



Glenmore Hunt Club

BUSINESS AND GENERAL WORKING POLICIES

RESPONSIBILITIES :

The Master(s) of Foxhounds is (are) responsible for the field foxhunting and only those things directly related thereto. This includes the things specified in the By-laws and by the MFHA guidelines; hound shows (including ribbons, advertising, etc.); blessing of the hounds (including clergy & stirrup cup); joint hunt meets; etc.

See By-laws Article VII # 5 for more information about the duties of the Master (s).

The President and the committee chairpersons are responsible for all other functions of the Club. In general, unless otherwise specified in the By-laws, all committees are responsible to the President. The president is an ex-officio member of all committees and should be advised of all meetings, activities, etc.

MAILING ADDRESS:

Since Glenmore is a Virginia corporation, for continuity, all mailings for any thing associated with Glenmore Hunt, Inc. are to be sent to Glenmore Hunt, Inc., PO Box. 396 Staunton, Virginia 24402-0396.

EMAILING:

The Secretary holds a complete list of all email and home addresses. It is recommended that all emails to the general membership be sent to the Hon. Secretary, who will then forward them to the complete list of members. Members who prefer to receive their information by mail (or who do not regularly use email) should inform the Secretary who will then mail the information to the address of their choice.

LIABILITY WAIVERS:

For insurance requirements, all riding participants in Glenmore activities must sign a Glenmore waiver. Obtaining and keeping waivers is the responsibility of the Secretary. He/she should assure that this is accomplished in his/her absence.

MEMBERSHIP FOLDERS:

The Secretary is to assure that all members have up-to-date Glenmore Member Folders. Annually, memberships should be sent a current Member Roster and all materials developed or changed in the past year. This should be done as soon as possible after the May board meeting when the incoming President has appointed committees and the chairpersons of them have been approved by the Board.

NEW MEMBERS:

Once approved for hunt status, capping fees must continue to be paid until initiation fees and dues are current to date.

New members will be presented with a bill for initiation fees and dues only after they have received their **welcome letter** from the Membership Committee Chairperson. Communication about this between the Membership Committee Chair and Treasurer is essential. All bills should be presented by mail.

CLUB PROPERTY:

The Property Committee is responsible for the maintenance and upkeep of leased facilities as well as the club's personal property (except the hounds). Hounds and the property directly related to the hounds (collars, leads, kennel equipment, etc.) is the responsibility of the Master(s). Members may borrow personal property such as dishes, silver service, etc. for one-time non-Glenmore events.

OFFICE KEYS: Keys to the Glenmore Offices are presently kept by: MFH, President, Vice President, Hon. Secretary, Treasurer. Air Land Real Estate keeps the original keys. The Glenmore office is for use by all members at their pleasure.

POLICIES REGARDING EVENTS, FUNDRAISERS AND SPECIAL PROJECTS

PAYMENT / REIMBURSEMENTS:

At the Nov. 5, 1996 meeting, the BOD determined that: All purchases are to be authorized by the member responsible for the event or special project before they are submitted for reimbursement or charged to Glenmore.

1. Authorized vouchers are required before reimbursement or payment will be made for any event or special project. The treasurer will provide said vouchers to the event or project chair.
2. Pre-authorization may be requested (by voucher) for expenditures that must be made in advance of the actual event or project.

DATA BASE:

After each horse event or fundraiser, the checks (or a photo copy of them) and the entry forms should be sent to the DATABASE KEEPER so they may update the database. Checks should then be sent or given to the TREASURER.

The Database is quite valuable and is used to create labels for our events and fund raisers so it is important to keep it as current as possible.

The Glenmore Database may be used to furnish mailing labels to other organizations for their activities as long as they (1) do not conflict with Glenmore's and (2) organizations will furnish their mailing lists to us to help build our database.

HORSE EVENTS FOOD SERVICE:

The **Social Committee** shall develop the calendar of social events in conjunction with the **Calendar Committee**. All events coordinated by the **Social Committee** will be considered socials for membership eligibility (Hunt Breakfast, Hunt Balls, Formal Tailgates, etc.).

The **Social Committee** is not expected to provide food service for **Horse Events** since their primary purpose, according to the By-Laws, is to organize **Social Events**. Chairpersons who wish to have the Social Committee help with their related food service should specifically request their help in a timely fashion. Horse Events chairpersons may seek food service outside of Glenmore as long as it falls within their projected budget.

RIBBONS AND AWARDS:

The Horse Events Chairperson is responsible for ordering ribbons for the entire year. He/she should contact the chairpersons of individual events to get their anticipated requirements and make the order to take advantage of off-season discounts. The Glenmore fox-on-a-rock logo should be used when practicable. Hodges Badge Co., Portsmouth, RI has our logo and gives a substantial discount for prepaid orders placed before March 1. The Treasurer will honor a voucher request (with a breakdown of the planned events' needs) signed by the Horse Events Chair (or other designated person) to prepay the order.

PUBLICITY / PUBLICATIONS:

Is responsible for the continuity of all Glenmore advertising, flyers, publications and publicity. Publications and publicity, dealing directly with hunting, matters must be approved by the Masters. This may include keeping the website updated. All Events and Project Chairpersons shall submit their advertising/publicity/publications information to the chair of this committee to be reviewed for consistency. The Committee is NOT responsible for actually seeing to the printing and mailing of flyers for events. This is the responsibility of the Event chairperson and his/her committee members.

Mailing labels for event mailings may be obtained from the **Database Keeper**. One month's advance notice is recommended to receive your labels in time for your mailing.

CALENDAR / HORSE EVENTS COMMITTEE:

This Committee should meet as soon as possible in May (or after being formed) in order to develop the Calendar through Sept. 30th of the following year. It is recommended that this committee review the calendar and make revisions whenever it is deemed necessary. Copies of the proposed calendar shall be distributed to all members. Any changes to be made in the published Calendar should be approved the Calendar Committee Chair and it's members.

CHECKLISTS: There are several checklists available from the Publications Chairperson for guidance in conducting various functions.

MISC. POLICIES

LANDOWNER RELATIONS:

The importance of landowners who allow Glenmore to hunt on their property cannot be overemphasized. Landowners give permission to Glenmore to have published organized club activities on their property along with the preparations and maintenance necessary for such activities. That permission does not extend to individual members. Members are NOT to take advantage of their relationship with Glenmore to approach any landowner for permission to camp, hunt deer, picnic, ride horses, fish or otherwise be on their property.

The responsibility for the relationship between the club and the landowners is that of the Master(s). All dealings with the landowners must be cleared through them. This includes trail clearing, building jumps, repairing fence, marking (& removing) trail for paces, installing locks, etc.

In order to preserve landowner relations and reduce potential liability claims it is necessary that members refrain from bringing pets to Glenmore Hunt functions.

HOUND SPONSORING:

Members are encouraged to sponsor individual hounds. See one of the Masters to become a hound sponsor. It is a voluntary program whose main purpose is to stimulate interest in our hounds, develop camaraderie, and to welcome financial contributions to the support of sponsored hounds. Members will see in our meeting budget reports the routine expenses of keeping a pack of hounds healthy and happy. Some sponsors pay for routine de-worming, a new collar, a trip to a training preserve, special blood work, etc. Some furnish a bag of feed or a bag of treats from time to time. Others occasionally send in a general donation to their hound. No sponsor is expected to contribute to the costs of injuries, illness or pregnancies. Hounds write letters to their sponsors once or twice a year. When Glenmore MFH(s) prepare to "retire" a hound, his/her sponsor or former sponsors and/or other Glenmore members will have 1st right of refusal to adopt.

TAILGATES:

Tailgates are an integral part of Glenmore and contribute greatly to the success of the Hunt. They provide an opportunity for ALL members to participate in field hunting and ALL members (whether riding or not) are welcomed and encouraged to attend. Glenmore will have "Formal" and "Informal" tailgates. **"Formal" tailgates** will be indicated on the fixture card with a (t).

"Informal" tailgates: are ad hoc affairs that anyone may attend -- but are generally simple affairs, put together by riders and other interested members immediately following a hunt (be it weekday or weekend).

"Formal" tailgates: are planned in advance and provided by the **Tailgate Host Volunteers**. Tailgate Host Volunteers will be solicited in conjunction with the fixture card. Host volunteers will be requested for approximately one weekend hunt per month and for special hunts such as joint meets, holidays and Junior Hunts. When a number of special hunts or events fall in the same month, a scheduled tailgate may be eliminated.

Scheduled Tailgate Volunteers are reminded that hosting a tailgate is their responsibility. They may seek a substitute if the need arises. Hosts are advised of the following from the January 2, 1996 business meeting:

"Unless the hunt is at a place where there is shelter, the decision whether or not to have the tailgate will be decided by the people scheduled to host it for that particular day. If the weather conditions are too severe or uncomfortable for the riders or the preparers to stand around after hunting, it will be canceled for that day." Tailgate hosts have the right of final decision.

JUNIOR WHIPPER – IN PROGRAM:

The Junior Whip program is designed to encourage and educate Junior hunters. All Junior members are eligible. The requirements to qualify as a Junior Whip are:

1. Walk out w/ the huntsman 5 times
2. Attend one Glenmore staff seminar
3. Know and recognize at least 5 couple of entered hounds by name
4. Complete 5 scheduled hunts
5. Ride as an "assistant whip" on one scheduled hunt

Qualified Junior Whips will be recognized as fully able to serve on scheduled hunts to assist the regular whips or to serve as substitute Whips. They should also expect to be called upon to assist the huntsman with a variety of hound-related tasks. The Junior Whip Program does not have any direct relationship to the awarding or wearing of Glenmore Colors. (The wearing of Scarlet continues to be a **privilege of adult** staff.)