

Burnaby Horsemen's Association Policy: Instructor Teaching Schedule Policy

Approved: MARCH 28 2022

Applicability

This policy details the guidelines for issuing teaching times to instructors at BHA.

Policy

- a) The indoor arena is open for instructors seven days a week with the following exceptions:
 - Wednesdays 5pm-10pm
 - Board approved Clinics and Events
- b) The Public Lesson Program has priority in all arenas and will receive first choice of lesson times.
- c) Community outreach programs may book times seasonally on Wednesdays up to 5pm.
- d) Approved instructors may book up to 4 hours a week in the indoor arenas during riding "prime time" (weekdays 4 – 7PM, weekends 10 – 3PM). Additional hours can be booked in indoor arena outside of these prime times.
- e) Only two instructors can teach in the indoor arena at a time.
- f) The Director of Lessons and Clinics contacts all of the instructors in October and April before setting the new indoor schedules for winter and summer periods and to solicit any new requests.
- g) If an instructor wants a different time, she/he must contact the Director of Lessons and Clinics to arrange a change. The Director will contact any other instructor who has already been allocated the requested time to work out an arrangement.
- h) Instructors can arrange alternate times with each other (i.e., trade/exchange times, etc.) for occasional changes. The Director of Lessons and Clinics must be made aware of any permanent changes.
- i) New visiting instructors must indicate what times are needed for teaching on their application and receive approval from the Director of Lessons and Clinics.
- j) All cancellations of lesson times must be emailed as soon as possible to the Director of Lessons & Clinics, who will update the calendar.
- k) The arena calendar is used to audit ring fees.

Supporting Documents

- 1) Related BHA Policy
 - a) Approved Instructor Insurance
 - b) Definition of Instruction

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c) Instructor Ring Fee

2) Related BHA Forms

- a) Monthly Ring Fee Report Form
- b) BHA Instructor Application Form

Review Schedule

Policy Adopted:	MARCH 28 2022
Policy Owner:	Director of Lessons and Clinics
Next Review Scheduled:	December 2024

Version History

Date	Version Number	Details
MARCH 28 2022	1.0	Initial version posted on BHA website
December 03, 2023	1.1	Instructor free time update & clarification