



## House rules T.S.R. Cave ne Cadas

The house rules apply to all members and board members of T.S.R. Cave ne Cadas. The rules have been drawn up from the point of view of safety, maintaining good order, and the idea that there are norms and values at Cave ne Cadas which we account all members to apply. Board members and third parties are ought to apply the house rules in this document. Whenever these instructions (house rules) are not followed, measures can be taken. These measures are included in this document. In all cases which the law or these house rules do not provide, the chairman of T.S.R. Cave ne Cadas will decide. The board can, when needed in individual, occasional situations, act otherwise. T.S.R. Cave ne Cadas acknowledges the following members:

- ***Regular members***

These are the active, riding members. They signed up for the association with the secretary, and signed the registration form. They became a member when they were registered at a university, open university, or college (HBO-study, MBO-study). They pay contributions and have the right to vote. They have priority when signing up for riding lessons and activities.

- ***Half year members***

These are active riding members, who only want to be a member for half an academic year. Everyone that signs up after February 1st will automatically become a half year member until August. They pay half the contributions and have a right to vote. They have priority when signing up for riding lessons and activities.

Half year membership is from August 1st until January 31st or from February 1st until July 31st.

- ***Exceptional members.***

The board has the right to, in exceptional circumstances, assign a person who is not a student, to become an exceptional member. The general member meeting can undo this decision. An exceptional member has the same rights as a regular member and pays the same amount of contributions. They have the right to vote. They too have priority when signing up for riding lessons and activities.

- ***Alumni members***

Alumni members are those who have graduated their studies and have not been



assigned exceptional members. They have declared they want to be an alumni member themselves. They pay the alumni contributions, which is equal to half the regular

contributions. Alumni members can participate in riding lessons and activities, but they do not have priority. They do not have the right to vote. If an alumni member is still active in a committee, it will keep the same rights and privileges as an active member. It will also pay the same contributions as active members. The moment an alumni member decides to stop with the committee the rights and privileges fall away immediately as well. The already paid contributions will not be paid back, and the alumni member will pay the alumni contributions amount at the next contributions invoice.

- **Honorary members**

Members who, because of exceptional earnings for T.S.R. Cave ne Cadas, have been nominated by the board and based on at least ten votes by members, have been appointed by at least two/third of the votes to be honorary members. They do not have the right to vote.

- **Donors**

Donors are those who have finished their studies and have been a member of Cave ne Cadas for at least two years. They have to formally request to become a donor to the secretary. The amount to be donated is according to own insight. Donors do not have the right to vote.

### **Additional rules:**

- **Contributions**

The contributions amounts €40,- and will be paid in two terms. The first term is with the first invoice from the lessons of the new academic year (beginning of October). The second term is with the invoice of the first lessons of the new calendar year (beginning of February). The invoice needs to be paid no later than two weeks after the spread of the invoices. The treasurer will send a reminder in the Whatsapp Announcements group and in the email containing the invoice about the contribution.

Half year members who join starting February 1st or later pay half the contributions, which equals €20,-. This also needs to be paid two weeks after the first invoice with the contribution that they receive. The treasurer will spread the invoice through email.

For payments after the two weeks after sending out the invoices a fine will be added to the invoice. This fine is €5,- per week, with a maximum of six weeks. After six weeks the concerning member will be excluded of the riding lessons and activities until the contributions have been



paid.

- ***Cancelling membership***

When you wish to cancel your membership, you should formerly do so by sending an email to the secretary, [secretaris@cavenecadas.nl](mailto:secretaris@cavenecadas.nl). If you do not cancel your membership before October 1st or February 1st, you are ought to pay the contributions for that year. This also applies when you cancel your membership later that year.

- ***Sportscard***

Members who have a membership at FOSST (sportscentre) will receive a discount on the riding lessons. This will be settled on the monthly invoice. The sports card number is the owner's own responsibility. If they do not notify us of any extensions, then they will not receive a discount for that month's bill.

- ***Lesson prices***

The lesson prices equal the prices that the association pays to the riding school (manege Thielen). Every change manege Thielen makes in these prices, will be directly applied to all members. The price for a jumping lesson is equal to the price of a dressage lesson.

- ***Sign up/sign out***

Signing up for the riding lessons on Tuesday is possible until Sunday evening at 18.00, via an email to the chairman. Did you sign up for the lesson but did something come up? You must send your signing out email also before Sunday at 18.00. This should be done by sending an email to our chairman [voorzitter@cavenecadas.nl](mailto:voorzitter@cavenecadas.nl). If you sign out too late or not at all, you will have to pay for your lesson. Cancelling the lesson cannot be done through WhatsApp. There is no exception in case of sickness including getting the coronavirus. The only exception is getting into the hospital or the passing of first, second or third degree family members.



- ***Transportation***

The members who ride in the 20.00h lesson will cycle to the riding school (Oude lijn 7) from the sports centre (Academielaan 5) at 18.50. The 21.00h lesson leaves at 19.50. When members want to drive by car, they do not bring other members with them unless this means every member can go by car. This way no choices between members have to be made. Please notify the board via WhatsApp or state it in the signing up email. When leaving to the stables directly from for instance work, make sure you're there at least 30minutes prior to your lesson.

- ***General members meeting:***

Every year in June a general members meeting will be held. In this meeting the new board will be settled and the previous academic year will be evaluated. During this meeting we will be looking ahead to the upcoming year. Any changes that are made to the house rules during this meeting are then sent to all members. If they do not object, then the notion is considered to be accepted.

- ***Audit committee***

This committee consists of at least two members who are members of the board of commissioners.

- ***Privacy***

Cave ne Cadas requests some personal information from members, which is highly necessary. This information will not be shared with third parties. The only exception is your weight, height and date of birth, so manege Thielen can put this in their system. This information is used to assign horses to members.

- ***Instructions***

Instructions given by staff of manege Thielen, during lessons or at the riding school, and the board of T.S.R. Cave ne Cadas should always be followed, considering safety and good order. When becoming a member of T.S.R. Cave ne Cadas you agree to all mentioned above.

- ***Announcements Whatsapp Group***

Cave ne Cadas has a Whatsapp Group in which all important announcements are shared. It is mandatory to join this Whatsapp group. Failure to comply with this command will result in suspension of signing up for the lessons until the absentee is part of the announcement groups chat. We cannot enforce this restriction when someone either does not have a smartphone or Whatsapp, whether for a form of principle or other reason.



- ***Payment invoices***

Around the first of the month the invoice with the ridden lessons, participated activities and bought products of the month before, will be sent out by email via the treasurer. A member has two weeks to pay the invoice. This is clearly stated in every email containing invoices that the treasurer sent out. There will be a reminder to pay the invoice if the member hasn't paid in time. After this reminder the member has two more weeks to pay the invoice. If this also doesn't happen a fine will be added to the invoice. This fine is €5,- per week, with a maximum of six weeks. After the four weeks of possibility to pay the concerning member will also be excluded from the riding lessons and activities until the contributions have been paid.

- ***Signing up/ out activities***

Cave ne Cadas organizes activities on a regular basis. Signing up or signing out for these activities is possible till the latest date that is mentioned in the activity description. Signing out after this date automatically results in paying for full costs of the activity. This also includes the discount that a member was going to receive from the association. The full amount charged by the external party must be paid by the member. Exception is getting into the hospital or the passing of first, second or third degree family members. Other exceptions are not made but the board always has a veto in this.