

Cochrane & District Agricultural Society
Policies – May 15, 2007

1.0 Grounds use

1.1 Fees for use of the cross country course are waived for the following uses and users and must be coordinated with the Operations Manager:

- Big Hill West 4-H members under the age of 25 years for 4-H riding nights or other activities endorsed by the club.
- Cochrane and Westbrook Pony Club members under the age of 25 years for scheduled weekly mounted meets and other activities endorsed by the respective pony Clubs.
- Cochrane Horse Trials Committee (CHTC) members for activities endorsed by CHTC.
- Instructors may mount a member's horse during a scheduled lesson to demonstrate or improve technique.

All other uses of the cross country course will be subject to the appropriate fees payable to the Cochrane & District Agricultural Society.

1.2 A minimum four days notice to the Park Coordinator are required for cross country use

1.3 One half of the revenue generated by use or rental of the cross country course per year is given to Cochrane Horse Trials Committee the end of November each year for further cross country course improvements in the upcoming year(s).

2.0 User group reporting responsibilities

2.1 User groups must submit their annual financial reports each year by October 15th before they can book facility space for the upcoming year per *Appendix A*

2.2 User groups must submit their annual activity reports each year at the CDAS Annual General meeting before they can book facility space for the upcoming year per *Appendix B*

2.3 It is each user group and user group member's responsibility to be aware of and adhere to the user group agreement per *Appendix C*

2.4 User groups must distribute proposals for the CDAS board of directors consideration 3 business days prior to the board meeting that the proposal is to be considered.

3.0 CDAS member responsibilities

3.1 Riding passholders and members must respect all scheduled activities on the grounds per *Appendix D and Appendix E*

3.2 It is each member's responsibility to be aware of and adhere to CDAS policy.

3.3 CDAS members must distribute proposals for the CDAS board of directors consideration 3 business days prior to the board meeting that the proposal is to be considered.

**User Group Committee Financial Reporting Form
Cochrane & District Agricultural Society**

User Group Committee _____

Bank _____

Account # _____

Bank Balance @ Oct. 1/05 _____ @ Sept.30/006 _____

Operating Expenses

Utilities	
Office supplies	
Wages	
Postage	
Garbage pickup	
Snow removal	
Yard maintenance	
Concession Wages	
Janitor supplies (incl. repairs & maintenance)	
Bookeeping fees	
GST paid	
TOTAL OPERATING EXPENSES	

Activity Expenses

Horse clinics	
Horse shows	
Non-pro rodeo (net)	
BMX competition	
TOTAL ACTIVITIES EXPENSES	

Leadership/ rural development expenses

Volunteer training leadership	
Speaker/material costs	
Conference/ workshop/ seminar fees	
TOTAL LEADERSHIP EXPENSES	

Revenue

Event revenue	
Grants received Oct. 1/04– Sept. 30/05	
Dues (collected for User Group only)	
GIC amount(s) – please list all	
TOTAL REVENUE	

Return to Chris Davies, Secretary Cochrane & District Agricultural Society by *October 15, 2006*:

851-1313 fax e-mail wandcdavies@pathcom.ca

COCHRANE & DISTRICT AGRICULTURAL SOCIETY

P.O. Box 897, Cochrane AB T4C 1A9
403-932-3250 or www.cochraneagsociety.ca

USER GROUP COMMITTEE AGREEMENT

January 1st 2007 to December 31st 2007 Term

PLEASE READ THIS DOCUMENT CAREFULLY. A BREACH OF ANY OF THE FOLLOWING CONDITIONS MAY RESULT IN REVOCATION OF PARK PRIVILEGES TO GROUP.

1. All user group members/participants must be members in good standing of Cochrane & District Agricultural Society (CDAS).
2. All user group members must pay a ground use fee annually in the amount established by the CDAS board from time to time.
3. All user groups shall send a representative of their group to all board meetings of the CDAS.
4. Any person shall have the right to become a member of the Ag Society if he is interested in the aims and objectives of the society, and is a resident of the Province of Alberta.(CDAS Bylaw 3.01)
5. User group members may purchase an annual riding pass at the rate determined from time to time by the CDAS Board of Directors. The annual riding pass enables user group members to use the park facilities excluding stabling during times that are not otherwise booked. The ground use fee paid per #2 is deducted from the cost of the arena riding pass.
6. The user group will work with other users in a cooperative and tolerant manner for the benefit and betterment of the park.
7. Each user group must carry liability insurance and provide proof of this to the CDAS Operations Manager (formerly called *Park Coordinator*) prior to participating in any activity on the Ag Society grounds.
8. When a user group holds an activity where non-members are participating or where the activity is not a regularly scheduled event, a roster shall be provided to the Operations Manager in advance.
9. An acknowledgement of risk form (waiver), provided by CDAS, must be signed and witnessed. The user group must appoint an individual (waiver representative) to be responsible for this function. All waivers shall be given to the CDAS Operations Manager within 10 days of an event.
10. User groups must provide the dates for any regular meets, functions, or special events on or before January 30 for the coming year. User group activities must receive approval of the Board of Directors. Any changes for these dates must be approved by the Operations Manager or designate. Changes, cancellations or conclusion of the regular meets must be communicated to the Operations Manager.
11. In the event a user group committee holds an activity when non-members are participating, 74% of the participants must be user group members with the exception of the user group's *free weekend*, or such usage is considered a commercial booking and commercial rates apply.
12. A parent or guardian must accompany individuals under the age of 18.
13. User groups will present an annual report of the year's activities from October 1-September 30 before the Board of Directors at the Annual General Meeting. A copy of this report shall be given to the CDAS Secretary at the annual general meeting.
14. User groups shall provide the Ag Society Secretary with an annual financial report from October 1-September 30 prior to October 15th of each year in the format outlined in Appendix A.
15. User groups shall provide the Ag Society Secretary with an annual activity report from October 1 – September 30 by Nov. 30 of each year in the format outlined in Appendix B
16. User groups shall provide in advance, detailed descriptions and/or drawings of all proposed structures/improvements at the park. An expected timeline and list of expenditures for the work shall be provided with the descriptions and/or drawings. The approval of the Board must be obtained before

commencement of any construction. Upon completion of the work proof of expenditures must be submitted. All improvements become permanent assets of CDAS unless otherwise approved by the CDAS board.

17. When CDAS grounds/facilities are being used by user group committees where alcohol will be served, that group must carry its own *host liquor insurance coverage* in order to be in control of personal risk. User groups committees must provide proof of this coverage to the Operations Manager prior to serving alcohol. User group committees may not allow activity participants to bring their own alcohol onto the grounds. Drugs are not permitted on the grounds
18. In the event of damage to any CDAS property the user group must report this immediately to the Operations Manager. CDAS board approved repairs/replacement must be completed in a timely manner or CDAS may carry out the necessary repairs and invoice the user group accordingly for incurred costs of repair or the damage may result in immediate termination of this agreement as decided upon by the CDAS board of directors.
19. User groups shall ensure that any CDAS facility utilized by said user group is cleaned up (concrete swept, manure picked up, wheelbarrows emptied, garbage picked up and emptied, lights turned off, doors and gates closed and locked) after use. At the discretion of CDAS, a minimum fee of \$50 will be charged the user group in the event clean-up is not completed.
20. The arena time booked includes set-up, take down and clean up.
21. User groups will be invoiced for all arena time booked, even in the event of non-use or non-sufficient notice cancellation.
22. User groups are subject to bumping for commercial rentals with 1st right of refusal given to the User Group to pay commercial rate to hold booking at CDAS discretion.
23. Each User Group is entitled to one free weekend use of the indoor or outdoor arena per year without the chance of bumping. CDAS will invoice user groups for all stabling on site.
24. A user group may use the CDAS public address system or tents with prior approval of the CDAS Operations Manager.
24. Updated membership lists and all applicable fees shall be given to the CDAS Operations Manager within 10 days of new members joining the user group
25. User groups or user group members are not allowed to give gate or door combinations or keys to any unauthorized person or party
26. The arena and online calendars are referred to regularly as a communication tool. Any irregularities or questions should be communicated to Operations Manager immediately.
27. User groups and user group members will be aware of and compliant with all CDAS policies.

AGREEMENT MUST BE COMPLETED AND RETURNED WITH ALL NECESSARY DOCUMENTATION PRIOR TO JANUARY 30 OF THE COMING YEAR OR RISK LOSING YOUR PREVIOUS REGULARLY SCHEDULED MEETING/FUNCTION TIMES.

Required documentation:

1. Signed User Group Agreement
2. Proof of Insurance
3. Membership List (includes addresses, phone numbers & emails) and Fees
4. CDAS Membership applications
5. List of dates, times and descriptions of regular meets, functions or special events.
6. For commercial bookings and other applicable events, a facility booking agreement policy and waiver forms.

CDAS BOARD RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT AT ITS DISCRETION IF ANY OF THE ABOVE CONDITIONS ARE BREACHED.

CDAS BOARD RESERVES THE RIGHT TO REFUSE RENEWAL OF ANY USER GROUP AGREEMENT AT ITS SOLE DISCRETION.

USER GROUP NAME: _____

DATE: _____

INSURER: _____

TERM: _____

POLICY # _____

We have read and agree to the terms and conditions of the Cochrane and District Agricultural Society as outlined in this user group responsibility document.

President/Chairman/Leader/DC Signature: _____
Printed Name & Phone # _____

Waiver Representative Signature: _____
Printed Name & Phone # _____

Member Signature: _____
Printed Name & Phone # _____

Member Signature: _____
Printed Name & Phone # _____

Member Signature: _____
Printed Name & Phone # _____

Cochrane & District Agricultural Society Board Approval:

Authorized Signature: _____
Printed Name: _____

** keep one copy for your records. **Return the original signed copy to the CDAS.**

Updated November 1, 2006

