



ADA POLICY AND PROCEDURES

DATES TO REMEMBER

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| By Feb.15 | Area group AGM's completed Submit area group's director/rep name to ADA president Submit area group financial statement to ADA treasurer 1 week after area group AGM including a Casino Use of Funds report. |
| Feb. 1 | Submit area group dates for shows to ADA treasurer. Required for Insurance purposes. (February 2022) |
| Mar.31 | ADA memberships due (submit late memberships ASAP). Submit \$10/adult & \$7/junior-youth ADA treasurer. Submit membership list with this fee including number of Junior-Youth & number of Adults. See "Membership" for more details. |
| Apr.1 | Submit area group membership list to ADA secretary. Update as needed |
| Apr.1 | Share the area group Junior-Youth Rider's information with AJYR |
| Sept.1 | Deadline to submit Funding Application for NA Youth Championship |
| Nov.30 | Submit final updated membership list to ADA secretary |
| July 1 | Submission of Lifetime Achievement & Recognition Awards (February 2022) |
| As achieved | Submission of ADA Medal Awards |

ADA MISSION STATEMENT

The Alberta Dressage Association is the cornerstone of a thriving dressage community in Alberta.

ADA VISION STATEMENT

The Alberta Dressage Association strengthens the Alberta dressage community by:

- Accessing and distributing funds for dressage training and education
- Supporting the development and continuing education of dressage coaches and riders
- Advocating for Alberta dressage riders at the national level
- Rewarding competency and improvement in dressage riding
- Promoting and creating awareness for the sport and discipline of dressage in Alberta

AREA GROUP GUIDELINES

- 1) Area Group's Annual General Meeting scheduled on or before February 15th (By-Laws April 2014)

- 2) Area Group Treasurer's books must be audited prior to the Area Groups AGM by a person other than the treasurer who is knowledgeable with the audit process. (February 2022)
- 3) Submit area group financial statement to ADA treasurer by one week after AGM (By-Laws April 2014) including a Casino Use of Funds report (see report in Forms).
- 4) Submit area group membership list to ADA secretary as of Mar.31st
- 5) Submit ADA Membership fees by March 31st (see Membership Fees below)
- 6) Area Group changes to Rule & Regulations must be approved at ADA's AGM (By-Laws April 2014)

AEF

- 1) ADA has an annual association membership in AEF
- 2) Area Groups may purchase their own AEF club membership (see AEF website for benefits)

AWARDS (program commenced 2021)

- 1) **ADA Medal and Performance Awards Program:** there are five levels of Rider Awards. This new program recognizes the achievement of riders over any period of time on the same or various equines.
- 2) Rider Performance Award
 - a) Bronze Medal
 - b) Silver Medal
 - c) Gold Medal
 - d) Platinum Medal
- 3) **ADA Lifetime Achievement Award:** to honour and recognize those individuals who have supported, promoted, and participated in the sport dressage in Alberta.
- 4) **ADA Lifetime Recognition Award:** to honour and recognize those individuals who have supported, promoted, and/or volunteered in the sport dressage in Alberta.
- 5) See the detailed Descriptions and Application forms in "Forms" for all awards later in this Handbook and on the ADA website.

BANNERS

- 1) ADA banner is available for use at all Area Group functions. (July 2007)
- 2) ADA Banner will be stored with the ADA's booth materials.
- 3) The borrowing area group is responsible for its care and expense of delivery/return to the ADA storage location.

BY-LAWS

- 1) Alberta Dressage Association (1985) By-Laws revised (updated April 2014)

CASINO: DISTRIBUTION OF FUNDS

- 1) All Area Groups are customarily given an equal proportion of funds as long as they provide volunteers to work at the ADA Casino. (Nov. 18, 2006)
- 2) Casino funds will be distributed equally to all area groups after approved ADA budgeting commitments and programs have been calculated. (ADA motion July 23, 2013)
- 3) The distribution of casino funds will be approved by the ADA Board of Directors following each casino, considering that the funding needs to be allocated relatively equally over multiple years.

- 4) Area groups can manage raffles under the ADA gaming license with raffle proceeds distributed to the Area Groups.
- 5) Casino or gaming funds will not be released to any area group without an approved AGLC Recipient Agreement and a current financial report demonstrating proper use of previously disbursed funds.

CASINO: USE OF PROCEEDS

- 1) The Alberta Gaming, Liquor and Cannabis (AGLC) Commission has specific rules governing how gaming proceeds can be used.
- 2) Groups must use gaming proceeds within 36 months of receiving them. Any extension of this time requires prior written approval.
- 3) Programs supported through gaming proceeds must be operated on a cost-recovery basis; that is, a group may only use gaming proceeds to pay for eligible costs that are not already covered by revenue.
- 4) The Alberta Dressage Association may only use proceeds for expenses that are essential to its programs, as approved in the Current Use of Proceeds, and in accordance with the **AGLC Charitable Gaming Policy Handbook**.
- 5) The **Use of Proceeds** may be added to or changed through an application to the AGLC.
- 6) Adult sports groups, including governing bodies:
 - With a youth component must use at least 50 per cent of gaming proceeds on its youth programs
 - Remaining proceeds may be used on adult programs, if applicable
 - A program for youth is one where players are 21 years of age or under and compete against other youth aged 21 or under
- 7) For the most accurate and up-to-date information, refer to the **AGLC Charitable Gaming Policies Handbook**, available on their official website.
- 8) When there is a conflict or discrepancy between the Alberta Gaming, Liquor, and Cannabis (AGLC) regulations and the ADA Policy and Procedures, the **AGLC requirements will take precedence**.

CODE OF CONDUCT

- 1) Membership in the Alberta Dressage Association signifies your agreement to uphold and abide by our Code of Conduct. By joining, you commit to the values, standards, and responsibilities outlined in the Code, ensuring a respectful, safe, and collaborative environment for all members.
- 2) Serving as a director of the Alberta Dressage Association signifies your commitment to uphold and adhere to the Directors' Code of Conduct. By accepting this role, you agree to embody the values and principles outlined in the Code, ensuring integrity, accountability, and ethical leadership in all decisions and actions on behalf of the organization.

ETHICS

Officers of the Association shall not conduct association business with any other business in which they have an actual or perceived financial interest that may influence or appear to influence the conduct of their official duties unless such actual and perceived financial interest is fully disclosed to the membership and is approved by a majority of the executive. (1997) See the Bylaws.

Members of ADA may be paid by the Alberta Dressage Association when they are assuming the duties of a professional as required for an activity sponsored by ADA. For

example, Judge, Steward, Coach, Clinician, and such. The payment or honorarium will be pre-approved by the simple majority of Directors of ADA in a written contract. (see By-Laws April 2014)

EXECUTIVE

- 1) Bank signing authority: Any 2 of the 4 executive directors of ADA: President, Vice President, Secretary, Treasurer.
- 2) The past President of the ADA may become an honorary advisor for the following year. (Agreed March 7, 2004)
- 3) The Area Presidents, or their nominees, are members of the ADA Board. (Feb. 17, 2007)

FINANCIAL ASSISTANCE

- 1) The ADA does not support Group Shows from the General Operating account. Extra funding from the Casino account may be awarded upon Board approval.
- 2) All Area Groups are free to decide which shows they wish to sponsor. (Apr. 28, 2001)
- 3) North American Youth Championships: (Motion passed June 10, 2001) (reworded 2018): "That the ADA support the Alberta residents representing us at the North American Youth Championships (Dressage) to a maximum of \$2000 annually. No individual shall receive more than \$500. If there are more than 4 riders/participants (Juniors or Young Riders) then the \$2000 shall be equally divided amongst the qualified riders. (Note this would result in each individual getting an equal percentage of the total \$2000 allocated to support these teams.)"
- 4) Applications for ADA funding for NAYC to be submitted to the ADA President using the Application Form found in the ADA Handbook or on ADA website. Upon approval of the candidate by the Board, a cheque may be issued to AJYR/ADA with funds being passed onto the qualified riders. Application deadline: Sept. 1st of current year. (Nov. 27, 2016)
- 5) ADA Show Funding
Area group shows not operating on a cost-recovery basis may apply for casino funds up to the following maximum amounts to achieve cost recovery. Any show receiving casino funding must follow all AGLC guidelines on the Use of Proceeds. All shows receiving ADA funding must be sanctioned shows.

| | |
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| CDI/Platinum Level | \$5000.00 |
| EC Provincial, Regional, National Championships | \$4500.00 |
| Gold Level | \$1500.00 |
| Silver Level | \$ 750.00 |
| Bronze Level | \$ 750.00 |
| Wild Rose 2 day | \$ 750.00 |
| Wild Rose 1 day | \$ 500.00 |

- 6) Funding for High Performance Riders (Mar. 18, 2012)
 - a) The ADA has approved the following guidelines for financial support for high performance riders
 - b) The amounts are maximums and will be paid out as funds allow
 - c) A commitment is required to give back to the dressage community
 - d) High Performance Amounts

- i) Olympics/WEG - \$3000.00
- ii) World Cup - \$2000.00
- iii) Pan Am - \$1500.00
- iv) NAJYR - \$500.00

7) **Area Group Clinics:** area groups may apply for additional financial support for clinics. The use of Casino, Educational, or General funds will be determined at the time of discussion and approval of the clinic. Area groups must use their gaming funding prior to requesting additional financial support from the ADA. See “Forms” templates in the Handbook or ADA Website “Resources-Forms”. (2021)

FINANCIAL YEAR DEFINED

- 1) The financial year will run January 1st to December 31st. (November 19, 2005)

FORMS and DOCUMENTS (updated documents will be circulated to directors and/or posted on the ADA website) (February 2022)

- 1) Awards criteria and Application Forms
- 2) NA Youth Championship Application for ADA Funding
- 3) International Competitions Application for ADA Funding to represent Canada & AB
- 4) Expense Submittal Form
- 5) Area Group Clinic Subsidy Request
- 6) Area Group Budget Request for Casino Funds
- 7) Regular Casino Financial Report for area groups
- 8) Use of Casino funds (2021/03/02)
- 9) Area Group Membership template (Feb. 2022)

GST

- 1) GST registration is in place for ADA and individual area groups if the Gross Income of ADA or the specific Area Group is \$50K or more. (March 2014; confirmed Feb.2022)
- 2) Area groups with sales of less than \$50K per year are considered small suppliers and are exempt from collection and payment of GST
- 3) GST collection will not affect casino funding as long as ADA is registered as a nonprofit organization (April 24, 2014)

INACTIVE AREA GROUP

- 1) See By-Laws April 2014

INCORPORATION

- 1) Alberta Dressage Association (1985) is incorporated as an Alberta Society (Oct.18, 1985)
- 2) ADA Business Number and Not-For-Profit number for ADA (1985) is 503365397
- 3) Reminder: when you issue receipts to sponsors and donors, you may include the ADA Not-for-Profit Organization Registration number. Those companies who qualify may apply the amount to their advertising costs for income tax purposes. This does not apply to individuals. (May 2009)
- 4) The ADA is a not-for-profit society, incorporated in Alberta with an official name of Alberta Dressage Association (1985). All Area Groups are included in this

incorporated society and as Area Groups are not incorporated, they cannot register separately from the ADA (1985).

- 5) **CHARITABLE STATUS:** ADA is not a registered charity nor are any of the Area Groups so ADA & Area Groups are unable to issue a Charitable Tax Receipt. ADA is a registered Not-For-Profit Organization and can issue a receipt if someone gives the association a donation but it would not be considered a Charitable donation. a) (clarified Mar.6, 2018)

INSURANCE (check annually for changes to the insurance policy)

- 1) BFL Canada is the current ADA insurance provider
- 2) The policy includes Director & Officers Insurance for ADA and area groups
- 3) The policy expires on March 31st of the current year. It is renewed early in March of each year.
- 4) Submit area group show dates to ADA Vice-President and Treasurer by February 1st. (February 2022)
- 5) The insurance policy also includes general liability insurance coverage for all sponsored shows, clinics, meetings, etc. Show insurance certificates will be issued each year for Equestrian Canada & PTSO (AEF WildRose) approved shows. Certificates are forwarded to Equestrian Canada, AEF, and the show organizers. As requested, show insurance can also cover the Host barn/arena as well as AEF requirements. Additional insurance is required when alcohol is sold at an event. (check annually for changes)
- 6) The Alberta Dressage Association's general liability policy carries a limit of \$10,000 for Miscellaneous Contents in the property coverage section. This would include coverage for things like the dressage ring and other equipment owned by the club and there is no requirement that it be kept at one specific property. Loss settlement is on an actual cash value basis, which accounts for depreciation. It is not replacement cost coverage. (check annually for changes)

Coverage A in the policy - Property Damage, Property Coverage or Comprehensive Disappearance - Loss outside the property – is liability coverage for third party property damage, not for property belonging to the club.

Source Information from: Kara Glauser, CIP, M.Ed.

BFL CANADA Risk and Insurance Services Inc.

Client Service Manager, Equine Team

Direct Line: 613-454-8285

MEETINGS

- 1) ADA will try to have a representative at AEF meetings. (1996)
- 2) There has been an effort since 2000 to hold the AGM as soon as convenient after the Area Groups have held their AGMs so that both old and new executives may attend to facilitate the transfer of functions.
- 3) AGM must be held not more than four months after the end of the ADA fiscal year (see ADA By-Laws April 2014)
- 4) Policy: that at least two ADA meetings be held annually whether “required or not”. (1989) See the Bylaws.
- 5) All minutes of ADA meetings to be distributed to Area Groups. (April 1, 1988)

- 6) Area Group Directors will ensure they attend all regular meetings of the ADA or have a representative with voting rights attend in their place (October 2022).

MEETING EXPENSES

- 1) Meals of all ADA members who attend executive meetings to be paid from ADA General Account. (Oct.10, 1998; clarified Aug 14, 2004)
- 2) Venue expenses paid by ADA from the General Account.

MEMBERSHIP

- 1) Junior-Youth ADA Definition: individuals are junior-youth until the end of the calendar year in which they reach the age of 25. (Mar.28, 2021)
- 2) File area group membership list as of March 31st of current year with ADA secretary. Update changes by November 30th of current year.
- 3) Junior-Youth individuals will automatically become members of AJYR/ADA upon payment of their membership fee to their area group. (Feb.28, 2021)

MEMBERSHIP FEES

- 1) ADA membership fees should be forwarded by the Area Groups to ADA by March 31st of the Calendar year. *As new members are added, further instalments should be forwarded regularly.* (March 7, 2004)
- 2) The ADA membership fee to consist of \$10 for Adults and \$7.00 for Junior-Youth. There is no associate membership fee (individuals cannot just join ADA directly but must do so by joining an Area Group). (March 7, 2004)
- 3) Honorary members listed in Area Groups are expected to be non-participants in ADA sponsored shows so do not pay ADA fees.
- 4) Volunteers in key positions at an ADA Casino must be members of an ADA area group.

NEW AREA GROUPS

- 1) Procedure for admission of new Area Groups: (May 7 & Nov.19, 2005)
- 2) The potential new group will write a letter of application to the president of the ADA with pertinent details including contact information. The executive and directors will recommend admission at an Annual or Special General Meeting. (See Bylaws 8.1, 8.2, 8.3)
- 3) The group's addition as an Area Group becomes effective with attendance at an ADA meeting.
- 4) New Area Group may join the website.
- 5) ADA may supply starter funds if needed. (May 7, 2005)

QUALIFICATIONS FOR PROVINCIAL CHAMPIONSHIPS

(Conference call Sept.27, 2017 & E-Motions Oct.21, 2017; validated February 2021)

- 1) To qualify for the ADA Provincial Dressage Championship show, a horse/rider combination must get two technical test scores at EC Platinum and/or Gold show(s) as follows:
 - a) 3rd level or under 60.000% and over on 2 technical tests at applied level
 - b) 4th level or above 55.000% and over on 2 technical tests at applied level
- 2) The scores can be at the same or different EC Platinum or Gold shows with the same or different judges
- 3) Qualifying scores can be accumulated at any EC Platinum or Gold show after the Alberta Dressage Provincial Show in the current year

- 4) Scores can be from either Regular Level/Division classes or TOC (Test of Choice) classes.

Discussion – Riders will have to ensure that they have the scores when they enter the Provincial show although they may enter a Gold show after the closing date for Provincials with the intent of achieving their qualifying scores. They must provide proof of these scores. If they do not have these late scores could they possibly ride in the Provincial show without being able to qualify for awards? ie. Ride Gold Show the day before Provincials to get their 2nd qualifying score or not. If not, ride the test in the Provincial show as hors concours. The Provincial show committee could discuss and accommodate these requests to their convenience.

RULES & REGULATIONS

- 1) Area groups are governed locally by their Rules & Regulations using the “ADA Template for Rules & Regulations” (2004)
- 2) Annual monitoring and edits are recommended
- 3) Refer to ADA By-Laws April 2014 for guidelines
- 4) Final approval and updates of area group Rules & Regulations must be done at ADA’s AGM

SHOWS: APPROVAL OF DATES

- 1) Scheduling of show dates by area groups should be cognisant and courteous to other area groups as to avoid conflict and competition for competitors.
- 2) Discussions about show dates must take place as early as possible to expedite booking of facilities and contracting officials.

SOCIAL MEDIA

- 1) All members and representatives of the ADA are required to adhere to the Social Media Policy. By engaging with social media in any capacity connected to the organization, you agree to follow the published guidelines.

VOLUNTEERS

- 2) We will recognize volunteers. (1989)
- 3) We may offer gifts of thanks to hard-working volunteers of ADA. (Feb. 1996)

WEBSITE

- 1) Area groups are responsible for updating their area group website information.
- 2) ADA appointed website manager will update ADA information.