



COCHRANE & DISTRICT AGRICULTURAL SOCIETY

Box 897, Cochrane, Alberta, T4C 1A9

403-973-3250; email:cochraneagsociety@gmail.com

2020 Recognized Coach/Instructor Application

Cochrane & District Agricultural Society (CDAS) requires all instructors teaching students for compensation on the cross-country course or within the dressage or stadium rings located in the north portion of the CDAS property to meet the following criteria annually:

1. Must be a current member of CDAS. (\$15.00 Individual or \$25.00 Family – no GST)
2. Must provide proof of Coach's/Instructor's Liability Insurance which names Cochrane & District Agricultural Society as an "Additional Insured".
3. Must pay \$100.00 (plus GST) instructor application fee.
4. Must complete Membership application, Release, Appendix E & Appendix F.

Once all Instructor documentation and fees are received in the CDAS Office, the Instructor will be given the gate codes by the General Manager. The Instructor is responsible to ensure that this code is kept confidential and does not become public knowledge.

Recognized CDAS instructors are responsible for, and required to submit, a complete roster of students for each session and payment of required fees for any student. Instructors are required to collect CDAS waivers from each student annually. (NOTE: a special box containing waiver forms, and sign in sheets has been placed by the top entrance to the XC course. Fees and sheets can be put into slot in bottom of this box.)

Any rider who has a current season Cross Country Riding Pass (\$250.00 plus GST) is exempt from the daily cross country fee (\$35.00 plus GST). Instructors must confirm the list of exempt students with the CDAS office.

The sole purpose of the "Recognized Instructor" is to instruct students. Any schooling of horses by an instructor at anytime is subject to the Cross-Country Course user fees.

It is the responsibility of the Instructor to ensure that all riders on the Cross-Country Course wear legal helmets and vests. Instructors and riders who do not comply will forfeit all rights to use the course the remainder of the current year.

Recognized CDAS instructors, along with their students, are required to adhere to all applicable CDAS policies and rules (attached). Instructors are to make sure gates are closed and locked upon exit of grounds unless other arrangements have been pre-approved by the office. Please report any broken jumps or problem areas i.e. ruts or gopher holes to CDAS office either in writing or via email. If the Water Jump is locked up, do not use it at all.

I have read and agree to the terms and conditions of the Cochrane & District Agricultural Society as stated above. I understand that any breach thereof may result in the immediate termination of my privilege to instruct and ride on CDAS grounds.

Printed Name: _____ Signature: _____

Phone: _____ Email: _____

Instructors fee: \$100.00 + GST \$5.00 = \$ 105.00

Must also purchase a CDAS Individual Annual membership \$15.00 – complete Membership Application Forms

TOTAL DUE WITH APPLICATION \$ 120.00

NOTE – If Instructor is riding, must also pay the \$35.00/horse/day fee or \$250.00 for Season Pass

Make cheques payable to "Cochrane & District Agricultural Society"

(Revised October 2019)



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MEMBERSHIP & RIDING PASS APPLICATION Oct 1, 2018 to Sept 30, 2019

MEMBER APPLICATION 2019

SINGLE MEMBERSHIP @15.00 \$ _____
 FAMILY MEMBERSHIP @25.00 \$ _____

ARENAS RIDING PASS (for use of Indoor and Outdoor arenas as well as riding around grounds, excludes Pony Club & BMX grounds): See Fees Below

INDIVIDUAL RIDING PASS \$ _____
 COUPLE RIDING PASS \$ _____
 FAMILY RIDING PASS \$ _____

CROSS COUNTRY COURSE RIDING PASS: (for use of XC jumps – must be accompanied by CDAS approved Instructor at all times)

INDIVIDUAL DAILY PASS - \$35.00 plus GST = \$36.75 per day \$ _____
 INDIVIDUAL SEASONAL PASS - \$250.00 plus GST = \$262.50 \$ _____

TOTAL ENCLOSED \$ _____

Name: _____

Spouse's Name (if family membership) _____

Children's Names (if family membership) _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

User Group (if any, please circle): Cochrane Pony Club, Cochrane Roping Club, Cochrane BMX, or Cochrane Horse Trials Committee

Discipline? (trail, hunter/jumper, team roper etc) _____

Signature of Applicant: _____ Date: _____

RIDING PASS PRICES (includes GST)	Family	Couple	Individual
October 1, 2018 (includes GST)	\$840.00 (800.00)	\$630.00 (600.00)	\$420.00 (400.00)
January 1, 2019 (includes GST)	\$672.00 (640.00)	\$525.00 (500.00)	\$346.50 (330.00)
May 1, 2019 (includes GST)	\$537.60 (510.00)	\$403.20 (384.00)	\$262.50 (250.00)

2019 Cross Country Course (includes GST)		<i>Payment in cash, cheque, e-transfer, or money order</i>
Individual Season Pass	\$262.50	
Daily Pass	\$ 36.75	

Family passes include all children living at parent's home regardless of age. Couples include husband/wife, mother/daughter, sister/brother, etc. living at same address.



**COCHRANE & DISTRICT AGRICULTURAL SOCIETY (CDAS)
 PARK RULES and POLICIES – Appendix F**

Any breach of CDAS rules or policies may result in revocation of ALL CDAS access and/or privileges.

1. ACCESS AND USE OF PARK

- a. Member and/or pass holder must be in good standing with CDAS.
- b. Arenas are available for riding 5 am to 12 midnight provided the respective facility has not been previously booked by a Commercial User or User Group. All activities are posted on the event calendar posted on the CDAS web site.
- c. Current year's fees and documents must be signed and submitted to office. Codes are given to Pass Holders upon payment of fees.
- d. Only Pass Holders or pre-booked commercial users are allowed to ride on CDAS grounds.
- e. Pass Holders may bring a guest rider(s). Pass Holders must ensure that all guest riders sign in on User Log sheets, sign a "Release, Waiver of Claim and Assumption of Risk" form and pay \$20.00 per day. Payment and form to be deposited in Drop Box on office wall.
- f. CDAS grounds will be locked. Pass Holders, User Groups and Commercial Users will be given the confidential codes for grounds and appropriate facilities upon completion of contract. Codes are changed periodically and notification of change is emailed out to current Pass Holders and User Groups. Please keep the codes confidential.
- g. Member and/or Pass holder will refer to and follow all postings on the event calendars.
- h. Everyone must sign in daily on one of the User Logs located on office wall in the Indoor Arena, entrance to Cross Country Course and entrance to Outdoor Arena.
- i. Pass Holders are welcome to use the Indoor Arena, Large Outdoor Arena, Small Outdoor Arena, Warm-up Rings, as well as trail ride on the Ag Society Park grounds.
- i. This does not include the Pony Club areas located in the top northwest corner of the Park or the BMX Area located in the top northeast corner.
- ii. No one is allowed to jump on the Cross Country Course without a CDAS certified Instructor present.
- j. When possible, please utilize the walk-thru man doors for entering or exiting the arena with horses. Please close all doors promptly upon entering.
- k. Use lights only if necessary. Turn off all lights when done.
- l. Stabling is available at a predetermined fee and must be booked through the office.
- m. Lessons can only be taught when the facility is booked and paid for for that specific use. Any pass holder may rent CDAS facilities at the commercial rates with 3 working days notification to the office.
- n. There is a minimum charge for electrical outlets. Contact the office if you wish to plug in camper or trailers.

2. CONDUCT

- a. Members and Pass Holders will conduct themselves in a cooperative manner to allow for the multi-discipline activities at all CDAS facilities while being respectful of other riders and mindful of everyone's safety.
- b. CDAS Communication Policy must be followed in any and all conflict situations and recommendations. (Refer to web site for Communication Policy.)
- c. Clean up after yourself & your horse. Sweep concrete area. Pick up manure in parking lots and/or stable areas and place in proper receptacles. Pick up all litter. DUMP the wheelbarrow in the appropriate manure pits. A minimum of \$50 may be charged to the individual or group in the event clean-up is not completed adequately.
- d. Anyone passing through a gate or panel must return them to how they found them.
- e. Pass Holders are responsible for their guest's conduct.
- f. NO SMOKING in or near any of CDAS buildings.
- g. DOGS must be on a leash at all times.
- h. NO ALCOHOL is permitted on the grounds unless proper approval and permits are obtained
- i. Illegal drugs and activities are not permitted
- j. Equine business are not permitted on CDAS grounds unless they are part of a commercial booking or in the event of emergency. Individual appointments with pass owners for saddle fittings are allowed.
- k. No feeding of horses in arena(s) or alleyways.
- l. WATER is provided for horses and watering facilities. DO NOT drink or use for washing horses.
- m. If there is no one else in the facility turn out the light and lock the doors
- n. NO LESSONS are to be conducted in the arena without being booked as a private function.
- o. Trailers may be cleaned out using wheelbarrows and forks are provided for this purpose. Wheelbarrows must be dumped into pits and returned to original location.

3. SAFETY

- a. Anyone under 18 years of age must be accompanied by parent or guardian at all times.

- b. Children 18 and under are required to wear a certified helmet when riding on CDAS property
- c. Everyone jumping on CDAS property is required to wear a certified helmet.
- d. Report any damage or safety risks to office in writing or via email.
- e. When riding always be aware of other riders to avoid unexpected interactions.
- f. If the arena is crowded and you feel unsafe please leave the arena.
- g. Lunging is permitted under the following circumstances
- h. If the arena is not already in use
- i. You ask permission from riders already in the arena
- j. If other riders enter the facility while you are lunging limit your time to a maximum of 20 minutes
- k. When your exercises are completed take all the equipment out of the arena
- l. Your horse must be under your control at all times.
- m. No horses are to be allowed to roll in the Indoor Arena when other riders are present. If you wish to allow your horse to roll please take it outside.
- n. Should a Member and/or Pass Holder have an accident while on CDAS grounds, they must complete an Incident Report (provided by CDAS) and turn in to CDAS office within 24 hours.

SPECIFIC CROSS COUNTRY COURSE (XC) RULES & POLICIES:

1. Anyone utilizing the jumps on the XC Course must pay the annual or daily XC fee and have a waiver on file with CDAS office.
2. XC Course users must be accompanied by a current CDAS certified instructor. NO JUMPING ALONE.
3. Instructors must complete the appropriate forms and pay the Certification Fee as well as purchase an Individual Membership.
4. Instructors that school horses must also purchase an annual XC pass or pay the daily fee.
5. XC Course must be booked and approved at least 1 business day in advance.
6. Instructors are responsible for:
 - a. ensuring that all riders wear approved vest and helmet.
 - b. having signed waivers prior to rider mounting a horse on CDAS grounds.
 - c. collecting all rider fees.
 - d. completing the XC Course Sign In Sheet.
7. All forms and fees are to be submitted to CDAS as soon as possible. Use the drop box located at the entrance to the XC Course. Blank forms are available in the drop box.
8. Pony Club grounds are not part of the cross country course.
9. No unauthorized vehicles are allowed to drive on the XC course.
10. Report all damages and potential safety risks to CDAS office immediately.
11. The course may be closed due to adverse conditions or commercial bookings.

I have read and agree to the terms and conditions above and have read the posted Arena & Barn Rules:

DATE: _____ PRINTED NAME: _____

Signature (Member and/or Pass Holder)

Witness Signature

CDAS staff has the right to ask any person to leave the premises if they not following the rules or they become disruptive, abusive.



Cochrane & District Agricultural Society (CDAS) Riding Pass Arena Rules

Be aware that there may be several different types of equestrian activities taking place in the arena at the same time. Your horse must be under control at all times. If your horse is not behaving properly or upsetting other horses you must leave the arena. When riding in any of the CDAS arenas please following guidelines:

1. Let others know you are entering or leaving the arena by calling "gate" and wait until the area is clear. Make sure the gate is secure once you are through.
2. If using the mounting block be sure to mount in the corner of the arena when there is space and time to mount safely. If mounting without the mounting block, mount in the center of the arena.
3. Slower moving horses should be to the inside with the faster moving horses on the outside or on the rail. Ride single file on the rail.
4. Walking beside your horse is allowed if you are in the center
5. Horses that tend to kick need to have a red ribbon tided in the tail.
6. Lunging is permitted under the following circumstances:
 - I. Maximum of 3 horses in total while a horse is being lunged.
 - II. You ask permission from riders already in the arena
 - III. There can only be one horse being lunged at a time
 - IV. If other riders enter the facility while you are lunging limit your time to a maximum of 20 minutes
7. Use cues, crops and voice commands carefully as to not upset other horses
8. No use of headphones attached to any tech equipment is to be allowed as you need to be listening to what is happening in the arena. Save the phone calls for after your ride.
9. If you are in the arena you are there to ride, if not leave the arena.
10. If there is an emergency everyone must dismount.
11. Use of equipment in the arena is allowed under the following circumstances:
 - I. All riders must agree to any equipment being used in the arena.
 - II. There can no more than 5 riders in the arena when props are used.
 - III. Call your line before starting
 - IV. If you took any kind of equipment out you must put it away when you finish your ride.

Ride defensively; don't assume everyone knows or follows the rules.

Maximum number of riders in the arena at any time is 10.

12. Keep your eyes up and always look where you are going
13. Pass oncoming riders left to left wherever possible or call your track
14. When passing another horse from behind pass on the inside.
 - a. Call your line by saying "passing on the inside".
 - b. Better yet, make a large circle or cut across the arena to avoid passing.
 - c. Vocalize whenever you are unsure of any line and ask permission of the others: fencing, stopping, jumping etc.
 - d. Check behind you before you turn so you don't cut someone off
 - e. Keep at least one horse space between your horse and the horses near you

DATE: _____

NAME: _____

Signature (Member and/or Pass Holder)

Witness Signature

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Cochrane & District Agricultural Society (CDAS) PARTICIPANT RESPONSIBILITIES - Appendix E

1. Member and/or Pass Holder will abide by all CDAS rules and policies as outlined in the CDAS Bylaws & in the CDAS Park Rules & Policies Appendix F (receipt of Appendix F is hereby acknowledged).
2. A minimum fee of \$50 may be charged in the event clean-up is not completed
3. Should a Member and/or Pass Holder have an accident while on CDAS grounds, they must complete an Incident Report (provided by CDAS) and turn in to CDAS office within 24 hours.
4. Member and/or Pass Holder privileges can be revoked for any breach of the rules & policies by the CDAS.
5. I have read and understand agree to the terms and conditions of the Cochrane & District Agricultural Society (CDAS) as outlined in the Park Rules and Policies-Appendix F.

DATE: _____

NAME: _____

Signature (Member and/or Pass Holder)

Witness Signature

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