

Burnaby Horsemen's Association Policy: **VOLUNTEER PROGRAM**

Approved: [January 22, 2026](#)

Applicability

Volunteerism is vital for keeping the association running smoothly and ensuring that membership and facility fees remain affordable. By getting involved in activities such as joining a committee, helping with events, or assisting with facility maintenance, you contribute to reducing the club's expenses. This, in turn, helps lower dues and eases the burden on the small group of members who volunteer.

All senior members are required to take part in the mandatory volunteer program. Additionally, other membership types, such as junior and non-riding members, are also expected to contribute and support the association.

Policy

- a) BHA will implement an effective volunteer program by reaching out to volunteers with clear information, identifying valuable tasks with defined expectations, offering support, training, and access to necessary equipment, and providing a system to track and monitor volunteer hours.
- b) The Volunteer Committee is tasked with creating and managing approved volunteer opportunities for members, coordinating events, tracking volunteer sign-ups and logged hours, and addressing any inquiries related to volunteering.
 - i) The Volunteer Committee will be chaired by the Director of Volunteering and includes two representatives, who are not on the Board of Directors, from each barn.
 - ii) A sign-up and tracking system for approved volunteer work throughout the year will be made available to all members.
 - iii) Stall holder requirements of stall/loft maintenance, barn duty, bin duty, leaf duty, and picking up after my horse in arenas or holding pens do not count as approved volunteer hours.
- c) Every Senior BHA Member is required to do 10 hours of approved volunteer work per year, valued at a rate of \$25/hour, for a maximum value of \$250 per calendar year. Volunteer work in excess of 10 hours will not roll over to the next calendar year, but may be transferred to another member within the same calendar year.

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- d) The annual volunteer program fee (\$250) must be submitted in advance via a post-dated cheque (dated December 31), or e-transfer in lieu of cheque, with the membership application.
- i) Credit will be given at a rate of \$25/hr for any approved volunteer hours worked.
- ii) At the conclusion of the year-end volunteer hours reconciliation, if the required volunteer hours have not been fulfilled, the annual fee will be processed as follows:
 - if paid by post-dated cheque, the cheque will be deposited. If partial hours have been completed, a refund will be issued for the hours worked, based on the assigned value rate.
 - if paid by e-transfer, then a full or partial refund will be issued for the hours worked, based on the assigned value rate.
- e) A member may opt-out of the required volunteer work in advance by paying the annual \$250 Opt-Out fee with their membership application.
- f) Juniors members (12+ years) and non-riding members are required to complete 5 hours/year with no associated annual fee.
- g) For new members joining BHA on or after July 1st, the required volunteer hours and Opt-Out fee will be prorated.

Related Procedure

- 1) Sign-up and tracking of approved volunteer work:
 - a) Approved system to be used to track volunteer hours
 - b) Volunteer Director and Committee will monitor member's work completion, follow up with members where needed throughout the year, and report out program status to the Board and members on a regular basis.

Supporting Documents

- 1) Related BHA Policy & Procedure
 - a) Payment Policy
 - b) Membership Policy & Form

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- 2) Related BHA Constitution & Bylaws
 - a) Bylaw Part 2 - Membership
- 3) References

Review Schedule

Policy Adopted:	January 22, 2026
Policy Owner:	President, Director of Volunteering & Internal Engagement
Next Review Scheduled:	Oct 2025

Version History

Date	Version Number	Details
May 8, 2025	1.0	Initial version posted on BHA website; soft-launch of program
Jan 22, 2026	2.0	Addresses maximum volunteer hours, transfer of hours, and e-transfers in lieu of cheques.

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APPENDIX A - APPROVED VOLUNTEER EXAMPLES:

1. Board of Director position
2. Committee participant: Barn Committee, Tractor Committee, Volunteer Committee, Trail Committee etc.
3. Various Board appointed sub-committee participant
4. Attending AGM and SGM (one hour each)
5. Encourage individuals or small groups to "adopt" a space and take leadership for its care. A barn could have a holding pen group that does regular top-up, or a weed whacking group.
6. Meeting BHA contractors or tradesmen (typically early morning)
7. General maintenance of common areas
8. Fixing or topping up holding pens
9. Washing and/or painting common areas (bathroom, stairs)
10. Pressure washing barn wash racks
11. Snow and ice removal in winter
12. Equipment maintenance (jump repair/painting, horse play equipment, mounting blocks, seating, etc.)
13. Arena maintenance
14. Participating in a work party in Spring/Summer/Fall
15. Participating in brush clearing
16. Open House (scheduled for May each year)
 - a. Barn ambassador (6 hours)
 - b. Demonstration/performance participant
 - c. Food kiosk
 - d. Pony rides
 - e. Organizing committee (starting in February)
 - f. Parking (6 hours)
 - g. manure information kiosk
 - h. Set-up/take-down
17. Community outreach support (typically Scouts, Guides or other youth group):
 - a. Organizing and supporting a visit (5 hours)
 - b. Ambassador/ horse care lesson (3 hours)

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MEMBERSHIP FORM Information/Questions for membership form (when launching):

Volunteer Program:

1. Are you a stall holder?
 - Yes, what Barn/ Stall?
 - Yes, how many other members are associated with this stall?
2. No, what barn/stall are you most strongly associated with?
3. My choice to participate in BHA's volunteer program requiring completion of volunteer work this year:
 - I am **opting out** of my ten (10) hours of volunteer work and understand that the Opt-Out fee of \$250 is non-refundable.
 - I will be **completing** my ten (10) hours of volunteer work and understand that I am required to do so in order to receive a per-hour credit for hours worked.
4. I agree that I will log my volunteer work in the tracking processes . Unlogged work will not be counted by the Volunteer Committee.
5. Do you have any specific limitations for volunteer work?
6. Do you have any relevant trades or professional skills (IT, media, accounting, policy, etc.)?
Yes/No

Please list relevant trade or skills: _____

7. Do you have access to power tools, or weed/brush clearing equipment? Yes / No