**DRAFT Pool Money Rules Template**

* Staff must agree Pool Money Rules (“The Rules”) at the **start** of the Pool Money period.
* The Rules should be given to all new staffand displayed in the yard somewhere prominent e.g. the staff noticeboard. Returns must be displayed publicly for a minimum of 10 days before being submitted to Weatherbys for payment. Once submitted to Weatherbys the return cannot be altered.
* The Rules and/or the Pool Money Return (“The Return”) must not discriminate against staff e.g. due to age, race, disability, gender, religion, pregnancy etc.
* The trainer should not be involved in the drafting of The Rules or The Return but must check The Rules and The Return to see that staff are not being discriminated against.
* Where a trainer is concerned that The Rules and/or The Return involves discrimination then the trainer must refer The Rules or The Return back to the staff or the Pool Money Committee for consideration.
* Pool Money can only be paid to those employed during the Pool Money period or who are on the stable register.
* Only staff entitled to Pool Money can decide on The Rules.
* Staff who are off work due to an accident at work are still entitled to Pool Money.
* Part time workerscan receive a lesser share of Pool Money based on their reduced working hours but they cannot be discriminated against by not being given any percentage at all.
* Tick or cross boxes as appropriate.
* Complete sections requiring more detail **[…]** where appropriate.
* Any additional rules shall be set out in the space below.

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| **POOL MONEY RULES** | | | | **✓ or X** |
| 1. **Qualification period** | 1. Staff qualify for pool money from the date they start work, pro rata. | | |  |
| 1. Staff must work for **[…]**weeks in order to qualify. | | |  |
| 1. **Absence from work** | 1. Where staff are absent from work due to illness or accident outside of work they will receive their ordinary Pool Money share (yes or no). | | |  |
| 1. Where staff they are absent from work due to illness or accident inside of the workplace they qualify for their full share (yes or no) or their Pool Money share will be reduced as follows: **[…………………………………………………………………………….**   **…………………………………………………………………………….]** | | |  |
| 1. **Division of Pool Money** | 1. Divide Pool Money into equal shares with each staff member receiving a share. Senior staff receive **[…]** shares and part timers receive **[…]** shares. | | |  |
| 1. **[…]** percent of the Pool Money goes to the staff member who looks after the horse, and the remaining percentage goes into the general pot to be distributed to the yard in accordance with option a. | | |  |
| 1. Points are allocated to staff based on factors such as length of employment, performance, attendance etc. Shares given out to staff based on points allocated. Details enclosed on separate sheet. | | |  |
| 1. **Forfeits** | 1. Staff who leave their employment are entitled to Pool Money up until the date they finish their employment. | | |  |
| 1. Staff forfeit their share if they leave or are dismissed **before the end** of the Pool Money Period. | | |  |
| 1. Staff forfeit their share if they leave or are dismissed before the Pool Money is **paid out.** | | |  |
|  | 1. Staff will get their pool money paid of pro rata if they leave or are dismissed during the pool money period | | |  |
|  | 1. Staff forfeit their share if they **fail to work their notice period** when required to do so. | | |  |
| 1. **Agreement of The Rules** | 1. By whole yard vote. | | |  |
| 1. By Pool Money Committee: (at least 3 members including Chair) | | |  |
| Chairperson | **[………………….………..]** | |
| Members | **[1………………..………...]** | **[2.…………………………..]** |
|  | **[3.………………….……...]** | **[4……………………………]** |
| 1. **Display** | Specify the time period The Return must be displayed before payment: **[…………………………..…..]** | | |  |
| 1. **Contact** | In the case of any dispute contact **[…………………………..…..]** | | |  |
| 1. **Date** | The Rules were agreed on **[…………………………..…..]** | | |  |
| 1. **Period** | The Rules will be revised **[…………………………….]** | | |  |