



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:

- Active 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. You can be an active member up till the end of the academic year in which you finish your studies.

- 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. This decision needs to be voted in during a general members meeting. 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. An exceptional member gets this status for one year and will automatically be resigned from this position and become an alumni member.

- 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. A member must inform the board themselves of the end of their studies. If they do not, the membership will automatically be renewed and the contribution must be paid. When noticed that an active member is not studying anymore in that academic year, the member immediately loses all the active member rights.



- 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 one's own insight. Donors do not have the right to vote.

Additional rules:

- Contributions

The contributions amount €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. Signing up anywhere between October and January means that the full contribution needs to be paid.

An invoice needs to be paid within two weeks after sending it. After those two weeks a reminder is sent out. This gives the members another two weeks time to pay. If the invoice is still not paid after those four weeks in total a fine will be added to the invoice. This fine is €5,- per week, with a maximum of six weeks. When the fine is added to the invoice you are automatically excluded from all lessons, activities and other events, till the invoice is paid. You lose your spot on the spare list. If after six weeks of adding fines, the invoice is still not paid, the concerning member will be signed out from the association but still has the obligation to pay the said invoice.

- Sportscard

Members who have a membership at Tilburg University Sportcenter 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. The board will check this twice a year with the Sportscenter. If it turns out you have received a discount over some of the months that you did not have a valid membership, you will have to repay that retroactively.



- 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 before Sunday at 18.00 as well. This should be done by sending an email to our chairman voorzitter@cavenecadas.nl. If you sign out too late, not via email or not at all, you will have to pay for your lesson. 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. The board is free to fill your spot in the lesson with another member if necessary. However, always try to prevent signing out from happening. Signing out should not be done on WhatsApp. Trading places in the lesson should not be done by members. The board can do this when other members are on the waiting list for the riding lesson. In the event that the lesson time is adjusted by Cave ne Cadas or the stables after the Sunday 18:00 prior to the lesson, the money for this lesson can be requested back by the member if this means that he or she now has to ride at another time and cannot come. When the lesson time is changed by manege Thielen, the members follow the lesson fee regulations of manege Thielen.

- Transportation

The members who ride in the 19:00h lesson will cycle to the riding school (Oude lijn 7) from the sports centre (Academielaan 5) at 17.50. The 20:00 lesson leaves at 18:50 and 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, make sure you're there at least 30 minutes 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. In September/October there will be a general members meeting. The previous board year will be evaluated and during this meeting the board will present its budget and policy plan. Any changes that are made to the house rules during this meeting are then send to all members. If they do not object, then the notion is considered to be accepted. The members also need to vote in the policy plan and the budget. In February there is also a general members meeting. Were will be presented where the board is based on the policy plan and other point that have come up during the first half year will be discussed with the members.

- Cancelling membership

When you wish to cancel your membership, you should formerly do so by sending an email to



the secretary, secretaris@cavenecadas.nl. If you do not cancel your membership before September 15th or January 15th, you are ought to pay the contributions for that year. This also applies when you cancel your membership later that year, or do not attend any lessons or activities. If you do not pay your contributions on time, a fine of €5 per month will be added to your invoice starting from November or March.

- Audit committee

This committee consists of at least two members who are entitled to vote.

- 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.

- Committees

You can join a committee when you are an active member. You can stay a committee member for up to three years after you've become an alumni member. As a reward for continuing your help for the association you will keep the same rights as an active member. New members have priority in joining the committee. As a committee member you always pay the active member contribution. The moment an alumni member decides to stop with the committee themselves, the rights and privileges fall away immediately as well. The already paid contribution will not be paid back, and the alumni member will pay the alumni contribution amount at the next contributions invoice.

- 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.



- **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.