



April 30, 2014

Wainwright Equine Centre
400-8th Street,
Wainwright, Alberta
T9W 1C3

To All Wainwright Equine Centre Riders,

The Wainwright Equine Training Society is a registered Society under the Alberta Societies Act and operates under the local name of the Wainwright Equine Centre (WEC). The WEC is managed by the Societies Voting Members and its Board of Directors (BOD), whom are elected from the Societies Voting Members for a one year term at the Wainwright Equine Centre Annual General Meeting held in the fall.

The Wainwright Equine Centre is located in a building that is leased from the Town of Wainwright, and run by the Wainwright Equine Centre Board of Directors. It is not a public facility, as it is run by a membership group and its Board of Directors. Therefore there are bylaws in place for the Wainwright Equine Centre to run the facility as they feel best, ensuring all members are treated fairly. There are rules posted around the facility and on membership forms that each member is to respect and follow, to remain in good standing.

The 2013/2014 season has been successful and has seen a large increase in Memberships, bookings, and events at the facility. Over the course of the indoor season there has been some misunderstanding as to who runs the facility, and as to the building being a "Public" facility. As a result it has been decided to send out all individuals and families who use the facility, this letter.

- 1) At the south end of the arena (the equine entrance) there is a table with a sign in book, waivers and membership forms (which includes acknowledging you have read the "Code of Conduct").

You must sign this paperwork at the beginning of your membership term (i.e. 1, 3, 6 months) and at each renewal time of membership. The waivers will be in effect for the term of your 'membership'. Waivers must be completed for each member of the family. The sign in book is to be signed in, each time you ride at the facility.

If you are paying a drop in fee, you complete a membership form at the start of the season so we have your contact information on file. The waivers and sign in book must be completed each time you ride.

If you do not sign both waivers, YOU DO NOT RIDE!

Access to the arena is by key code only. Riders must contact a board member for the code (preferably by phone). As this is NOT a public facility please do not distribute the key code.

- 2) If a problem arises with the facility, with another rider, a member of the BOD, or the BOD itself, we ask you to please bring the issue in writing with a signature to the BOD so it can be presented at the monthly meeting. A decision will be made with the problem and you will be notified of the results. We ask that any issues be discussed with the BOD and not on social media. Please maintain discretion while we try our best to work the problem out.
- 3) If you or a group you belong to would like to book the WEC for an event or function, please make contact through our website at least two weeks prior to the date. A signed rental agreement and a 25% deposit must be received within 7 days of the date requested. We will try our best to fit the rental into the arena schedule, while trying to maintain our riding times for our riders whom own a membership. Should you wish to bring in an equine professional (i.e. equine dentist, chiropractor, massage etc.) please contact the BOD prior to the date to confirm facility availability and procedures.

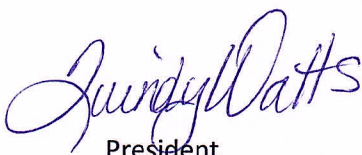
All Members, Board Members, and Drop in Users are to abide by these guidelines. Please take time to read the Membership Code of Conduct. Choosing not to follow these rules will be dealt with as follows:

- a) First Offence – a verbal warning.
- b) Second Offence – a written letter stating what will happen if the offence occurs again.
- c) Third Offence – a six month suspension from the facility..
- d) Following this you will be put on a year suspension from the facility.
- e) Lastly you will be asked to leave for a total of five years.

If the Verbal Warning (a) is not heeded to immediately, this will be followed by a letter immediately, and then the next offence will proceed to (c) etc..

As it has been said earlier in this letter, it is to inform all of you of how the Wainwright Equine Centre is being run. Hope to see you all out enjoying your family, friends, and horses.

Sincerely,



President

QUINDY WATTS



Vice-President

Nichole Leitheiser



Secretary

Lara Matechuk