



DAWSON CREEK & DISTRICT STABLES AND ARENA ASSOCIATION

POLICIES AND PROCEDURES MANUAL

**This manual is provided to members and staff to guide you through the
expectations of the DCDSAA Board of Directors**

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MISSION STATEMENT

The Dawson Creek & District Stables and Arena Association (DCDSAA) is a volunteer society dedicated to providing an affordable and pleasurable multi-use agricultural centre.

INTRODUCTION

This Policy and Procedure Manual replaces the Renter's Handbook and is intended to provide guidelines which have been established to promote respectful interaction and use of the facility to ensure a safe and healthy environment for horses and users.

A lot has been accomplished since the fall of 1991 when the Association took over the running of the facilities and there are ambitious plans for further development.

You are a member of the Association once an Association Membership has been purchased. It is our hope you will take an active interest in the Association and support its efforts to maintain and develop the facility.

To volunteer your services, contact any of the Executive Committee members or the office manager.

If you have a question or concern about any of the rules contained in this manual please contact a member of the executive.

Please remember – **EVERYTHING YOU ARE ENJOYING AS A MEMBER OF THE ASSOCIATION IS DUE TO VOLUNTEER EFFORTS.** We have an affordable and improving facility that is the envy of horse owners in other areas of the province, let's keep it that way.

PURCHASING AN ASSOCIATION MEMBERSHIP CONSTITUTES ACCEPTANCE OF THE POLICIES AND PROCEDURES CONTAINED IN THIS MANUAL.

PURPOSE OF THE ASSOCIATION

The Constitution of the Dawson Creek & District Stables and Arena Association (DCDSAA) “the Association” identifies the following as being its purposes:

- To promote, develop and maintain the facility known as the Lakota Agriplex “the Facility”.
- To ensure fair and efficient scheduling and allocation of services at the Facility.
- To organize, promote and manage program opportunities, such as clinics, demonstrations, shows and other activities.
- To abide by the lease agreement with the City of Dawson Creek to ensure the Facility is operated in a clean, safe and ethical manner.
- To raise funds, receive, acquire, and hold gifts, donation legacies and grants for the continued development of the Society.

THE HISTORY OF THE ASSOCIATION

In the spring of 1991, the City of Dawson Creek advised stall renters at the Walter Collins Park that the City was no longer going to operate the stables and that the facility was to be shut down. At the time, the stables were in sorry state of repair and it appeared they would be demolished.

Several renters who were upset at the prospect of losing the equestrian facility, joined together and, with the encouragement and assistance from the City, formed the Dawson Creek & District Stables and Arena Association. The Association then drafted an agreement with the City which turned the operation of the facility to the Association in November 1991.

The story to date of the Association is one of an impressive amount of volunteer labour being devoted to restoring and improving the facility. In turn, this has attracted an ever-increasing number of stall renters and facility users, thereby confirming the place of an equestrian centre in Dawson Creek.

Volunteers from the Association have worked diligently with the City of Dawson Creek in planning and, in October 2007, opening the Lakota Agriplex. This facility is a state-of-the-art equestrian centre aimed to accommodate a wide range of interests. The Agriplex houses 110 indoor stalls, 76 tack lockers, complete wash rack and grooming area. This facility will host a variety of equine and bovine events as well as other events requested by various groups. The Association recognizes that with this success, comes the need to manage and maintain the facility of this magnitude.

All Association members are encouraged to take an active interest in the development of this facility. It is because of volunteers, that we can keep our costs affordable. However, as we continue to maintain and improve our facility and equipment for everyone to enjoy, rates may be required to be adjusted to accommodate these costs.

MEMBERS AND MEMBERSHIP

You are considered a member of the Association by having an Associate Membership, providing you remain in good standing as defined in this document. It is our hope you will take an active interest in the Association and support its efforts to maintain and develop the facility.

All users of the facility must be a member of Horse Council BC or equivalent and must present proof of membership upon renewal annually.

Members must remain in good standing to retain membership in the Association.

Application for Membership

A person may apply for membership in the Association, and becomes a member on the acceptance of a signed contract of an associate membership.

Duties of members

Every member must uphold the Constitution of the Association and must comply with these Policies and Procedures.

Membership dues

Membership dues will be determined by the Board of the Association.

Member not in good standing

A member is not in good standing and membership in the Association is terminated if:

- 1) The member's annual dues are not paid;
- 2) The member does not hold a current membership of the Horse Council of B.C. or equivalent Association; or
- 3) The member has been determined by the Board or facility staff to be unsafe, neglectful to their animal(s), or verbally or physical abusive to other members or facility staff.

Voting

A member may only vote at the Annual General Meeting of the Association if:

- 1) The member holds a valid association membership in good standing from the time of the call of the Annual General Meeting; and
- 2) The member is at least 16 years old.

Board Positions

A member may only run for a position on the Association's Board if the member has been in good standing for at least 6 months before the Annual General Meeting.

RATE SCHEDULE

Stall Rental Month to Month.	Month-To-Month Rental (Includes tack locker, use of arena, wash rack and outdoor counterpart's (turnout pens outdoor riding arena etc.) Includes riding pass for the time you rent	\$250 (PLUS GST)
Stall Deposit Month-Month	Due the first month	\$125 (Includes GST)
Stall Yearly Lease Contract	Signed Contract, plus DCDSAA Membership (\$175 for the months of June, July and August)	\$215 (PLUS GST)
Stall Yearly Lease Deposit	Due the first month	\$125 (Includes GST)
Stall Rental	Overnight includes drop in riding fee	\$40 (PLUS GST)
Stall Deposit	Overnight	\$30 (Includes GST)
Hay Stall Rental	Hay or feed only (monthly)	\$160 (PLUS GST)
LOCKER RENTAL	If available – must have a DCDSAA membership	\$50 (PLUS GST)
Wash rack use	Non-member (per horse)	\$10 (PLUS GST)
Indoor Arena Rental	Per Hour	\$70 (Includes GST)
Indoor Arena Rental	Up to 9 hours - Clinics, Events (Tie up area, arena,) 8am-5pm Additional hours	\$525 (PLUS GST) \$105 (PLUS GST)
Indoor Arena Rental	Weekend (Saturday & Sunday Only) This is for events that want the use of the whole facility indoor and outdoor.	\$1,300/day (PLUS GST)
Outdoor Arena Rental	Per Hour	\$35 (PLUS GST)
DCDSAA Business Membership	Farriers, Vet, chiropractors, saddle fitters, any business. DCDSAA Membership	\$50 (PLUS GST)
DCDSAA Membership	Yearly (16 years of age and older)	\$50 (PLUS GST)
DCDSAA Family Membership	Yearly (Includes up to 2 Adults and Children 18 years old or younger and must reside at the same address)	\$100 (PLUS GST)
Riding Pass – Youth	Yearly (16 years and under)	\$125 (PLUS GST)
Riding Pass - Adult	Yearly (per person) plus DCDSAA Membership	\$325 (PLUS GST)
Riding Pass - Family	Yearly (Includes up to 2 Adults and Children 16 years old or younger and must reside at the same address) + DCDSAA Family Membership	\$450 (PLUS GST)
Drop In Riding	Per Rider – 2 horse maximum, extra \$10 per horse	\$25 (PLUS GST)
Horse Service Fees	Per owner (if NOT a member)	\$20 (PLUS GST)
Signage Advertising	Gold (Arena) Silver (Arena) Alleys (Maximum 2 per alley)	\$1000 (PLUS GST) \$ 500 (PLUS GST) \$ 250 ((PLUS GST)

Rates effective September 01, 2024 (subject to change).

- DCDSAA Memberships are required in order to use our arena. This includes renting a stall, renting the arena, and obtaining a riding pass. All service providers need to purchase a DCDSAA Business Membership. Service providers cannot be nominated to the Board of Directors, but are entitled to one vote.

ARENA USE AND RENTALS

GENERAL USE

- 1) In order to use the indoor or outdoor arenas you **must** hold a Horse Council of BC or equivalent membership and be a member of good standing of the Association or have paid for drop in use or rental of the arena.
- 2) Users are to review the arena rental schedule posted at www.lakota-agriplex.com or in the Facility office at all times.
- 3) All children 12 years and younger must be accompanied/supervised by an adult at ALL TIMES.
- 4) When using cell phones, please move to a corner in the arena.
- 5) While riding in the arenas headsets are only permitted for clinics.
- 6) Alcohol is not permitted in the facility or anywhere on the grounds unless there is a permitted event. No smoking anywhere in or around the facility.
- 7) No pets are allowed in the facility (cats or dogs etc.) Exception to this rule is if the arena is privately rented. Examples – dog shows, working dog competitions and RCMP canine training. Certified service dogs are permitted as per the Guide Dog and Service Dog Act of BC.
- 8) All INSIDE riding of horses shall be limited to the arena ONLY. Riding is prohibited in the alleyways, tie up area or wash bay area.
- 9) **Arena gates must be securely latched when the arena is in use.**
- 10) Any horse that is unruly (bites, kicks, etc.) and a threat to other riders or their horses may be asked to leave the arena. Every rider is responsible for their horse and is required to inform other riders that the horse is temperamental or unruly. All horses that fall into this category will be required to tie **a red ribbon on the horse's tail**.
- 11) No horse shall be tied in the arena. If any damage occurs due to tying, repairs can be charged to the member or group.
- 12) Arena rental users must wait until the booked rental time begins before bringing their horses into the arena and leave when the rental time is finished or renters will be charged for the extra time.
- 13) Any person falsely activating emergency equipment will be held financially accountable and charges may result.

- 14) **Any individual that has displayed animal abuse and cruelty will be immediately spoken to by the Facility Staff and may result in being asked to leave the facility. It will be documented.**
- 15) Proper Footwear must be worn when riding in the arena and in the barn area around the horses. No sandals, flip-flops, or improper shoes can be worn in the arena.

LUNGING

When there are more than 2 horses in the arena at any one time, only one horse shall be lunged for a maximum of 20 minutes. Users must be considerate to communicate when doing so. Maximum length of lunge line is 10 metres or 33 feet.

PONYING HORSES

When ponying a horse in the arena where others are riding, there should only be at the most 2 horses ponied at any given time.

DESENSITIZING/SACKING

No desensitizing of horses between 3 pm – 9 pm.

MANURE REMOVAL

Users must remove their horse's manure when finished using the arena(s). This includes loose turnouts within the arena. Be considerate of all users when doing so. Manure pick up forks and wheel barrows are located at the east end or entrance of the arena. This applies to the outside riding arena, the round pen and the paddock to the south of K Alley.

HELMETS

All Children under the age of 12 must wear a helmet while handling or riding in/out of the arenas (inside and outside). This applies to all disciplines. All jumpers must wear helmets.

STALLIONS

Stallions may not be in the arena between 3 pm and 9 pm. Stallions must not be left unattended in the arena at any time and must **NOT** be in the tie up area between 3 pm – 9 pm. Children under 18 may not handle a stallion. Stallions must behave when they are in the Lakota. This will be at the Manager's discretion. When Stallions are unattended they must be in the tie up stalls. All Stallions must be turned out in the south pen (chain linked fenced area). The office manager must approve any other permission.

EVENT PROPS

Props such as barrels, jumps and roping dummies cannot be used if there are more than 5 riders in the arena and without the specific consent of the others riding or using the arena. One prop is permitted to be used at a time and must be put away when finished.

TURN OUT PENS AND ROUND PEN (OUTSIDE)

Every Alley has designated turn out pens. Pens are assigned to alleys. No member has the right to a certain pen. They are for all renters in that alley. If the pens are full members can use empty pens. First you must have a tag on your horse's halter with the stall number and alley letter. Please let the office know when you

move to a different pen. Charts can be provided in your feed stall to record the horses and times they go in the outside pens and when they come in. This will give us info on how long your horse has been outside.

Feeding and water is allowed in the pens. Once a member's horse is no longer in a pen, all personal belongings must be removed and the pen cleaned. Users must accommodate those wishing to use the round pen for sacking or lunging. Between May 1st – September 1st the round pen must not be used as a turnout pen under any circumstances. No feeding is permitted in the round pen at any time. Manure must be picked when finished using the round pen. All horses must have halter tags with alley and stalls numbers.

ROUND PEN (INSIDE)

The round pen can be set up daily from 7 am to 9 am on Tuesdays and Thursdays from 1 pm to 2:30 pm when the arena is not rented. Users must put it away when finished.

ARENA RENTALS

- 1) Anyone wanting to rent the arena must make arrangements with the Office Manager or designate and pay any required fees or deposits **prior** to use. Changes to bookings must be made through the Office Manager or designate.
- 2) Rentals for two or more days will take priority over other arena rentals.
- 3) All arena contracts are to be signed at least 30 days prior to event unless otherwise stated. They will not be posted on the calendar until all paperwork and deposits are paid.
- 4) Tentative bookings are not permitted.

Hourly Rentals

- Hourly rentals are permitted between 8 am and 10 am on weekdays, unless approved by Office Manager or designate, and are limited to one-two hour per rental.
- Hourly rentals must be paid at the time of booking.
- All paperwork must be completed and signed at the time of booking.
- Hourly rentals must be booked within 24 hours so they can be posted on the calendar.
- 24 hour Cancellation notice must be given. Exception: If weather related you must phone in and cancel or you will pay for the rental.
- Users must hold a Horse Council of BC or equivalent membership.
- Half hour and hourly rentals are only permitted during low season (May – September).

Arena Rental – Up to 9 hours

- Maximum 9 hours between 8 am and 5 pm.
- User must have HCBC or equivalent
- Contract is required to be signed and 50% of the rental fee must be paid at the time of booking. Cancellation requests must be done 30 days prior to the event to receive full refund.
- Half hour and hourly rentals are permitted.
- All commercial renters must carry and provide proof of \$5M in current Commercial General Liability Insurance naming the Dawson Creek & District Stables and Arena Association and the City of Dawson Creek as additional insurers.

Arena Rental – Weekend

- Weekend Rental between Saturday and Sunday only - 6 am and 11 pm of more than ONE DAY. Any additional hours required, will require Board approval.
- All commercial renters must carry and provide proof of \$5M in current Commercial General Liability Insurance naming the Dawson Creek & District Stables and Arena Association and the City of Dawson Creek as additional insurers.

STALL AND LOCKER RENTALS AND USE

- 1) Stalls and lockers are to be assigned by staff ONLY.
- 2) Lockers can be rented monthly (if we are not full) check with Manager
- 3) Only ONE horse per stall is permitted. Exception to this being a mare with a suckling colt under 6 months of age.
- 4) Every stall must have a Renter Identification tag on the outside the stall at all times. Tags are available at the office. These tags give the owner's phone number and pertinent information in case of an emergency.
- 5) Stall deposits are required for the purpose of repairs and clean out of stalls and lockers if necessary.
- 6) Stall rental and stall deposits must be paid prior to any horse entering the stall.
- 7) All stalls MUST be cleaned **ONCE DAILY** to keep stalls sanitary and free from diseases.
- 8) Damage within the stall or to a locker during the term of rental will result in forfeiture of stall deposits.
- 9) Horses entering the facility must be vaccinated at least two weeks prior to entering and boarding at the facility. Owners must show proof of vaccination. Horses are required to be quarantined for 2 weeks after being exposed to an auction mart before entering the facility. Horses new to the building must spend 2 weeks in K alley as a precautionary measure against disease.
- 10) No co-renting permitted in the facility.
- 11) Horses will be checked daily. All horses need turnout unless injured or under veterinary care. If horses have been stalled too long (30 days) with no turnout you may be asked to take your horses home for a break.
- 12) Any STALLION in the facility must have a secured stall door (chain and clip) and feed door (window) in the stall at all times. If a stallion is disruptive they will be asked to move to a different alley. (J Alley) When in the tie-up area, stallions must be secured in the box stalls.
- 13) Any horse entering the facility under the veterinary care or injured will be stalled in "K" Alley. Check with the staff on where you can turn your horse out.
- 14) Horses should not be unattended when left tied in the alleyway.
- 15) Any changes to the stall must be approved by the Board prior to making the change.
- 16) Shavings and or pellets are the only bedding permitted in the stable area. **Shavings are not to be used in member's horse trailers at any time.** We request that you take a maximum of 2-wheel barrow loads **of shavings per stall** in order to absorb urine and feces. The Dawson Creek & District Stables and Arena Association MAY NOT ALWAYS be able to secure shavings due to the demand for

shavings in the area. You will ultimately be responsible to secure your own shavings if this should occur. The Association will NOT be reimbursing you for your costs.

- 17) When the facility holds events that require the majority of the stalls, renters may be asked one month prior to the event to relocate their horses, if possible, for the event.
- 18) When renting a stall you will be required to have a halter tag, (available in the office) that identifies stall number and alley. This tag is your horse's ID. In the event we need to move your horse or horse is sick, the tag identifies the owner and stall rented. Pet Valu in Dawson Creek will provide you an engraved tag, if you want a more personalized tag.
- 19) **No subletting** when there are stalls available for rent in the barn. When subletting, renters must fill out stall rental paperwork to get an association membership and purchase a riding pass.
- 20) When you give up your stall you give up the locker. Lockers must be cleaned out by the last rental day. Failure to clean out your locker will result in the staff emptying it. The items will be stored for one month, then sold to cover costs.
- 21) Management reserves the right to assign stalls and lockers and perform any changes.

RENT PAYMENTS

All rent payments are due on the FIRST OF MONTH. Payments can be made via eTransfer to dcdsaa@gmail.com or by cheque, debit or credit cards. Cheque should be made payable to: **Dawson Creek & District Stables and Arena Association.**

At least two weeks' Written notice must be given prior to giving up your stall or you will forfeit your deposit. **Written** notice must be given on the 1st or the 15th of the month, we DO NOT PRO-RATE RENTALS. "Refund Sheet" must be filed out and signed by staff. Lockers must be cleaned out. Deposit returns will be provided when the condition of the stall and Locker are left in the same condition or better than the day you arrived. Payments will be refunded by cheque on or around the 15th and the 30th of each month.

Overdue or late payments more than 15 days will be reviewed by the Office Manager and the Board. Failure to arrange payment will result in the member being asked to leave and the outstanding amount sent to collections and your privileges will be revoked.

None Sufficient Funds cheques will result in a \$50 charge and must be paid upon notice. DCDSAA will no longer accept cheques from the renter for any reason, if cheque is NSF. Renters will be required to pay by any of the other methods, as noted above for a period of 6 months. All NSF cheques must be paid in full within 30 days or membership may be revoked.

CLEANING

STALLS

All renters are required to clean stalls ONCE DAILY to keep stalls sanitary and free from diseases. Failure to clean your stall will result in a verbal warning, then written warning. If the stall is not cleaned after this notification, staff will be directed to clean your stall and a charge of \$50 will be charged to you. You will not be allowed to use the facilities until the money is paid.

Wheel barrows are provided in each alley and must be dumped on the manure pile outside. Please ensure the wheel barrow is **EMPTY** when you are finished with your chores.

ALLEYWAYS

All renters are required to keep alleyways clean of hay debris, manure and horse hair. When cleaning alleyways, please **sprinkle** with water to reduce the dust but do not over sprinkle as this can cause erosion and make alleyways slippery for horses. Soaking alleyways is not permitted. This will result in a verbal warning, warning letter and then a fine. Each Renter is expected to sweep their alley all the way to the lockers – if in alley B through J. Members in Alleys A and K are expected to sweep the entryways.

When hauling hay into your alley's feed room, please ensure all loose hay is cleaned up upon completion. Hay carts are available for your use. Please sweep hay carts off when finished unloading and remove any debris from the door apron.

All alleyways are to be kept clear of chairs and tack, **when unattended**. Tack is to be hung in the lockers provided other than halters and halter shanks. Winter blankets can be hung at the end of each alley when in use during the winter months. All blankets must be removed upon check-out from the facility for summer maintenance (May 1 – September 30). If you are not renting a stall your blankets need to be removed. If not removed within 2 weeks Staff will remove them. Any blankets not in current use need to be put away as they collect dust. All blankets need to have your name on them.

WASH RACK AND TIE UP AREA

All horse debris, hair, trimmings, manure, urine etc., must be placed in the wheel barrel provided AND NOT flushed into the drains. No charge for wash rack for current stall renters, non-members must pay \$10/horse.

Wash rack is to be used at the owner's risk.

LOCKERS

When tacking up at your locker you must remove manure, hair, dirt and any other items that may cause risk. Ensure all lockers are closed when not present.

FEEDING

Morning feeds are provided by our staff for your convenience. If you are requiring a 2nd feeding, please let the Office Manager know. Any extra feedings may result in an additional charge. Horses are required to be fed a minimum twice a day. Staff is required to monitor and record all stall activity twice daily.

Health and condition of any horse will also be brought to the owner/renters attention if staff or the Board feel the horse is in medical distress. If the owner/renter ignores these requests, staff will be directed by the Board to call the SPCA who will then contact a veterinarian to assess the needs of the horse. All charges for this will be billed back to owner. Failure to pay these charges within 5 days will result in the owner being asked to leave without the stall deposit being refunded. The owner will not be allowed to return to the facility until paid in full.

Your alley's feed stall can only accommodate 5 square bales of hay per stall. Supplements must be kept in a sealed container in front of your hay allocation area. Please use your tack locker for any additional supplies that you may have.

Round bales are not permitted at the facility.

Feed room doors must be kept latched when not attended.

Any horse neglected will be cared for at an additional charge of \$50 and cost of the feed will be charged to the owner.

HORSE SERVICES

Anyone coming into the facility to provide services is required to be a DCDSAA member (\$50) – this includes stall renters or associate member.

These services include:

Wash rack, ground work or horse services (farrier, chiropractor, massage therapy and veterinary assessments).

Forges are **NOT** permitted within the facility at any time. All hot shoeing is to be done outside.

NO BREEDING of horses is to take place in or outside on the grounds of the facility.

PARKING

All trailer parking shall be on the east side of the building. Trailers left in the east parking lot are left at your own risk. Please advise staff what type of trailer you have as well as a copy of Insurance and the license plate when parking.

NO PARKING IN FRONT OF OR NEAR THE STABLE DOORS ON THE NORTH SIDE OF THE BUILDING. Please park in the designated areas only.

When loading and unloading, please consider other users and move your unit when finished.

Please refrain from parking in or around the 2 large exit doors on the east side of the parking lot to allow for the movement of the arena grooming tractor/equipment and the skid steer. Unattended vehicles blocking equipment entrances will be removed at the owner's expense.

Staff designated winter parking is on the northeast area where the plugins are. Signs will be posted to reflect this.

FACILITY HOURS AND CONTACTS

Summer Hours (June 1 – September 30)

Sunday to Saturday – 7 am to 9 pm

Winter Hours (October 1 – May 31)

Sunday to Saturday – 7 am to 10 pm (Christmas hours will vary)

Board Meetings and Communication

The Dawson Creek & District Stables and Arena Association Board meets monthly. If you should have any questions, comments or concerns, please provide them to the Office Manager or a Board member in writing, dated and signed. The Board members name and number is listed on the board across from the office.

The Association's Annual General Meeting is typically held in April. It is the Board's intentions to also provide the membership with an informational meeting in October/November to keep members updated.

In order to communicate with you on a regular basis please follow us on Facebook. The website has Event information where changes to schedules and event happenings will be posted as they occur.

Contact information

Office – 250-782-1445

Email: dcdsaa@gmail.com

dcstablesboard@outlook.com

Facebook: LakotaAgriplex

Website: Lakota-agriplex.ca

CODE OF CONDUCT

Introduction

- a. Dawson Creek & District Stables & Arena Association (DCDSAA) is committed to providing an environment where people value civility, diversity, equity, honesty, respect and dignity in their direct and indirect interaction with one another.
- b. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Reason for a Code of Conduct and Responsibility

This Code of Conduct and Responsibilities is intended to educate and promote accountability amongst the Board of Directors, Employees and Clients of the DCDSAA.

This Code identifies those behaviours that:

- a. Diminish the dignity of individuals and groups
- b. Make the facility less safe
- c. Are disruptive to events and the normal day to day operations of the facility

Application of Code

This Code applies to the Board of Directors, Employees, Volunteers, the Public, Guests and invited individuals of the Association's user groups.

This Code applies to:

- a. Conduct on the grounds operated by the DCDSAA.
- b. Events that are hosted by and take place under the control of the user groups of the Society.
- c. User groups, who are responsible for the conduct of their guests, the DCDSAA expects and requires that they discourage inappropriate behaviour.

The DCDSAA reserves the right to:

- a. Determine whether or not a matter should be addressed under this Code.
- b. Take necessary and appropriate action to protect the safety and welfare of individuals who use the facility.
- c. Determine whether or not restrictions should be put into place.

The DCDSAA may also invoke, in place of or in addition to its own procedures, civil, criminal or other remedies which may be available to it as a matter of law.

Guiding Principles

Mutual Respect and Diversity

- a. Dawson Creek & District Stables and Arena Association wishes to promote a culture of mutual respect. DCDSAA will uphold the rights and freedoms, free from discrimination and harassment, regardless of race, ethnicity, sex, sexual orientation or sexual identity, gender identification, disability, religion, nationality, or politics.
- b. Inherent in this is a rejection of hatred and intolerance of the identities, beliefs and politics of others.

A Commitment to Non-violence

All individuals involved and associated with DCDSAA are expected to adhere to the principles of peace and non-violence. Physical assault of any kind or threat of violence or harm is illegal and will not be tolerated.

A Commitment to Justice and Fairness

All rules and regular regulations conduct for all parties embody the principles of procedural fairness. Processes will be pursued according to established procedures, fairly, responsibly and in a timely way, reflecting the seriousness of any infractions.

Security and Safety

- a. The DCDSAA will act to protect and preserve the security and safety of all members of the Board of Directors, Employees, Volunteers, the Public, Guests and invited individuals of the Society's user groups.
- b. When situations arise in which disagreements or conflict becomes a security concern, the DCDSAA will invoke appropriate processes to protect the safety and well-being of community members.
- c. Those found in violation of Dawson Creek & District Stables and Arena Association rules, policies, or the law will be subject to the appropriate sanctions, which may extend to immediate removal from the property and/or contact with law enforcement authorities if required.

Respect for the Environment

DCDSAA is committed to creating and maintaining a secure and sustainable environment where everyone feels a sense of ownership and pride of place. In the broadest sense, everyone is expected to respect the grounds, property and facilities and to support such practices as recycling, waste reduction and energy conservation.

Standards of Conduct

Everyone has rights and responsibilities, in keeping with these rights and responsibilities, everyone associated with the Dawson Creek & District Stables and Arena Association are responsible for conducting themselves in a way that upholds an atmosphere of civility, diversity, equality and respect in their interaction with each other. We all should strive to make the facility safe and support the dignity of individuals and groups and to uphold collective rights and responsibilities.

Examples of behaviours that fall below the standard of conduct

Examples of behaviours that fall below the standard of conduct are provided below. This list is not exhaustive but provides examples of breaches of community standards of conduct.

The Association will not tolerate:

Abuse of, or disrespect for, the processes of this Code, such as:

- a. Bringing unfounded complaints with malicious, frivolous or vexatious intent
- b. Failure to comply with the reasonable requests of the DCDSAA
- c. Failure to attend meetings or hearings regarding alleged breaches of this Code
- d. Retaliation against any participant in the Code process
- e. Failure to comply with Code sanctions

Abuse

Physical Abuse

Using physical force or actions that result, or could result in injury.

Emotional Abuse

A pattern of hurting an individual's feeling to the point of damaging their self-respect. It includes verbal attacks on the individual, insults, humiliation or rejection.

Sexual Abuse

A sexual solicitation or advance made by a person in a position to grant or withhold a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or retaliation or a threat of retaliation for the rejection of a sexual solicitation or advance by a person in a position to confer or withhold a benefit or advancement to the person.

Harassment

Behaviour including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a. Written or verbal abuse or threats;
- b. Physical assault;
- c. Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation; attire, age, marital status, ethnic or racial origin, religion, etc.;
- d. Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e. Practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negativity affecting performance;
- f. Hazing or initiation rites;
- g. Suggestive obscene gestures;
- h. Intimidation;
- i. Condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;

- j. Conduct, comments, gestures or contact of a sexual nature that is likely to cause offensive or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k. False accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- l. Sexual harassment;
- m. Acts of retaliation towards an individual making a harassment complaint.

Improper Behavior

- a. Any improper behaviour that is directed at or offensive to any person, is unwelcome, and which the person knows or ought reasonably to know would be unwelcome or
- b. Objectionable conduct, comment, materials or display made on either a one-time or continuous basis that demeans, belittles, or humiliates another person.

Sexual Harassment

- a. One or a series of incidents involving unwelcome sexual advances, requests for sexual favours, or other verbal conduct of a sexual nature;
- b. When such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- c. When submission to such conduct is made either implicitly or explicitly a condition of employment;
- d. When submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee;
- e. When such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Confidentially

- a. In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved.
- b. In order to protect the privacy and reputation of all parties involved in a complaint, each person must hold all details of the complaint in confidence throughout all stages of the process.
- c. Only those people involved with complaint will have access to specific information except when disclosure on a "need-to-know" basis is necessary.
- d. No records of a complaint will be placed on the personnel file of an employee unless the remedies involve discipline.

The Process for Dealing with a Complaint

Harassment Complaint

If approaching the Respondent is not possible, or if after discussion with the Respondent the conduct continues, the Complainant should seek the advice of the Office Manager (or any Board Member).

Complaint of Breach of Code

Any member of the Board of Directors, Employee, Clients of the DCDSAA or the Public can file a complaint alleging a breach of community standards under this Code.

Filing a Complaint

- a. The complaint must be in writing with the Complainant's name attached to it. Complaint and Incident Report forms can be obtained from the Office Manager or from the DCDSAA website.
- b. An incident report or a security report may constitute a complaint.
- c. Anonymous complaints will not be taken forward.

The complaint shall contain:

- a. Name and contact information regarding the Complainant
- b. Name and contact information regarding the Respondent (if known)
- c. Date of the Incident(s)
- d. Location of the Incident(s)
- e. Witness(es) indicating if witness(es) were present during the incident (if applicable)
- f. A statement in writing outlining the details of the incident(s)
- g. Suggestion as to how you would like the incident(s) be resolved.

Bringing the Complaint to the Attention of the Society

When a written and signed complaint is received by the Office Manager or a Member of the Board of Directors, the complaint will be brought to the attention of the President and at the discretion of the President will appoint an Investigator and Assistant to investigate the complaint.

Informing the Complainant

The Investigator and Assistant shall meet with the Complainant and inform them of:

- a. The options of pursuing an informal resolution of the complaint;
- b. The right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible,
- c. The availability of counseling and other resources, d. The confidentiality provisions of this policy;
- e. The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process,
- f. Other avenues of recourse, including the right to file a complaint with the B.C. Council of Human Rights or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code.

Pursuing the Complaint

Following the initial meeting between the Complainant and the Investigators, the following steps may be taken:

Harassment

- a. If the Complainant and the Investigators agree that the conduct does not constitute harassment, the Investigator will take no further action and will make no written record of the complaint.
- b. If the Complainant wished to proceed with a complaint investigation, the Investigators will conduct a formal investigation.
- c. If the Investigators believes that there is sufficiently convincing evidence of harassment prior to an investigation, but the Complainant does not wish to proceed with a complaint investigation, the following steps may be taken:
 - i. If the Complainant wishes to pursue an informal resolution of the complaint, the Investigator will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;
 - ii. If the Complainant does not wish to pursue an informal resolution of the complaint, the Investigators may, nevertheless, take either of the following steps:
 - iii. The Investigators may meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the Investigators will make every reasonable effort to protect the identity of the Complainant. If the Investigators are satisfied that the complaint has been resolved through this informal process, the Investigators will take no further action on the complaint. If the Investigators are not satisfied that the complaint has been resolved through this informal process, then the Investigators may conduct a formal investigation.

Breach of Code

When a written and signed complaint is received by the Office Manager or a Member of the Board of Directors, the complaint will be brought to the attention of the President and at the discretion of the President will appoint an Investigator and Assistant to investigate the complaint.

Investigators will:

- a. Review and clarify the Complainant's written complaint;
- b. Give a written copy of the complaint to the Respondent and the Complainant.

Respondent

The Respondent will provide a written response to the Investigators within ten (10) days of receiving the written complaint. If there are special circumstances, the Investigators may extend the time for response.

The Investigators

The Investigators will receive and clarify the response from the Respondent. Within ninety (90) days of receiving the initial written complaint, the Investigators shall conduct an investigation and prepare a written Investigation Report. (The Investigators may extend this time due to circumstances)

All Investigations

All investigations stemming from this complaint shall follow the principle of natural justice, which states that:

- a. Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- b. The issues should be clearly and concisely stated so that the respondent is aware of the essentials of the complaint;
- c. The respondent has a right to have a representative present his or her case;
- d. Relevant information must be available to all parties;
- e. The respondent has the right to call and cross-examine witnesses;
- f. The respondent has the right to a written decision following the judgment;
- g. The respondent has the right to appeal a decision (if there are grounds);
- h. The decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.

Time Limit

In the case of adults there will be a time limit of 1 year (365 days) from the time of the alleged harassment to the time when the complaint is brought forward.

The Investigation Report

The Investigation Report from the Investigators should contain:

- a. A summary of the relevant facts.
- b. A determination as to whether the acts in question constitute harassment as defined in this policy.
- c. If the act(s) constitute harassment, a recommended disciplinary action against the Respondent.

Recommending Disciplinary Action

When recommending disciplinary action to be taken, the Investigators shall consider factors such as:

- a. The nature of the harassment.
- b. Whether the harassment involved any physical contact.
- c. Whether the harassment was an isolated incident or part of an ongoing pattern.
- d. The nature of the relationship between the Complainant and the Respondent.
- e. The relative age of the Complainant and/or Respondent.
- f. Whether the Respondent had been involved in previous harassment incidents.
- g. Whether the Respondent retaliated against the Complainant.

The Discipline Committee

- a. On completion of the report, the Investigators shall forward a copy of the Investigation Report to the President.

- b. The President shall receive the Investigation Report as prepared by the Investigators.
- c. After considering the Investigation Report, the President will strike a Discipline Committee of three (3) people who are deemed to be impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint.

The Discipline Committee shall:

- a. Make a determination as to whether the Respondent has engaged in conduct constituting harassment; or the respondent was falsely accused and
- b. If the Discipline Committee determines that Respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.
- c. If the Discipline Committee determines the respondent was falsely accused, order such disciplinary action against the Complainant as is appropriate in the circumstances.

Imposing Disciplinary Action

When imposing disciplinary action against the Respondent or the complainant, the Disciplinary Committee may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:

- a. A verbal apology
- b. A written apology
- c. A fine or levy
- d. Barred from the premises
- e. Removal of certain privileges or employment
- f. Pay cut
- g. Temporary suspension with or without pay
- h. Termination of employment or contract
- i. Probation period with conditions

Notice of Decision

The Disciplinary Committee shall, not more than 10 days after it makes its decision will send a notice to the Complainant and the Respondent.

Appeals

A Complainant or Respondent who is dissatisfied with the decision of the Discipline Committee may initiate an appeal. He or she will serve the President with a Notice of Appeal and Request for Hearing not more than 30 days after the date she or he receives notice of the Disciplinary Committee's decision.

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds for appeal are restricted to the following:

- a. The DCDSAA failing to follow procedures set out in the harassment policy. The Disciplinary Committee's decision was influenced by bias.
- b. The Disciplinary Committee's decision was based on a misunderstanding of the evidence.
- c. The Disciplinary Committee's decision was unreasonable based on the facts and circumstances.

The Notice of Appeal and Request for Hearing

The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal, and facts in support of the grounds for appeal.

Hearing Notice

The President will have a copy of the Hearing Notice sent by registered mail or courier with a request of signature to the last known addresses of the Complainant and Respondent. The Hearing Notice will be sent at least 30 days in advance of the scheduled Hearing and shall:

- a. Specify the date, time, and location of the Hearing
- b. Set out any rules of procedure that will govern the Hearing
- c. Advise the parties that they should bring with them to the Hearing all relevant witnesses and other evidence they wish to be considered
- d. Advise the parties that they have the right to be represented by counsel at the Hearing; and
- e. Request advance disclosure of evidence/witnesses (this step is optional, and at the discretion of the President)

Conduct an in Camera Meeting

The President will conduct an in camera meeting of the Directors of the Society to bring forward the complaint, investigative report, disciplinary committee's recommendations, any supporting evidence and strike an Appeal Panel composed of three (3) individuals chaired by the President or designate.

Appeal Panel

The Appeal Panel may consider into evidence the investigators Report, the Disciplinary Committees decision and any other relevant evidence presented at the Hearing.

Appeal Panel Notice

Within 10 days after completing a Hearing, the Appeal Panel shall send notice of its decision, by registered mail or courier requiring a signature, to the last known addresses of the of the Complainant and Respondent and report back to directors at the next directors meeting.

Minors

If the Complainant is a minor, the complaint may be brought forward by a "Responsible Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including: receiving all notices on behalf of the Complainant; being present at all dealings with the Complainant.

If the Respondent Is a Minor

If the Respondent is a minor, the following shall apply: making a complaint;

- a. If the complaint is referred to Investigators the investigation:
 - i. a copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;
 - ii. The Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;
 - iii. The Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
 - 1) Responding to a written complaint
 - 2) Receiving all notices of behalf of the Respondent; and
 - 3) Being present at all dealings with the Respondent.

Attempting an Informal Resolution of a Complaint

If the Investigators are attempting an informal resolution of a complaint, the Investigators may speak to the Respondent directly concerning the complaint provided THAT prior to speaking to the Respondent the Investigators shall inform the Respondent that he/she may have a Responsible Adult present during the meeting.

Definitions

Appeal Panel

In an in Camera Directors meeting of the DCDSAA an Appeal Panel shall be struck and comprised of at least three (3) individuals appointed by the Directors. No members of the Appeal Panel shall have any personal or professional involvement with either the Complainant or Respondent and no prior involvement with the matter under appeal. The Appeal Panel will be chaired by the President or designate.

Assistant

An individual appointed by the President to collaborate with the Investigator in the investigation the complaint and who is impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint. Assistant may be appointed from outside of the society.

Board of Directors

A person who has been elected to the DCDSAA through their respective organizations either as the representative or the alternate, as well as any directors at large appointed by the Society for the time being.

Bullying

The act of intentional harm in a relationship where an imbalance of power exists. It includes physical actions (punching, kicking, biting), verbal actions (threats, name calling, insults, racial or sexual comments), and social exclusion.

Complainant

An employee, athlete, coach, official, member or other participant of the DCDSAA activities, who thinks he or she has been harassed.

Discipline Committee

From the Director of the President a Discipline Committee will be struck and be comprised of three (3) people who are deemed to be impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint. The President will be the chair of the committee. After the work of the committee has been completed as referred to in paragraph 7 the committee will step down.

Employee

A person working for the Association either full-time or part-time or in an interim basis.

Guest

An invited person, instructor, judge, professional, etc. who attends or participates in an event taking place on the grounds operated by the DCDSAA.

Harassment

Any behaviour that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes; actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons). The Canadian Human Rights Act prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation.

Investigation Report

The product of an investigation completed by the Investigator and Assistant including, but not limited to, a summary of details, determination of harassment, and recommended disciplinary action if harassment is found.

Investigator

An individual appointed by the President to investigate the complaint and who is impartial, nonjudgmental and has no conflict of interest or personal association with any person involved in the complaint. The Investigator may be appointed from outside of the society.

Invited Individual

A person who is participating in an event hosted by a member organization which has undertaken all the responsibilities of ensuring the rules and policies of its parent organization and the DCDSAA are understood by the invited individual are reasonable and under the rules of natural justice.

Public

The Community or people in general who are on the grounds administered by the DCDSAA.

Representation

A person acting in a supportive role for either the Complainant or Respondent during the informal or formal attempt at resolution; representatives are entitled to observe the proceedings and advise on the form or context of answers during questioning. The Representative will not cross-examine or speak on their behalf.

Respondent

The perpetrator of the action(s) which the Complainant thinks constitutes harassment.

Responsible Adult

Where the Complainant or the Respondent is a minor, a parent, guardian, or other adult of the minor's choice, who may speak on behalf of the minor Complainant or minor Respondent.

Retaliation

Retaliation or threats involving harassment or discrimination cases are not tolerated and will be treated as harassment. Retaliation constitutes the following:

- a. Acts designed to punish an individual who has reported discrimination or harassment.
- b. Threats designed to dissuade an individual from reporting discrimination or harassment.
- c. Acts or threats to punish an individual who has rejected sexual advances.

Sexual harassment

Offensive or humiliating behaviour that is related to a person's sex, as well as behaviour of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive environment.

Volunteer

A person who performs or offers to perform voluntary service for or on behalf of the Society or for or on behalf of member organization.

Harassment Complaint Form

Name:			
Address:			
Phone no.:			
Date(s) of incident(s):			
Name of Respondent:			
Time(s) and location(s) of incident(s):			
Nature of Offence(s)			
Name(s) of witness(es) if any:			
Suggestion as to how you would like the incident(s) be resolved.			
Complainant's Signature:			
If Complainant is Minor, Guardian's Signature:			
Date:			
Name of Person Receiving the Complaint:			

Date Received:	Time Received:
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MEMORDANDUM OF UNDERSTANDING

For Renters and Users

I _____, have received ***the Dawson Creek & District Stables and Arena Association's Policy and Procedural Manual***. I understand the contents that are within the document. I understand that these policies and procedures are subject to change without notice.

Signed by _____

on this day _____ of _____ 20 _____.