

British Reining
Member's Handbook



Mission Statement

Our mission is to act as the UK Affiliate to the National Reining Horse Association (NRHA) to promote and enhance the sport of Reining within the UK by providing competition, training and development opportunities that will appeal to all levels of rider from beginner to world class. British Reining will endeavour at all times to promote and uphold the highest standards of horse welfare. British Reining will strive to create a safe, diverse and inclusive environment for competitors and spectators to enjoy our sport of Reining.

British Reining is an affiliate of NRHA and BEF.

Objectives:

To act as the National Governing Body for the sport of Reining in Great Britain.

To promote the sport of Reining.

To provide opportunities for British Reining members to compete.

To recognise the success of members and their horses

To promote the welfare of the Reining horse.

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Association Structure

British Reining is a Company Limited by Guarantee.

The Association's Registered Office is:

British Equestrian Federation
Abbey Park
Kenilworth
CV8 2RP

The Association's Administrative Office is:

7 Whitehall Way,
Sellindge
TN25 6ET

The Memorandum and Articles of Association of the Company divest powers with the elected committee acting as Board of Directors to create a Constitution which is approved by the members via voting. The Memorandum and Articles of Association can be obtained from the British Reining Administrative Office and our website.

The Board of Directors and their roles and responsibilities are provided on the British Reining website: www.britishreining.co.uk.

Members may contact the Board of Directors via the administrative office or directly by email, obtainable via the website.

Useful partner information

British Reining
BEF
NRHA
WADA

www.britishreining.co.uk
www.bef.co.uk
www.nrha.com
www.wada-ama.org

Constitution

1.0 Name

1.1 The Association's name shall be 'BRITISH REINING' hereinafter referred to as the Association. It shall be incorporated as a Company Limited by Guarantee and not having a share capital.

2.0 Objectives

The Association's objectives are:

- 2.1 To act as the National Governing Body for the sport of Reining in Great Britain and as the International Affiliate of NRHA.
- 2.2 To promote the sport of Reining.
- 2.3 To provide opportunities for all levels of rider.
- 2.4 To recognise the success of members and their horses.
- 2.5 To promote the welfare of the Reining horse.

3.0 Membership

- 3.1. Categories of membership and annual subscription rates shall be decided by the AGM.
- 3.2. Membership shall be for one year and shall be renewable on the 1st of January each year.
- 3.3 Members of Associations affiliated to British Reining do not automatically hold full membership and associated privileges of such membership.
- 3.4 Full membership of British Reining must be held to vote at British Reining meetings such as AGM/EGM and participate in governance of the association.
- 3.5 Membership of the Association is a privilege and not a right. The Board reserves the right to suspend or terminate membership should there be a breach of the any policy or rules of the Association.
- 3.6 Suspension or termination of membership can be appealed by using the Association's appeals process.

4.0 General Meetings

- 4.1. The Annual General Meeting shall be held within the first six months of the year, at such time and place as the Council shall appoint. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 4.2. Notice of the Annual General Meeting shall be given to all members of the Association a minimum of 10 weeks in advance by publication on the website and to the contact details supplied by the member as notified to the Membership secretary.
- 4.3 No later than four weeks before the AGM the Board shall send the final agenda for the AGM. The Agenda will also be published on the website.
- 4.4. The accidental omission to give notice of a meeting, or the non-receipt of a notice, by any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- 4.5. No business shall be transacted at any General Meeting unless a quorum of members is present. A quorum shall be 10% of the membership. Full members and/or their full member proxy shall have voting rights. If within half

an hour from the time appointed for the meeting a quorum is not present, or if during a meeting such a quorum ceases to be present, the meeting, if convened on the requisition of members, shall be dissolved; or in any other case, shall be adjourned to a date as soon as is practicable for the meeting to be reconvened.

- 4.6. Any motion proposed by one full member and seconded by another full member shall be included in the agenda for the AGM. Such motions shall be delivered in writing to the Secretary not less than six weeks before the date of the appointed meeting.
- 4.7. The final agenda of the AGM shall include:
Approval of the minutes of the previous year's AGM and of any EGM held since the last AGM
Report from the Chairman.
Report from the Treasurer and approval of the Annual Accounts, appointment of Auditors.
Reports from other Directors and Committees
Election of the Officers on the Board of Directors.
Consideration of any changes to the Constitution
Any Other relevant business

5.0 Extraordinary General Meeting

- 5.1. The Board may, whenever it sees fit, convene an Extraordinary General Meeting (EGM). Not less than three weeks notice shall be given of the meeting. The reason for the meeting shall be clearly specified in the notice and only that matter shall be considered at the meeting.
- 5.2. An EGM shall also be convened by the Board on receipt of a requisition from not less than one tenth of the membership Such requisition must be delivered in writing to the Administrative Office of the Association, state the objects of the meeting, and be signed by the requisitionists
- 5.3. Any EGM convened as a result of a request from the members shall be held within four weeks of such request except that if the request is received less than eight weeks prior to the AGM then the Board may leave the issue to be discussed.

6. Proceedings at General Meetings

- 6.1. At any General Meeting a motion put to the vote of the meeting shall be decided on a show of hands unless (before or on the declaration of the result of the show of hands) a poll is demanded by the Chairman; or by at least two members in person or by proxy.
- 6.2. If a poll is duly demanded it shall be taken in such manner as the Chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which a poll was demanded.
- 6.3. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the meeting directs and any business other than that upon which a poll has been demanded may be preceded with, pending the take of the poll.
- 6.4. The demand for a poll may be withdrawn and if withdrawn

shall not be taken to have invalidated the result of a show of hands, before the demand was made.

- 6.5. Unless a poll be demanded, a declaration by the Chairman that a motion, on a show of hands, has been carried or lost by a particular majority, and an entry to that effect recorded in the Minutes of the meeting, shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour or against such resolution.
- 6.6. In the case of an equality of votes, whether on a show or hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

7.0. Votes of Members

- 7.1. Every full member shall have one vote.
- 7.2. No member shall be entitled to vote at any General Meeting unless all monies presently payable by him to the Association have been paid.
- 7.3. Any member of the Association entitled to attend and vote at a General Meeting is entitled to appoint another full member as their proxy to attend and vote instead of them; such proxy may only vote as directed by the member or abstain if given such authority by the member. An instrument appointing a proxy shall be executed in writing by the appointer in any form appropriate to the circumstances as Council may approve.
- 7.4. Proxy votes shall not be counted in any vote taken by a show of hands but on a poll votes may be given either personally or by proxy.

8.0. The Board of Directors

- 8.1. Day to day management of the Association shall be vested in a Board, which shall be elected by a ballot of all full members Board members will be the Directors of the Association.
- 8.2. The Council shall consist of a minimum and maximum number determined by the Ordinary Resolution in General Meeting of the Association.
- 8.3. The Board will appoint each Director to a specified role within Board. The description of each role will be annually reviewed, prior to the appointment of new Directors to the Board. Officers of the Association shall be appointed by the Board.
- 8.4. The Board is authorised to create policies and procedures as necessary to conduct the business of the organisation.
- 8.5. Along with initial notification of the AGM the Board shall notify all members of the number of vacancies and of the closing date for nominations, which shall be six weeks before the AGM.
- 8.6. Candidates for election to the Board must be nominated in writing by two other full members of the Association and such nominations must be accompanied by a written declaration of the candidate's willingness to serve as a member of the Board. Candidates will become Directors of the Ltd company and as such will take on the responsibilities of this structure.
- 8.7. When the number of nominations exceeds the number of vacancies an election will be held. A list of candidates, their manifestoes (where provided) and a ballot form shall be sent to all members four weeks before the AGM. The deadline and place for the return of ballot forms shall be clearly notified by

the Board. Completed ballot forms must be received at the place and by the time specified. The results of the election shall be declared at the AGM and newly elected members shall take office at the end of the AGM.

- 8.8 Each Board member will be elected for a term of two years, of which no more than 8 years shall be served consecutively.
- 8.9 A retiring member of the Council shall be eligible for re-election. But must not exceed 8 consecutive years in service.
- 8.10 There shall not be more than two serving Council members from one household.
- 8.11 The members of the Board shall be paid all reasonable travelling, hotel and other expenses properly incurred by them in attending meetings of the Board or their committees, general meetings of the Association or in connection with the business of the Association.
- 8.12 Should a Board member vacate office before the expiration of his/her term of office the Board may appoint a member, if willing to serve. Any member of the Board so appointed shall hold office only until the next following Annual General Meeting and then shall be eligible for re-election.
- 8.13 If there are insufficient candidates to fill or as an addition to the existing members of Board, the Board shall have power, at its discretion, to elect any member of the Association to serve as a member of the Board, provided that the total number of members of the Board shall not at any time exceed 8 individuals, with a minimum of 3. Any member of the Board so appointed shall hold office only until the next AGM, and shall then be eligible for re-election.

9.0 Proceedings of the Board of Directors

- 9.1 The Board may meet together for the dispatch of business, adjourn, and otherwise regulate their meetings, as they see fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote. A member of the Board and the administrator on the requisition of a member of the Council shall, at any time summon a meeting of the Council.
- 9.2 A quorum at meetings of the Board shall be not less than half of the number of currently serving Board members.
- 9.3 Board meetings shall be chaired by the Chairman of the Association. If at any meeting of the Board the Chairman is unable to attend, the members of the Board present may choose one of their numbers to act as Chairman of the meeting.
- 9.4 The Board may delegate any of their powers to committees as they deem fit. Any committee shall conform to any regulations that may be imposed upon it by the Board and shall report all acts and proceedings to the Board as soon as is reasonably practicable.
- 9.5 The Board shall cause Minutes to be made of all resolutions on proceedings at all General Meetings of the Association, and at all meetings of the Council and of committees of the Board. Such minutes shall be made available to members.
- 9.6 Any business conducted at any meeting of the Board, or by a committee or persons appointed by the Board, shall (notwithstanding that it be afterwards discovered that there has been some defect in the appointment) be as valid as if every such person had been duly appointed and was qualified to be a member of the Board.

- 9.7 A resolution in writing, signed by all the members of the Board for the time being entitled to receive notice of the meeting of the Board shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.
- 9.8 The continuing members of the Board may act notwithstanding any vacancy in their body, but, even so long as their number is reduced below the number fixed as the necessary quorum of members of the Board, the continuing members of the Board may act for the purpose of increasing the number of members of the Board to that number, or for summoning a general meeting of the Association, but for no other purpose.

10.0 Accounts

- 10.1. The accounting year for the Association shall end on the 31st of December each year.
- 10.2. The Board shall keep accounting records and appoint one of the Directors as the Finance Director.
- 10.3. The Board shall provide a copy of the accounts to all members for consideration at the AGM.

11.0 Notices

- 11.1. Any notice to be given to any member in accordance with these Rules, shall be given in writing using their registered contact details. Service of the notice shall be deemed to be effected 24 hours after sending
- 11.2 A member present, either in person or by proxy at any meeting of the Association, shall be deemed to have received notice of the meeting and of the purposes for which it was called.

12.0 Amendments

- 12.1 Amendments to this constitution and the Memorandum and Articles of Association shall be made by the passing of resolutions at Annual or Extraordinary General Meetings of the Association. Except as provided for, such resolution shall be passed by a simple majority of those present and voting in person or in proxy.

13.0 Dissolution

- 13.1 If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other charitable institution or institutions having objects similar to the objectives of the Association. Such institution or institutions to be determined by the members of the Association at or before the time of dissolution, and if and so far as effect cannot be given to such provision, then to some other charitable object

14.0 Disciplinary Procedures

- 14.1. Membership in the Association carries certain responsibilities as well as rights. Any member of the Association may be disciplined, fined or suspended upon a showing of good cause. Any non-member may be denied membership and the privileges attached thereto, whenever it shall be

established by satisfactory evidence that such non-member is not a worthy candidate.

- 14.2. Every member of the Association, by the completion of their membership application form, agree to be bound by the Constitution of the Association and all rules, regulations and bylaws made hereunder and agrees that the decisions of the Board, Disciplinary Committee and other competent authorities of the Association given in accordance therewith shall be final and binding upon them.
- 14.3. Medication rules and drug testing is implemented under the current rules and procedures of the medication policy of the sanctioning organisation.

15.0 Conduct of Members

No member of British reining shall:

- 15.1. Conduct themselves at an event in a manner which is offensive to the public.
- 15.2. Conduct themselves in contradiction to the rules of behavior of the sanctioning body. Members shall not argue at an event with a Judge or Show official or use abusive, threatening language or behave with incivility or contempt towards show officials in any capacity.
- 15.3. Mistreat or abuse in any way a horse at an event or elsewhere.
- 15.4. Acting in an unsportsmanlike manner. Unsportsmanlike conduct shall be defined as any action of disrespect, deceit or fraud directed to Judges, show management, show representatives, members of the public or other exhibitors.
- 15.5. Conduct themselves in a manner which is detrimental to the character and/or prejudicial to the interests of the Association, or bring it into disrepute.
- 15.6. Interfere with or attempt to influence the outcome of a complaint investigation or disciplinary hearing.
- 15.7. Unreasonably fail or refused to assist the Board or the Disciplinary Committee in investigations or complaints of misconduct by members of the Association.
- 15.8. Compete knowingly at an event for which the horse and rider are ineligible.

16.0 Disciplinary Committee

- 16.1. The British Reining Disciplinary Committee will consist of the members of the Board to consider complaints of misconduct by members and if necessary to impose appropriate penalties. The Disciplinary Committee will be governed by the Disciplinary Policy.
- 16.2. Other than for the right of appeal the decisions and actions of the Disciplinary Committee shall be final and binding upon all parties in all cases.

17.0 Complaints of Misconduct

- 17.1. Whenever anyone believes that the conduct of a member or non-member warrants disciplinary action, he or she must notify the Board in writing, sent by recorded delivery. Payment of £150 must accompany any such complaint. This payment will be refunded if the complaint is upheld. If concerns are raised over any matters pertaining to Safeguarding, no fee will be imposed.

18.0 Notice of Complaint

- 18.1. The Disciplinary Committee will arrange a disciplinary hearing to consider the complaint at a time and place decided by them at their sole discretion and by giving due regard to the ability of the member, against whom the complaint has been made, to attend
- 18.2. Notice of the time and place of the disciplinary hearing will be sent to the accused member, giving at least 30 days' notice of such hearing, together with details of the nature of the complaint and the names of the witnesses.

19.0 Rights of Members at Disciplinary Hearings

- 19.1. The accused member shall have the right to appear at the hearing, with or without an adviser, and to be heard and to present evidence and testimony on his or her behalf and to hear and refute any testimony and evidence offered against him or her.
- 19.2. A member whose conduct is referred to the Disciplinary Committee may appear in person to answer the complaint against them at the disciplinary hearing, present oral or written evidence and examine witnesses. They may also submit written evidence and statements for consideration in their absence. If a member fails to appear at the hearing, the Disciplinary Committee may reach a decision and impose a penalty in their absence.
- 19.3. If a member who has not yet reached the age of 18 is appearing at the disciplinary hearing they must be accompanied by a parent or guardian or other responsible adult.
- 19.4. Proceedings at the Disciplinary Committee will be defined by the Disciplinary Policy.

20.0 Powers of the Disciplinary Committee

- 20.1. If after hearing all the evidence, the Disciplinary Committee decides that the complaint of misconduct of a member is sustained, they are empowered to impose penalties as they see fit.

21.0 Forfeitures

- 21.1. Any rider participating in a BR class or division in which he/she is not eligible will forfeit the earnings or awards to British Reining. It is the responsibility of the ineligible and or disciplined member and/or owner to return all forfeited earnings and awards to British Reining.
- 21.2. Upon receipt of any forfeited earnings and awards British Reining will redirect them to the show committee to be redistributed. BR will make corrections to the class placings and earnings in the BR records.

22.0 Notice of Findings, Penalties and Appeals

- 22.1. The Board will, within seven days of the Disciplinary Committee decision, notify the complainant and the accused in writing of the findings of the Disciplinary Committee, of any penalties imposed and the right of appeal as provided for in the rules.
- 22.2. Other than as provided for in the above rules, the findings of and penalties imposed by the Disciplinary Committee shall be final and binding on all parties in every case.

23.0 Appeals

- 23.1 Any member whose conduct has been referred to the Disciplinary Committee and who is dissatisfied with the Disciplinary Committee decision may within 28 days of the decision appeal to the BEF Appeal Committee as subject to the BEF Terms of Reference.

24.0 Summary Powers of the Safeguarding Team

- 24.1 The Board will be required to appoint a Safeguarding Director from one of the elected members who has responsibility for oversight of this area. The Safeguarding Director will chair a Safeguarding committee composed of any individuals they deem necessary to fulfill the objectives of the committee in ensuring a safe environment for the sport. This may include non BR members and members of other organisations where necessary. Decisions taken by the Safeguarding committee will be relayed to Council for implementation.
- 24.2 Where Safeguarding concerns are raised, confidential investigations may be carried out by the Safeguarding Team, the findings of which may then be referred to the Disciplinary Team for action where necessary. Suspension or termination of membership may be recommended by the Safeguarding Director following an investigation.
- 24.3 The Safeguarding Team may take advice from BEF and work collaboratively with other equestrian organisations. In the event of a conflict of interest Council may appoint alternative members to the Safeguarding committee as it sees fit.

25.0 Court of Law Convictions

- 25.1 A member may be immediately suspended from all rights and privileges of membership of the Association following conviction in a British Court of Law of equestrian related offences or offences deemed related to safeguarding, pending a full investigation by the Disciplinary Committee.

26.0 Indebtedness to the Association and Affiliated Shows

- 26.1 Any member who fails to pay a fine imposed by the Board or any member indebted to the Association in any way, is required to settle their debt within 30 days of the dispatch of such notification