertising and/or marketing posts/campaigns by BHRC Inc in line with the above policy.

Grievances will follow section 2.2 Grievance Policy. Please be aware of your audience when addressing any grievances and contact a committee member: it is not appropriate to address all club members with individual issues or concerns via group chats, group emails etc.

Please do not hesitate to discuss any issues with a committee member who will be happy to help.

BHRC Inc encourages all members to discuss any issues (positive or negative) to the BHRC committee in person or via email:

- chairperson@bhrc.net.au
- secretary@bhrc.net.au
- vicechair@bhrc.net.au

For more information please refer to Equestrian Australia for all policies: <https://www.equestrian.org.au/policies>

2.21 Membership and/or Agistment Termination



Broome Horse Riders' Club
388 Broome Rd - PO Box 364 - Broome, WA 6725
secretary@bhrc.net.au - www.bhrc.net.au

Policy Statement

As a BHRC member, you are bound to the Policies & Procedures, and Constitution. If, at the Committee's discretion, based on the severity of the breach of Policy & Procedure, or Constitution, a Termination Notice may be issued at which point your membership and/or agistment agreement with the Broome Riders Horse Club may be terminated per the below:

1. As noted in section 2.3, if you have been notified of a breach of policy that continues to occur, a termination notice may be issued.
2. If, based on the Committee's discretion, a serious breach of policy has been committed you may be issued a termination notice without prior formal disciplinary notice.

The terms of termination will be noted on the termination notice which may include a final invoice, date/time of vacation from agistment yard and instructions on collecting belongings.

Membership Terminations: permission on the Broome Rodeo Grounds is no longer granted.

Agistment Termination: Membership termination signifies Agistment Termination as well. Agistees will relocate their horse(s), remove all belongings from the agistment yard, remove any hay/feed and all monetary debts are to be paid by the vacation date noted on the termination notice. Permission on the Broome Rodeo Grounds is no longer granted after this date. If items have not been collected from the agistment yard by the vacation date, they will be re-located to the general car park for collection by a posted date. If they remain after this date the Club will do with the items as they see fit.

If the Member or Agistee wishes to terminate their Membership or Agistment Agreement (if they are leaving Broome, for example), as much notice as possible is requested.

Broome Horse Riders Club Inc

**Members
Policies and Procedures**

*Section 3:
Committee*

- 3.1 Code of Behaviour for Management Committee
- 3.1 Management Committee Meetings
- 3.3 Orientation for New Committee Members
- 3.4 Role of the Management Committee
- 3.5 TERMS OF AGREEMENT for Management Committee Members



3.1 Code of Behaviour for Management Committee

Management Committee operates most effectively if everyone is aware of the expectations of them. To clarify expectations, the following code of behaviour for Management Committee members has been developed.

Committee members agree to:

- Abide by the philosophy of BHRC
- Observe all rules of BHRC including those specified in the constitution, the Policy and Procedures Manual, the Associations Incorporation Act 1987, the Land Vesting Order and any others set by the Management Committee or the membership of BHRC
- Follow any policies and procedures set down in the BHRC Policy and Procedures Manual
- Attend monthly Committee meetings whenever possible, and if unable to attend, to send apologies;
- Not act on BHRC matters without the consent of Committee, including not interfering in the day to day operations of BHRC;
- Adhere to all accounting procedures of BHRC;
- Represent BHRC in a positive way;
- Not discuss confidential issues with people outside of BHRC or with any staff or members of BHRC without the consent of Committee;
- Follow any grievance procedures set down by the Management Committee to try to resolve conflicts with members or staff of BHRC;
- Not abuse, physically or verbally, members or staff of BHRC;
- Not have an outstanding debt with BHRC.

If members of the Committee fail to abide by the above rules they may be liable to expulsion from the Committee.

3.1 Management Committee Meetings

Time:

Management Committee meetings are held monthly on a mutually agreeable day of each month from 7pm until 9pm at a venue to be determined. Other meeting may be arranged by Committee as required.

Attendance:

Committee meetings should be attended by all Committee members. Guests may be invited to attend meetings (by the Chairperson) for a specific purpose.

In line with BHRC's constitution any Committee member who does not attend three (3) consecutive Committee meetings without providing a reasonable excuse can be expelled by a majority vote of the Committee.

Agenda:

Meeting will be conducted in accordance with the constitution. The agenda for the meetings will be:

1. Open meeting
2. Apologies
3. Review of agenda
4. Acceptance of minutes from previous meeting
5. Business arising from previous minutes
6. Correspondence
7. Reports
 - a. Treasurers report
 - b. Agistment officers report
 - c. Sub committee reports
8. General business
9. Next meeting
10. Close meeting

The agenda will be drawn up by the Secretary in consultation with the Chairperson / Chairperson and circulated to all Committee members at least three days before the Committee meeting.

Quorum:

The quorum for the management Committee meetings is five management Committee members, two of whom must be the Chairperson, Vice Chairperson, Secretary or the Treasurer.

3.3 Orientation for New Committee Members

An orientation kit for Committee members will be maintained by the Secretary and be given to all new members.

The Committee Orientation Kit will include copies of:

- The BHRC constitution
- BHRC Policies and Procedures Manual
- Committee roles and responsibilities
- Budget
- The annual organisation plan
- Information about management meetings
- Code of behaviour for management Committee members
- Sport and Recreation club development scheme guides for specific roles

3.4 Role of the Management Committee

Committee Responsibilities

The role of the BHRC Committee is to manage the organization within the approved budget and in accordance with BHRC's stated objectives, policies and procedures as specified in the Policy and Procedures Manual. The BHRC Committee should make sure at all times that it is fulfilling its role and responsibilities.

The responsibilities of Committee are:

Legal Responsibilities:

Make sure that BHRC operates in line with:

- Constitution
- The Associations Incorporation Act
- Land Vesting Order
- Club Policies and Procedures
- The Club has adequate insurance cover;
- The Club operates within relevant Federal, State and Local government laws and regulations.

Policy and Planning:

Make sure that:

- BHRC has clear goals;
- Plans are developed and evaluated on a second yearly basis
- This Policy and Procedures Manual is kept up to date and is put into practice.

Financial:

Make sure that:

- BHRC has an approved budget for the year, and that expenditure is within budget;
- Ensure that BHRC has sufficient income to meet the budget requirements;
- The conditions of any funding agreements are followed:
 - Funds are properly accounted for and that books are able to be reviews by members on request.

Volunteers and Staff (if any):

- Ensure the recruitment of the best possible staff;
- Provide volunteers and staff with support, direction and supervision.

Other Committee responsibilities:

- Make sure that BHRC has a strong membership and community support and is a strong and viable and active organization;
- Represent the organization in a positive manner.





Broome Horse Riders' Club Inc
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*BHRC Inc Policies and Procedures Manual
Section 3 Management Committee*

3.5 TERMS OF AGREEMENT for Management Committee Members

Found online here:

https://docs.google.com/forms/d/e/1FAIpQLSdCt36Sp7QuQqJdhwJ9_D4R_ing3eIq2E6Jb0BXek8hwIrg3Q/viewform?usp=sf_link



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