



## NEWDA Policy

1. It is the policy of NEWDA to comply with all 501c3 nonprofit organizations requirements related to sponsorships and advertisements; state and federal filings required; rules and regulations under USEF/USDF.

2. As NEWDA recognizes the risks involved in sponsoring mounted or horse involved events, we make insurance coverage readily available to protect our organization. Should a Chapter choose to hold an event without insurance coverage, they do so with the understanding that the event will be considered a non-NEWDA sponsored event, and the chapter officers may be held personally liable.

a. If the Chapter will have a non-member and a horse in the same vicinity, the Chapter **MUST** purchase insurance.

b. If the Chapter has someone coming in to give a demonstration with demo riders, the riders **MUST** be members unless the Chapter is **PAYING** the demonstrator and he/she provides the demo riders. If this method is used, there must be a written agreement between the chapter and the demonstrator regarding payment and their agreement to provide the demo riders. This method makes the demonstrator an independent contractor and the insurance protection for the demo riders would be their liability.

c. Non-members must sign NEWDA's liability waiver at each event.

d. Chapters applying for insurance with less than 30 days before an event may be charged a fee of \$25.00 at the discretion of the State Treasurer.

e. Any demonstrator, vendor, judge or clinician at any NEWDA-sponsored event must provide proof of liability insurance and a certificate of insurance showing NEWDA listed as "additional insured". A minimum liability limit of \$1,000,000 is requested.

f. A correctly completed IRS W-9 form is required from any facility, judge, clinician or demonstrator paid by a Chapter.

3. A conflict of interest exists if a member of the Board of Directors or a chapter member stands to benefit personally by a decision of the Board of Directors or Chapter; or that someone in the member's



immediate family, or business will profit or gain influence by a decision being made. Any person with a conflict of interest must declare said conflict, and it will be noted in the meeting minutes and the person with the conflict will not vote in that decision.

4. NEWDA Web Page will allow other horse related non-profit organizations to post a horse related activity which would be of interest to members. Requests for being on the web and or calendar are directed to the newsletter editor at [newdaeditor@yahoo.com](mailto:newdaeditor@yahoo.com). Advertising or similar material is not to be considered as news and will need to be submitted with advertising form and paid at the required rate.

#### 5. Broadcast E-mails

a. The web designer, on behalf of the NEWDA board, may broadcast e-mails to the members to inform them of upcoming events such as chapter or NEWDA sponsored clinics, shows, and symposiums, USDF Region 2, Dressage Foundation, and Wisconsin State Horse Council activities. The Dressage Recorder will send out emails related to horse shows.

b. E-mails may be sent requesting volunteers for any of the above.

c. E-mails from individual members to the general membership may not be sent if they resemble a classified ad. These must be sent to the News Letter Editor with add form and proper payment.

d. E-mails that are commercial in nature (stables, services, products) except for products or services available directly from NEWDA must not be sent, with the following exception; NEWDA business members may have 2 broadcast E-mail ads sent out per year that describe the product or services of the business member. These are sent to the newsletter editor for submission and distributed by the web designer.

6. Policy for checks returned to NEWDA for insufficient funds is to seek reimbursement for any bank fees applied in association with returned checks.

a. On the first return of the check an attempt will be made to run it through the bank a second time.

b. If the second run results in a returned check, the writer of the check will be notified by registered mail with return receipt.

c. If the bill is still not paid, the matter is brought to the NEWDA Board of Directors with a recommendation to list the status of the member not in good standing, thereby revoking membership benefits until rectified.

d. If the check was written for entry fees at a show, show management has the discretion to pursue small claims.

7. NEWDA shall purchase and maintain indemnification insurance for its Directors, Officers and appointed committee chairs at State level and Chapter Officers.

9. The NEWDA Dressage Recorder shall be a member who will not be participating in the NEWDA Year End Awards Program.

10. When a member or business member indicates that a membership to USDF is not needed or wanted, that amount will be put into the general fund of NEWDA.

11. Anti-Harassment Policy. It is the goal of NEWDA to provide an environment and activities that are free of sexual harassment, and any other type of discriminatory harassment. This policy applies to NEWDA Volunteers and Independent Contractors in all NEWDA-related settings and activities, whether NEWDA-only or public events, and, and includes business trips and business-related social events. NEWDA will not tolerate sexual or other types of harassment, and will take all steps necessary to prevent its occurrence. The policy is not designed or intended to limit NEWDA's authority to discipline or take remedial action for NEWDA-related conduct which NEWDA deems unacceptable, regardless of whether that conduct satisfies the definition of Harassment.

a. Prohibition of Sexual Harassment. NEWDA's policy against sexual harassment prohibits sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is an explicit or implicit term or condition of employment,
2. the Volunteer's or Independent Contractor's submission to or rejection of such conduct is used as the basis for employment or benefit decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating or offensive working environment.

b. Prohibition of Other Types of Discriminatory Harassment. NEWDA's policy also prohibits verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sexual orientation, age, national origin, disability, or other protected classification, and that:

1. has the purpose or effect of creating an intimidating, hostile, humiliating or offensive working environment.
2. has the purpose or effect of unreasonably interfering with an individual's work performance,
3. otherwise adversely affects an individual's employment opportunities