



## **Buffalo Bill Saddle Club Trail Rider Guidelines (Keep for your reference)**

ALL riders are REQUIRED to follow the Trail Rider Guidelines.  
*IMPORTANT: See the following pages for the **Code of Conduct**.*

- ✓ Always contact the designated trail boss for the event to let him know you plan to participate **and to provide a way to contact you should the plan change.**
- ✓ Trail Boss and Drag Rider are the ride Supervisors. Know who they are prior to the ride. For the sake of safety and comfort, they have the final say. No one is to ride ahead of the Trail Boss, or behind the Drag Rider. If you are asked to be the Drag Rider, you ARE NOT to PASS the LAST RIDER, except to get help, if needed. Your job is to supervise the back of the ride and you MUST BE the LAST rider.
- ✓ Please be on your horse and ready to ride by the specified time. The ride must leave on time. If you are running late, it is your responsibility to inform the Trail Boss that you will be catching up and to make sure you know the trail.
- ✓ Stay on the trail between the Trail Boss and the Drag Rider. If you must leave the ride or trail, notify either supervisor.
- ✓ If the Trail Boss is the Landowner, DO NOT ask to ride ahead.
- ✓ Keep with the ride pace. Do not race past others OR lag behind. (If you lag too far behind, you may have to leave the ride.)
- ✓ Fight erosion and stay on the trail, no shortcuts.
- ✓ Pass on the left at a walk or trot after asking permission.
- ✓ Maintain a safe distance between horses. Do NOT tailgate. If you or your horse get kicked, it is YOUR fault (the rider in front of you cannot see how close you are getting.)
- ✓ If your horse has a tendency to kick, tie or weave a red ribbon in the tail.
- ✓ Do not stop on narrow trails or at the top of a steep hill until it is safe for all riders.
- ✓ Be considerate at watering places, cross down stream of drinkers at a slow pace.
- ✓ Walk slowly across streams. After your horse has taken a drink, continue across the stream, moving up several horse lengths in order for the next horse to have a place to move to when they have completed their drink. Continue moving in this manner until all horses have completed the crossing.
- ✓ All refuse/trash must be carried out. Pack it in, pack it out. Put litter in trash cans or carry it home. Take out more than you brought in.
- ✓ No smoking (or vaping – e-cigarettes) when mounted, filter must be carried out with remainder extinguished and buried.
- ✓ Controlled dogs are allowed per rules of govern at each ride, unless specified no dogs.
- ✓ Members are responsible for conduct of guests. Members are responsible to inform guests of riding guidelines. Members are also responsible for ponying of horses containing small riders who cannot comfortably control a horse at a walk, trot or stop. (Not only for the small rider's safety, but for the safety of others who may be in the path of an uncontrolled rider and horse.)
- ✓ Heels and saddles are required. Breast collars, back cinches and cruppers are recommended on most rides for safety's sake.
- ✓ Riders 18 years old and younger are REQUIRED to wear a helmet.

Last revision: April 2018

*IMPORTANT: See the following pages for the **Code of Conduct**.*



## **Buffalo Bill Saddle Club Code of Conduct**

*Last Revised: July 2018 and appended to **Trail Rider Guidelines** above.*

BBSC Member's must abide by the BBSC Trail Rider Guidelines, The Bylaws, and this Code of Conduct. This document focuses on misconduct whereas the Trailrider's Guidelines focuses on expected behavior on trail rides for all members and guests.

### **Inappropriate Conduct**

Being under the influence of alcohol or drugs of any kind are not allowed at BBSC activities. Using profane, obscene, threatening or injurious language or gestures directed at any officer, member or guest, any activity or condition that unreasonably interferes with a member's or guest's comfort and safety at any BBSC event is prohibited including but not limited to:

1. Harassing or threatening BBSC officers, members, or guests.
2. Disruptive use of personal communications devices. Cell phones should be put on vibrate or answered quickly and in low tones away from the meeting or activity.
3. Verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug use, intoxication, theft or attempted theft, physical harassment, sexual misconduct, or any behaviors that threaten the safety, security, and comfort of officers, members, or guests.

### **Inappropriate Communications**

1. Accessing, displaying, transmitting, or disseminating materials, whether in text or graphic form, so as to unlawfully harass or threaten members or guests of the BBSC.
2. Violating copyright laws and other intellectual property rights.
3. Obscene, sexist, or racist content.
4. Personal attack, insults, or threatening language.
5. Potentially libelous statements.
6. Plagiarizing material.
7. Private, personal information or emails forwarded or published without consent concerning the club.
8. Official BBSC emails from the club email address are to be used strictly to notify members or prospective members of upcoming events, scheduling changes, cancellations, newsletters, website info, and or other club related business.
9. Members must not use the BBSC membership list for other than BBSC related business. Members must not make personal comments, solicitations and/or other actions as provided for under the code of conduct. In the event a member abuses this contact list, he/she will receive a warning from the board, sent by the Secretary. If a second offense occurs, the individual's membership will be revoked without action of grievance procedures.

### **Disciplinary Processes**

Complaints of misconduct or any other charges against any member must follow the disciplinary processes as follows.

#### **A. Immediate Removal**

1. The person in charge of an activity or meeting and/or any officer may ask the offending person to leave immediately, without prior approval of the board.
  - Serious offenses include but are not limited to verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug use, intoxication, theft or attempted theft, physical harassment, sexual misconduct, or any behaviors that threaten the safety and security of officers, member or guests.
2. The person in charge of any activity or meeting may call the proper authorities rather than put themselves or other officers, members, or guests, in a threatening situation.
3. The member asked to leave will be under a temporary suspension of BBSC member

privileges until the grievance procedures have been completed.

**B. Investigation of Misconduct**

If a Member's behavior or activities are thought to be detrimental to the best interests of the BBSC, allegations will be investigated by the Grievance Committee and their findings shall be reported at the next regular meeting. A ballot of voting members will be taken with a two-thirds (2/3) majority required to terminated membership in the BBSC. All initiation fees and annual dues paid to the BBSC will be forfeited.

**C. Grievance Procedures**

All complaints of misconduct or any other charges against any member must be made in writing, and sent via U.S. Mail Certified Return Receipt to the BBSC Secretary within seven (7) days or incident. All allegations must include specific statements of fact regarding the alleged offense(s).

1. The Secretary must provide notice to all parties accused via U.S. Mail Certified Return Receipt of the alleged violations within seven (7) days of receiving the grievance via U.S. mail.
2. **A Grievance Committee will be formed** consisting of seven (7) members, with the subject of the grievance being held in confidence, upon the Secretary sending notice to voting members via email and and/or regular U.S mail to those without email, within 7 days of receiving the grievance. The seven members selected are on a first to respond basis. The Secretary will be responsible for performing all duties surrounding a grievance hearing. (In the event the grievance is against or concerns the Secretary, these duties must be conducted as specified by the past President who is serving on the board.)
3. The charged party must have fourteen days to respond to the Secretary addressing the allegations, allowing the party fair notice of stated accusations. Upon fourteen days, both parties involved with the grievance will be provided notice from the Secretary via U.S. Mail Certified Return Receipt indicating the time and place of the convening hearing.
4. Both parties must be permitted to excuse one member of the committee for cause. Should the accused fail or refuse to appear before the hearing or engage in conduct designed to disrupt the hearing, the grievance must be decided upon in abstention. Should the charging party fail or refuse to appear before the hearing committee, the accusations must be dismissed.
5. All parties present will present their testimony to the hearing committee. Parties must also be permitted representation by another member only, no legal council is permitted unless the representative is a BBSC member. Recording devices will be permitted for use during the hearing.
6. After all information has been presented to the committee, the committee will conclude the open portion of the hearing and retire to executive session. A decision will be rendered by simple majority vote based on the facts presented. The decision will be written and contain the signatures of all committee members and provide to both parties via U.S. Mail Certified Return Receipt within seven (7) days upon conclusion of the hearing.
7. The decision must contain the date of the hearing, violation presented, findings of the committee, recommended corrective action, suspension, termination of membership and/or reasonable time line to correct violations if the party is found guilty in whole or part. Decisions of the grievance committee will be final and binding, further action by either party may be made by appealing to the local court of competent jurisdiction.

**IMPORTANT:** All documents relating to the misconduct/grievance must be given to the Board of Directors to keep on file for future reference.

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