

Burnaby Horsemen's Association Policy: **INSTRUCTOR RING FEE**

Approved: **MARCH 28 2022**

Applicability

This policy outlines the requirements for Instructors to pay Ring Fees for use of the BHA riding facilities.

Policy

- 1) Instructors are required to pay Ring Fees for their use of the indoor and outdoor riding arenas while instructing. This helps to offset the maintenance cost to upkeep the arenas.
- 2) Ring Fee amounts are set periodically by the BHA Board of Directors and instructors are advised via the Monthly Ring Fee Report.
- 3) Ring Fees are to be paid, as per the Payment Policy, once a month, to the BHA.
- 4) Ring fees should align with the instructor's designated ring times. If the ring fees and ring times vary considerably for longer than 3 months, ring times will be re-assessed by the BHA Board of Directors. (e.g., If an instructor has 8 hours per week of booked time on the calendar but only is paying ring fees for four hours a month, some of that ring time will be opened up for other instructors or to be non-instruction time.)
- 5) Failure to pay Ring Fees within the stated time may result in the review of the Instructor's privileges by the BHA Board of Directors.

Related Procedure

- 1) Instructor Ring Fee Procedure

Supporting Documents

- 1) Related BHA Policy
 - a) Approved Instructor Insurance
 - b) Definition of Instruction
 - c) Instructor Teaching Schedule
- 2) Related BHA Forms
 - a) Monthly Ring Fee Report

Review Schedule

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

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Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial version posted on BHA website