

The Florida Whips Policies

Adopted by the Board of Directors: November 23, 2020

POLICIES - The Bylaws contain the basic operational rules for the Club. Other guidelines are adopted as policies, either by the Board of Directors (“BOD”) or the membership at any formally called meeting. These policies are reviewed by each new BOD at their first meeting and either revised or re-adopted as is.

MANDATORY SAFETY RULES of the Florida Whips -

1. Vehicles and harness must be serviceable and in good repair.
2. Horses must have bridles on with reins attached prior to hitching to a vehicle.
3. Vehicles must be unhitched prior to removing the reins and bridles.
4. Never tie a horse or leave it unattended when hitched to a vehicle.
5. The driver must have a Whip.
6. Never pass another carriage at a fast trot or drive too close to another carriage.
7. The driver should be first on the carriage and last off.
8. The Florida Whips strongly encourages the use of helmets in all phases of driving.
9. Juniors under the age of 14 shall always be accompanied by an adult and wear a protective vest.
10. Juniors must wear helmets.

VOTING AND NON-VOTING MEMBERS OF THE BOARD - The voting officers shall be the President, Vice President, Secretary, Treasurer, Membership Chair, Junior Director and the Regional directors; The non-voting officers shall be the Newsletter Editor, Webmaster, Education Committee Chair, Audit Committee Chair; Nominating Committee Chair; and the By-Laws Committee Chair;

REGIONS - The club is divided into three Regions: Northern, Southwestern and Southeastern. Members can choose which Region they wish to belong to, and is basic in its geography.

EVENTS -The BOD or a Region may plan any event consistent with the mission statement, rules of safety, insurance company requirements, and with a vote of approval of the BOD and/or Regional members. Official Whips events must appear at least once in the calendar, newsletter or on the website to comply with insurance requirements.

An Organizer of a Florida Whips Event must be a current member in good standing. They must submit an Event Submission Form to the Regional Director for placement on the agenda at the Annual Planning Meeting. Once approved each Event Submission Form will require a draft budget and attachment of any financial agreement with any co-sponsors or park facility. Clinics, workshops and lesson programs that require insurance and are to be Whips Events must submit an Event Submission Form. It is the job of the Regional Director to collect all Event Submission forms and send to the Secretary and Vice President after the Annual Planning Meeting.

Organizers may charge fees for these events and allocate the profits as follows:

- Designate profits from the event to the Regional Account;
- Designate profits from the event to the State Account; or
- Charge \$10 in excess of each entry fee, which \$10 shall go to the Regional or State Account. Organizer may request the profits from entry fees as compensation for their time and effort; (So if the event has 25 entries, the Region will receive \$250 and the Organizer may profit from the remaining proceeds).
- If the Event is added to the calendar after September 1st, any and all insurance premiums must be reimbursed to the club in addition to the \$10 per entry fee collected.
- If an Organizer requests Advanced Funds from either the State or Regional Accounts, these funds must be paid back in full prior to receiving profits from an event unless otherwise agreed.
- Cash received as entry fees will be replaced by a check from the Organizer and submitted to the Treasurer for accounting purposes.

Checks for Entry fees (along with the Income and Expense Form) shall be made payable to The Florida Whips and submitted to the Treasurer within two weeks following an event where monies were collected. Monies paid to third party professionals will be paid by the Treasurer, (unless, the Organizer has paid for expenses and requests reimbursement) all in accordance with the approved budget, and as shown on the Income and Expense forms. No reimbursements will be made without submission of and Income and Expense Form.

Specific forms and procedures are further outlined on *“Guidelines for Organizing and Event”* and *“Guidelines for Conducting an Event”* which appear on the Website, and are attached hereto for reference.

NON-MEMBER DRIVERS -Non-member drivers shall pay a \$15 surcharge in addition to entry fees, to participate in Florida Whips events. The surcharge money shall be sent to the Treasurer with the person’s name, and may be applied against the membership fee in that membership year. This policy shall be rigorously enforced. This provision applies only to those driving and/or riding horses. Grooms, navigators, guests, volunteers etc., are exempt

JUNIOR DRIVERS -The Florida Whips follow the guidelines of the ADS with respect to junior drivers which states that the “competition age” of an individual will be the age reached during the current calendar year. Junior drivers are those who have not reached their 18th birthday. Adult drivers are those 18 years of age and older

“Junior A” – competition age: 10 and below. Junior A drivers must be accompanied by a knowledgeable adult horseman at all times.

“Junior B” – competition age 11, 12, 13. Junior B drivers must be accompanied by a knowledgeable adult horseman at all times. EXCEPTION: Junior “B” drivers competing with a single Very Small Equine (VSE) turnout in a securely enclosed arena need not be accompanied by a knowledgeable adult horseman unless required by the organizer.

“Junior C” – competition age 14, 15, 16, 17, 18. Junior C drivers competing with a single horse/pony turnout at their discretion need not carry a groom/passenger unless required by the competition.

TREASURY –

- The Club shall maintain a balance of approximately equal to one year's expenses;
- State Fund Expenditures of more than \$500 must be approved by the membership.

ATES –

- Full Page Event Ads –
 - Florida Whips Events- Free;
 - Non-Whips Events - \$20
- General Full Page Business Ads -\$40 per issue; \$300 annual rate
- ½ Page Business Ads - \$25 per issue; \$200 annual rate
- ¼ Page Business Ads - \$20 per issue; \$100 annual rate
- Annual Business Card Ad - \$50 annual rate
- Classified Ads – Up to 100 words, and one photo to run for 3 months
 - Florida Whips Members - free;
 - Non-Whips members - \$15.

(REV. 11/25/2020)