



# 2023 MEMBER CLUB APPLICATION

(Effective from January 1<sup>st</sup> - December 31<sup>st</sup>, 2023)

**Club Fee: \$50 payable to Equestrian NS. Check your on-line club account for referral credits and apply prior to making payment. Please enter referral credit amount : \_\_\_\_\_**

It is hereby understood that any club, group, etc., completing the attached application, agrees to support and abide by the Equestrian NS Aims and Objectives.

ALL SECTIONS OF THE ATTACHED MUST BE COMPLETED BEFORE THE APPLICATION CAN BE APPROVED.

Member Clubs are represented on the Equestrian NS Board by the Director of Clubs, Kim Fortin. If you have any concerns, suggestions, or proposals, please contact Kim at [kafortin@eastlink.ca](mailto:kafortin@eastlink.ca)

*(Please type or print)*

1. NAME OF ASSOCIATION: \_\_\_\_\_

*Please note that the President and Director's contact information will be posted on the Equestrian NS website, handouts, events calendar, etc.*

2. PRESIDENT'S NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TELEPHONE: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

\_\_\_\_\_ I consent to having my name and contact information displayed

3. SECRETARY'S NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TELEPHONE: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

#### 4. EQUESTRIAN NS DIRECTOR: (MUST BE A 2023 EQUESTRIAN NS MEMBER)

a) This person will receive all correspondence from the Equestrian Nova Scotia office directed to your Club/Association.

b) The individual you appoint to this position **must be a Equestrian Nova Scotia member** and the individual must also be a paid up member of your Club/Association.

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TELEPHONE: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

\_\_\_\_\_ I consent to having my name and contact information displayed

5. CLUB EMAIL CONTACT: The majority of club updates are sent via e-newsletters to the email addresses of the club director and/or president. Please indicate if there is an individual who should be receiving emails in addition to the Club Director (i.e., treasurer or a club director who is active on email):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

#### PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

OFFICE USE ONLY		RECEIVED: Constitution or Aims/Objectives/Mbr Guidelines: _____
Director's Member # _____	Payment : _____	Payment Type: _____
Club Insurance: _____	Insurance Expiry Date: _____	Date Sent for Approval: _____
DATE APPROVED _____	APPROVED BY _____	Package Sent: _____

6. Number of Members in Club Last Year: \_\_\_\_\_

7. Club Website: \_\_\_\_\_

8. Club Description (brief for website and club promotion): \_\_\_\_\_

9. What is the date of your Annual General Meeting (AGM) or approximate (i.e., usually 3<sup>rd</sup> week of November)? \_\_\_\_\_

10. Is your group registered under the Societies Act in Nova Scotia? YES\_\_\_NO\_\_\_(Please check one)

11. Does your club carry Commercial General Liability Insurance? YES\_\_\_NO\_\_\_(Please check one)

**A current copy of the policy must be submitted with this application** (If your policy expires during the 2023 calendar year, please ensure your renewed certificate is forwarded to Equestrian NS when it is available.)

**Please be reminded that** as a member/associate club of Equestrian Nova Scotia, your club is required to have in place **commercial general liability insurance** to cover all of your activities, with a minimum coverage limit of \$2,000,000. The policy is to **include Equestrian NS as an "additional insured"**. You must provide Equestrian NS with a Certificate of Insurance to prove you have this coverage. If you have any questions about this requirement, you should contact your insurance provider. Your insurance provider will know how to fulfill this requirement and will most likely be willing to forward the Certificate of Insurance to Equestrian NS on your behalf.

12. Please attach a copy of your Club's By-laws. If this is not available, please provide us with your Club's Aims and Objectives and their Membership Guidelines in the space below.

AIMS AND OBJECTIVES: (Attach additional sheets if necessary)

MEMBERSHIP GUIDELINES: (Attach additional sheets if necessary)

13. To help us complete our government reporting which will help us develop programs for member clubs and individual members, please provide us with the following information for your club on a yearly basis. You can either submit the information as it happens or once a year by emailing [nsefservices@sportnovascotia.ca](mailto:nsefservices@sportnovascotia.ca).

- Coaching Clinics - date, location, number of participants
- Officials Clinics - date, location, number of participants
- Athlete Development Clinics - date, location, number of participants
- Athletes competing at Regional, National, International Competitions/Championships - Athlete name, Competition/Championship Name, Location, Date, and Athlete Results
- Athletes recognized for potential competitive recognition - long or short listed for National teams
- Award Recognition - Name of Award Recipient, type of award, date received (i.e. Governor's Award, Volunteer Recognition Award, Coaching Award)
- Officials from your club who judge, steward, or course design and at what level (Local, Inter-Provincial, Breed Shows, National)

*I (we) the undersigned have read and understand the content of this application form, agree to abide by the Aims and Objectives of Equestrian NS and confirm that the information given is true and accurate.*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Date*

# ***CLUB SURVEY***

**As a valuable member, we would love to hear about opportunities, programs, and events your club/ facility offers throughout the year. With this information, we want to assist you with promoting and supporting these programs and initiatives!**

**Please take some time to help us gather all the amazing opportunities you have to offer!**

**1.) Do you require your members/clients to be an Equestrian NS member?**

Yes

No

Sometimes (program specific reason)

**2.) Does your club host Scotia Series sanctioned shows?**

Yes

No

No, but I would like more information on steps to host a Scotia Series sanctioned show

**3.) Does your club/facility have any strategies in place to grow/retain/maintain membership?**

Yes

No

**If "Yes", please specify (i.e., member-specific benefits, member discounts, member recognition programs, etc.).**

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**4.) Has your club/facility provided any clinics, programs, or events that attracted non- club members/clients?**

Yes

No

**If "Yes", please provide us with details such as date and number of participants. Examples of non-member programs might be Learn to Ride, Rookie Riders, riding clinics, and member referral program.**

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**5.) Does your club/facility provide program, event, or clinic opportunities specifically for women and girls? We are asking this question to identify any programs and/or services that are promoting Equestrian sport directly to women and girls.**

Yes

No

**If "Yes", please provide us with details such as date and number of participants (i.e., women/girl riding nights).**

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**6.) Does your club/facility provide program, event, or clinic opportunities for Indigenous Communities? We are asking this question to identify any programs and/or services that are promoting Equestrian sport directly to Indigenous Communities.**

Yes

No

**If "Yes", please provide us with details such as date, number of participants, and type/name of the initiative.**

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**7.) Does your club/facility provide parasport or any type of therapeutic riding programs, events, or clinics for your members or clients?**

Yes

No

**If "Yes", please provide us with details such as date, number of participants, and type/name of the initiative.**

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**8.) Does your club/facility provide initiatives or programs that are specific for engaging Black Nova Scotian/African Nova Scotian communities?**

Yes

No

**If "Yes", please provide us with details such as date, number of participants, and type/name of the initiative (i.e., diversity/inclusion training for coaches, outreach riding program to a Black Nova Scotian/African Nova Scotian communities in your area).**

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**9.) Does your club/facility provide program, event, or clinic opportunities for newcomers to Canada?**

Yes

No

**If "Yes", please provide us with details such as date, number of participants, and type/name of the initiative.**

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**10.) Does your club/facility offer programs, events, or clinics to underrepresented groups? Examples of underrepresented groups are Low Socio-Economic, 2SLGBTQI+, Youth at Risk, etc. If yes, please provide us with details such as date, participant numbers, and initiative name (i.e., Kidsport, Pride Week events, collaboration with local school/recreation departments).**

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**11.) Have any athletes that train at your club/facility competed in any Eastern, National, and/or International competitions?**

Yes

No

**If "Yes", please list the name of the athlete(s), competition name, competition date, and placings.**

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**12.) Are you aware that Equestrian NS hosts an annual Coach Symposium?**

Yes

No

**13.) Please list competitions/events that your club/facility has put on in the past year (if none, put N/A).**

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Thank you for your time and efforts in completing this section of the application. Your input is valuable to us!

## Club Key Areas and Actions Self-Assessment Survey

In an effort to assist Equestrian NS Member Clubs in areas of effective governance/management, please complete this self-assessment to the best of your knowledge. If you wish to complete at a future date (perhaps during your next Board meeting), please submit your results to [nsef@sportnovascotia.ca](mailto:nsef@sportnovascotia.ca) or fax at 902-425-5606

Club Name: \_\_\_\_\_ Survey Contact: \_\_\_\_\_

Key area	Actions	Your Rating
Member in good standing with Registry of Joint Stocks	<ul style="list-style-type: none"> <li>• Annual Renewal</li> <li>• Financial information filed</li> <li>• List of new Board of Directors</li> <li>• Submission/approval of most recent by-laws</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>
Member in good standing with Equestrian NS	<ul style="list-style-type: none"> <li>• Annual fee has been paid</li> <li>• Director elected/chosen</li> <li>• Proof of Insurance Submitted</li> <li>• Aims and Objectives Submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>
Financial budgeting and tracking	<ul style="list-style-type: none"> <li>• Annual budget adopted/approved by Board and/or membership</li> <li>• Monthly financial reports that include: last year's actuals, this year's budget, current year's actuals to date, previous year's actuals to date (for same time period)</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>
Planning/priorities (minimum next 12 months – based on some evaluation of last year's success and input from key stakeholders)	<ul style="list-style-type: none"> <li>• All Board members are aware of organization's priorities</li> <li>• System is in place to track and monitor the successful implementation of committees/workgroups</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>
Policies – organization has effective policies and procedures for conducting its business and operations	<ul style="list-style-type: none"> <li>• All policies/practices have been reviewed /updated within the past 3 years</li> <li>• Board/Committee members are aware of and follow appropriate policies and procedures in conducting the organizations business</li> <li>• Policy and procedures documents are available in one location (manual or electronic folder)</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>
Insurance protection	<ul style="list-style-type: none"> <li>• Annual Policy Renewals re: Directors liability, event insurance, members injury etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> </ul>
Board functioning – Board members are clear around roles/responsibilities/expectations	<ul style="list-style-type: none"> <li>• Roles of Board members and staff are clear and communicated</li> <li>• Committees roles are explained</li> <li>• Expectations of Board members are discussed</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>
Board meeting management	<ul style="list-style-type: none"> <li>• Agendas and any pre meeting materials are sent out in advance</li> <li>• Board members are clear on process to submit agenda items</li> <li>• Minutes/records of actions and decisions are kept and sent out within 2 weeks after meeting</li> <li>• Process in place for tracking and reporting on actions from meetings</li> <li>• Meeting schedule is developed well in advance of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> <li>• Poor Good Excellent N/A</li> </ul>

# ***EQUESTRIAN NS CLUB MEMBERSHIP BENEFITS AND SERVICES***

- Assistance with club governance (by-laws, structure, etc)
- Club listing on the Equestrian NS Website;
- Promotion of your clubs events, competitions, clinics on our website;
- Club Promotion at Trade Shows where Equestrian NS participates which may include: Milk Sport Fair, Horse Fairs;
- Free Club Certificates for Show Circuits, Volunteers, etc.
- Administrative Support (cost recovery) – Press Release Service, Desktop Publishing, and low rates for Printing/Copying;
- Fundraising Opportunities – SportSweep and Sport Split 50/50 Programs;
- Funding Support for Community Sport Associations through NS Amateur Sport Fund (funding opportunities may help with equipment purchases, developing new sport participation programs, EDI projects, etc.). Equestrian NS is able to assist with these applications before they are submitted for endorsement.
- Sport Nova Scotia Travel Program (vehicle rental, accommodations);
- Equestrian NS Referral Program – Member Clubs can receive discounts on their membership when they refer new members who join Equestrian NS. Some limitations do apply.

For more information, please contact the Equestrian NS Office:  
902-425-5450 ext. 342 or [nsefservices@sportnovascotia.ca](mailto:nsefservices@sportnovascotia.ca)

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If your Club Members are interested, the Equestrian NS Membership Application for individuals is available on the Equestrian NS Website. If you would like information on the benefits of an Individual Equestrian NS Membership for yourself or your members, please go to the Membership section of the Website or contact the Equestrian NS Office.

[www.horsenovascotia.ca](http://www.horsenovascotia.ca)



## Committee Interest Form

Equestrian NS is a vibrant organization thanks to its many volunteers who dedicate their time and expertise on one or more of its many committees. If you are interested in volunteering your time on one or more of the Equestrian NS Committees listed below, please complete this Interest Form and submit to the Equestrian NS Office.

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First Name Last Name

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Address City/Province Postal Code

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Daytime Phone Primary Email Membership #

Which Committees are you interested in? Please indicate any committee in which you are interested.

- By-Law/Policy Committee
- Marketing/Sponsorship Committee
- Recreation Committee
- Industry Committee
- Competitions Committee
- Multi-Discipline Coach Advisory Committee
- Bursary Selection Committee
- Para-Equestrian Committee
- Nomination Committee
- Performance Pathway Program
- Other Equestrian NS Ad-hoc Committees, as necessary

Please give us some information on why you would like to volunteer on the above committee(s):

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**Please check all of the following skills/experience you feel you can provide to the committee(s):**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Topic Knowledge               | <input type="checkbox"/> "Ideas" Person          | <input type="checkbox"/> Computer Programs        |
| <input type="checkbox"/> Long-Term Athlete Development | <input type="checkbox"/> Sport Development       | <input type="checkbox"/> Legal                    |
| <input type="checkbox"/> Industry Knowledge            | <input type="checkbox"/> Equine Health & Welfare | <input type="checkbox"/> Event/Meeting Management |
| <input type="checkbox"/> Fundraising                   | <input type="checkbox"/> Marketing               | <input type="checkbox"/> Policy Development       |
| <input type="checkbox"/> Board Training                | <input type="checkbox"/> Public Relations        | <input type="checkbox"/> Risk Management          |
| <input type="checkbox"/> Para-Equestrian               | <input type="checkbox"/> Coaching                | <input type="checkbox"/> Officials                |
| <input type="checkbox"/> Team-Building                 | <input type="checkbox"/> Volunteer Management    | <input type="checkbox"/> Safety                   |
| <input type="checkbox"/> Other: please specify _____   |  |   |