

## **Bow Valley Riding Association**

### **Paddock Wait List and Transfer of Paddocks Procedures**

The BVRA maintains a list of people who are waiting to obtain a paddock. This document describes the rules and procedures used to insure fairness and transparency around transfer of paddocks.

#### **Requirements for Eligibility:**

1. Only BVRA members in good standing can be added to the Paddock Wait List.
2. Paddock holders must have their primary residence in Canmore, Exshaw, or Harvie Heights, therefore only such members can be added.

#### **Paddock wait list:**

3. Members who do not currently hold a paddock, but wish to obtain a paddock, may have their names put on the Paddock Wait List for an annual fee of \$25.
4. Members who currently hold a paddock but wish to obtain a different paddock may have their names put on the Paddock Wait List for an annual fee of \$15. Be aware that members are entitled to one paddock only, so if a member obtains a different paddock they must immediately vacate their present paddock and offer it for transfer.
5. The annual fee (\$15 or \$25) keeps the member's name on the list until the end of the current membership year, which is March 31<sup>st</sup>. Members on the list as of March 31<sup>st</sup> will remain on the list, and maintain their place in order, only if their membership is completed in full (with all requirement completed- including proof of insurance, signed waiver, volunteer fees and any other current requirements, and their \$15 wait list fee) on or before March 31 of the ending year. If membership requirements are NOT met in full by March 31 of the ending year, and the member wishes to remain on the "Paddock Wait List" their name will be added to the bottom of the list once the appropriate fee are paid and membership requirements are complete.

#### **Requirements of paddock holders:**

6. Each paddock can have only one person designated as the "paddock holder".
7. Paddocks are for use by the primary paddock holder, who owns or leases the horses kept in the paddock and is the primary caregiver of the horses. Paddocks cannot be rented.
8. Should a paddock holder not wish to use his/her paddock they may allow a "Paddock Share" to any member in good standing for use for a maximum of two years. After that time, they must use the paddock, by owning or leasing the horses in the paddock, to which they and/or

their immediate family are the primary users and caregivers. This use is for a minimum of 8 weeks. If this does not occur the paddock must be offered for transfer immediately. A lapse in paddock usage can only occur once in every 5-year period.

9. Before a paddock can be transferred, the Paddock and Grounds committee will review the paddock to insure the building, fences, etc., meet the BVRA specifications. Anything that does not meet BVRA specifications will be noted. Such items will be identified to both the current paddock holder and any potential paddock holder. The new paddock holder may be required to place a deposit in the amount of \$1000,00 with the Executive for a period of two years, during which time the new paddock holder must either remove the non-conforming item or alter it so that it conforms. If the non-conforming item is not brought to specifications within two year from the date the Executive will then remove or alter the non-conforming item and the new paddock holder will forfeit his her deposit.

#### **How a paddock becomes available:**

10. A paddock can become available for transfer:
  - a. If/when an existing paddock holder wants to give up their paddock.
  - b. Or a newly formed paddock is created.

#### **When a paddock is available:**

11. In the absence of "Special Conditions of Transfer" listed below, the available paddock will be offered to people on the "Paddock Wait List" in the order in which they were added to the list. A person on the wait list may turn down any offered paddock once and maintain their position on the "Paddock Wait List". On turning down a second offered paddock their name will be placed at the bottom of the list.
12. When offered a paddock, a person on the Paddock Wait List will have a certain time frame, determined by Paddock and Grounds, to indicate their intention. This could be as short as 48 hours if there are a number of persons on the wait list. If the response is that they wish the paddock, they will have a time frame, determined by Paddock and Grounds, in order to complete the transaction through the BVRA Executive.

#### **Special Conditions of Transfer**

13. **Estate transfer:** If a paddock holder passes away, it can be handled as part of that person's estate. The executor can elect to have the paddock transferred to a family member or to a paddock share member who is a member in good standing. If the family member was not, prior to the death, a member of the BVRA, she/he must become one, meeting the same requirements as all other BVRA members.

14. **Transfer to a paddock share member:** A paddock holder, who has a paddock share person using or sharing their paddock and the paddock share person has shared the paddock and been member in good standing of the BVRA for a minimum period of 2 years, can apply to the Executive to have a paddock transferred into the share person's name, without using the Paddock Wait List. This application is at the discretion of the Executive and can be brought to a General Meeting by either the Executive or the Paddock Holder.

**Financial considerations:**

15. Paddocks cannot be transferred for more than the price at which the paddock was acquired, plus the cost of materials for upgrades and/or repairs to buildings and fencing. Paddock holders should keep all receipts as proof of the costs incurred in any such upgrades or repairs. Maintenance of buildings and general care of fencing is not included in these costs. The cost of paid labor cannot be included.

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