

Applicability

This procedure gives direction for Instructors to pay Ring Fees for use of the BHA riding facilities.

Procedure

- 1) Ring Fees are to be paid, as per the Payment Policy, once a month, to the BHA.
- 2) Ring Fee payments and completed Monthly Ring Fee Report form (on the BHA website) are to be made no less than two weeks after the end of the month when the instruction took place.
 - a) Each Monthly Ring Fee Report form submitted needs to appropriately identify each date, type (private/group), location and associated costs.
- 3) Ring Fees can be paid by cheque, money order or e-transfer.
 - a) If by cheque or money order, ring fees plus the Ring Report Fee form are to be deposited into one of the BHA mailboxes in an envelope clearly marked "Ring Fees" and the Instructor's name.
 - b) If by e-transfer, include in the Note/Comment field: RING FEES (*month*)

Supporting Documents

- 1) Related BHA Policy
 - a) Instructor Fee Policy
 - b) Payment Policy
- 2) Related BHA Constitution & Bylaws
 - a) Bylaw 2.8
- 3) Related BHA Forms
 - a) Monthly Ring Fee Report

Review Schedule

Procedure Adopted:	MARCH 28 2022
Procedure Owner:	Director of Lessons and Clinics
Next Review Scheduled:	APRIL 2023

Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial Draft