



# MOUNT BARKER ADULT RIDING CLUB INC

## CLUB HANDBOOK

**Welcome to the Mount Barker Adult Riding Club Inc., also known as “MBARC”.**

### **1. CLUB PURPOSE**

MBARC was formed in 2005 and holds regular monthly riding rallies at selected venues in the Adelaide Hills.

MBARC aims to provide a safe, social and enjoyable riding environment for adults aged 18 years and over.

We aim to provide our members with access to excellent tuition from reputable instructors who specialise in riding in the English discipline, primarily dressage and jumping, at an affordable cost.

All levels of riders are welcome, from beginners to advanced. Novice riders are especially welcome, as rallies can provide a great environment to build confidence for both horse and rider.

We encourage members to utilise all opportunities at rallies to learn and improve their riding skills throughout our riding year.

**Club Website:** <http://www.mountbarkerridingclub.com>

**Club Email:** [mountbarkerarc2016@gmail.com](mailto:mountbarkerarc2016@gmail.com)

**Club Rally Email:** [mountbarkerarcally@gmail.com](mailto:mountbarkerarcally@gmail.com)

### **2. CONTACTS AND COMMITTEE POSITIONS**

MBARC has a committee which is vital to the running of the club. All members are welcome to nominate for the committee, and have their say in the running of the club. The committee consists of a President, Secretary, Treasurer and a maximum of six general committee members who take on various responsibilities within the club throughout the year. Members may nominate for a position on the committee at the AGM, or throughout the year if vacancies arise. The Committee meets once a month at a central location in the Adelaide Hills. All committee members are required to assist in running rallies and other club events.

Please refer to the “Contacts” page on our website for current incumbents and contact numbers.

### **3. MEMBERSHIP**

#### **3.1 Membership Types and Expectations**

Membership is open to adults 18 years and over. There are three forms of membership – riding, non-riding and day membership. Riding or day membership is essential if you wish to participate in lessons. Non-riding membership is recommended for anyone who handles horses regularly at rallies.

All members are expected to:

- Abide by this Handbook and the Safety Booklet, and follow all reasonable instructions from committee members and instructors;

- Abide by any set of displayed rules at venues and respect the venue's property;
- Attend as many rallies as possible through the year. Should a waiting list for membership exist, then in the absence of proof of horse and/or rider illness, attendance at any less than three (3) rallies per year will result in your place being offered to a new member;
- Assist with set up/pack up/clean up at all rallies attended;
- Be considerate and courteous to members and instructors at all times;
- Present at rallies suitably attired and with all horse gear/saddlery in good working order; and
- Understand that, at the discretion of the Committee, membership may be suspended or terminated for disregard of Club rules.

### 3.2 Membership and Fees

The riding year runs from 1 October to 30 September each year:

- Riding Membership - \$90 per year (\$60 if joining after 1 April);
- Non-Riding Membership - \$30 per year;
- Rally Fees – standard rally fee \$45 for one lesson or \$65 for two lessons. Please note that rally fees may vary for special events, specially qualified instructors or high cost venues;
- Where a rally is not booked out, Day Members are welcome at the discretion of the Committee. Rally fees for day members are \$85 for one or two lessons.

### 3.3 Insurance

MBARC is affiliated with Equestrian Australia (EA) and holds public liability insurance covering all EA affiliated clubs. Members MUST sign an EA Disclaimer form at the start of each membership year prior to riding at the first rally of the year.

**\*\*Please note that as an EA affiliated club, MBARC members are insured for Public & Product Liability only, NOT Personal Accident or Injury. MBARC strongly recommends that all members join Equestrian Australia (EA) as all EA membership categories include 24/7 personal accident & injury coverage, or consider alternative coverage. Membership of Ambulance SA is also recommended. For more information please contact EA direct.**

### 3.4 Health, Safety and Risk Management

As a part of Federal Government requirements for Work Health Safety (WHS) in sporting and recreational clubs, the MBARC Committee has developed a Safety Booklet to raise awareness of risk of injury when horse handling and riding at rallies, risk for manual handling (e.g. jump set up) and procedures for First Aid and emergency should they occur. Members are required to familiarise themselves with the Safety Booklet which is available on the website.

**\*\*Please note that familiarisation with the Safety Booklet is mandatory, and members will not be able to participate in any MBARC activities until familiarisation has been confirmed on the Membership Form (Membership Checklist). MBARC Committee is required to communicate guidelines to members in both written and verbal form as advised by the Australian Sports Commission.**

### 3.5 Helmets, Equipment & Apparel/Uniform

#### 3.5.1 Helmets

Helmets must be worn at all times when mounted and can conform with one or several standards AT THE SAME TIME. If your helmet is approved EN1384 (the old standard no longer approved by EA) BUT ALSO approved under another standard (PAS015, ASTM F1163, VG1 etc) then it is "good to go", just refer to the label inside. As MBARC is affiliated with Equestrian Australia, please find below their

advice on current safety standards. Protective headgear must conform with one of the current approved safety standards:

- Current Australian standard **AS/NZS 3838** (2006 onwards) *provided they are SAI Global marked.*
- New Australian standard **ARB HS 2012** *provided they are SAI Global marked.*
- Current American standard **ASTM F1163** (2004a or 04a onwards) *provided they are SEI marked.*
- Current American standard **SNELL E2001.**
- Current British standard **PAS 015** (1998 or 2011) *provided they are BSI Kitemarked.*
- Interim European Standard **VG1** (01.040: 2014-12) *with or without BSI Kitemark.*

### **3.5.2 Equipment**

It is expected that horses will be turned out in saddlery/equipment suitable for flatwork, poles and jumping lessons. Riders are expected to check their saddlery/equipment regularly to ensure it is in good, safe working order.

As MBARC is an English discipline club and our instructors teach in this style, riding equipment should be from the English discipline only. Stock saddles may be used however Western tack is not considered appropriate. MBARC prefers that horses are ridden in snaffle bits. Any bit or piece of equipment considered harsh will not be allowed.

### **3.5.3 Apparel & Uniform**

Riders are expected to present in suitable attire including suitable footwear. Our club colours are navy blue and gold. Members can purchase several styles of polo shirts which are available from Worklocker (Homemaker Centre, 6 Dutton Road, Mount Barker), and provided the shirt is navy blue and gold, the club logo and riders name can be embroidered onto the shirt.

## **4. RALLIES**

### **4.1 Format**

Rallies are generally held once a month on a Sunday at venues in the Adelaide Hills. The date, venue and instructor information for rallies are published on our website. The club uses a variety of suitable experienced insured instructors. All lessons are to be ridden unless specified. Horses are not to be led in lessons as this is deemed to be a danger to all participants, horses and instructors.

Horses must be educated to a point they are capable of participating in a group lesson at walk and trot. The instructor and rally coordinator have the right to request the removal of any horse or pony that is not under the control of its rider/owner at a rally/club event. For safety reasons stallions are not permitted.

Class sizes will be kept as small as possible and are limited to a maximum of six riders per class. We will endeavour to keep groups much smaller than this where possible.

Riders are offered a choice of one or two lessons and most rallies include flatwork, poles and jumping lessons.

From time to time we may include special events such as twilight rallies in summer, trail rides, cross-country, working equitation, Antola Lodge activity park or dressage focus days depending on interest shown by members and time available during the club year.

## **4.2 Registration**

An invitation to register for a rally will be emailed to members and the Day Membership mailing list approximately ten (10) days before the rally. Registration for rallies generally close on the Sunday prior to the rally and riders are advised by email of their class times by the Tuesday prior to the rally.

If you register for the rally, it is expected that you are free for the day. Nominated ride times will ONLY be accommodated in the case of field mates, i.e. horses that must be in a class together or apart due to disruption of lessons with whinnying/behaviour problems.

## **4.3 Participation**

Please make sure you arrive 45 minutes prior to your lesson time to allow enough time to prepare yourself and your horse in a calm manner and be ready to start your lesson on time. Riders running more than ten (10) minutes late may only join the lesson at the discretion of the instructor.

Horses must be presented at rallies in good health and sound condition.

All members are expected to help out with setting up, packing up and cleaning up at the end of the rally. Please make an effort to assist where necessary so that the rally can start and finish on time.

Members should only park in areas designated for float parking/visitors. If you are not sure where this is, please ask the Rally Master or a Committee members. Please also make sure you allow enough room between yourself and the next vehicle for horses to be tied up and to be able to load and unload safely.

Horses must be attended by their owner at all times. If it is necessary for a member to leave the venue at any time during a rally, they must advise a Committee member of an alternative member who will be responsible for their horse during their absence.

Horses must be provided with access to water during breaks. Please bring a tub or bucket to access water from the venue facility. If the venue does not have a water supply, you will be advised and you will need to bring your own supply.

No riding is to be done in alternative arenas/paddocks at venues without the prior consent of the Committee. Most rallies will take place in an indoor venue.

All manure, excess fodder and rubbish is to be cleaned up and disposed of in bins/pits provided by the venue.

Any use of venue facilities outside of club rally dates and lesson times must be arranged privately with the property owners.

## **4.4 Payment**

Rally fees must be paid by EFT transfer or direct deposit to the MBARC bank account (bank details can be found in the rally registration email). Payment MUST be made when registering or by the close of registration with a payment receipt forwarded to the club rally email.

Members who have registered but not paid their rally fee by close of registration will not be allocated a ride time.

## **4.5 Cancellation**

- If you cancel your registration for a rally and have advised the club via the club rally email ([mountbarkerarcally@gmail.com](mailto:mountbarkerarcally@gmail.com)) PRIOR to the publication of the ride times, 100% of your rally will be refunded in the form of a credit towards future rallies.

- If you register for a rally but cancel AFTER ride times have been published, or do not turn up on the day, you will still be liable for the rally fee. You will not be able to participate in future rallies until all outstanding fees are paid.
- If you withdraw AFTER the publication of ride times and provide the club with a doctors or vet certificate, 50% of the rally fee will be refunded in the form of a credit towards future rallies. To qualify for the credit, you must advise the AM Rally Master direct by phone or SMS by no later than 8:30 am on the day of the rally. If notification is received after this time, or not all, no credit is payable.

#### **4.6 Hot Weather Policy**

On the Friday prior to the rally, if the forecast issued by the Bureau of Meteorology for Mount Barker is for 36 degrees or more, the rally will be cancelled. Members will be contacted by email on the Friday prior to the rally, and it is strongly suggested that throughout the summer months, you check your email on the Friday before the rally. When riding in hot weather (even in low 30's) it is YOUR responsibility to ensure that you drink enough fluids and avoid distress by stopping when you need to.

#### **4.7 Riding Level Guidelines**

##### **4.7.1 Flatwork Guidelines**

- A Group - for combinations that can confidently walk and trot in a group situation, and be working towards cantering individually within the group. Confident seat and hand position.
- B Group – for combinations that can walk, trot and canter individually and/or in a group, lateral work may or may not be established, seat and hand established. May or may not be a lower level C Group.
- C Group – for combinations that have walk, trot and canter established individually and as a group, lateral work may or may not be established, knowledge of rider aids and how to communicate this to a young horse or a high level trained horse.

*These levels are a guide only, and MBARC endeavours to employ instructors who can teach each rider to their level regardless of their grouping. Rally coordinators endeavour to cater to all riders on rally days, however in the interest of smaller management groups and for safety reasons, your elected group may or may not be given.*

##### **4.7.2 Poles & Jumping Classes**

- Poles – involves poles on the ground and occasionally cavaletti work (riders can request poles only);
- Jumping – jump heights will be decided by the instructor in accordance with the ability of the riders and the equipment available. Generally most classes offer jumps between 40 cm and 80 cms. Adult riders are expected to use their discretion in deciding the size of obstacles they tackle and jump in accordance with the ability of horse and rider.

*These levels and heights are a guide only. Graduation from poles to grids is dependent on class capability on the day, and is at the discretion of the instructor.*

#### **4.8 Arena Etiquette**

- Prior to entering the arena, be mindful of the distance between you and your horse and other participants, particularly with regard to passing behind another horse.
- Riders must lead horses in and out of the arena with stirrups run up for safety.

- Do not enter the arena until advised by the instructor and all riders in the previous lesson have dismounted.
- Mount and dismount in the arena.
- When passing another rider who is unaware of your present, call “passing” or “heads up” to make them aware.
- If you are passing another rider coming from the opposite direction, pass left shoulder to left shoulder.
- In group lessons, leave at least two (2) horses distance between yourself and the rider in front of you. If you are too close, perform a ten (10) metre circle to create distance and return to the track, ensuring you do not cut off another rider. Alternatively, look around the arena and ride into an empty space.
- If you need to halt for any reason other than a given instruction, move into the centre of the lesson away from other riders first.
- If you are walking while others are trotting or cantering, stay off the track to the inner so that they have space to go around you on the outside.
- All slower movements and manoeuvres should be done on the inside track so that riders travelling at a faster pace can go around you on the outside.
- If you are spectator, **please keep your voice down** so that you do not disturb the lesson.
- Riders and horses that are deemed to be not under control must leave the arena at the request of the instructor or other riders.
- Riders must be courteous to instructors and follow instruction.
- In group lessons always pay attention to other riders to avoid collisions.
- Be mindful of novice riders or green horses having trouble.
- When requested to line up for instruction, line up as straight as possible and leave enough room between horses to avoid kicking or nipping.
- If you wish to leave the class midway through the lesson, advise the instructor, move into the centre of the arena, and only dismount and leave the arena when it is safe to do so.

#### 4.9 Dogs

Dogs are not permitted at rallies.

#### 4.10 Children

Due to risk management/insurance, children may not ride or participate in any club activity. Children must be supervised by an adult at ALL times, and if a parent/guardian is riding and is unable to supervise their child, they must arrange for another adult to do so. The club may ask any children who are being unruly or causing a disturbance to be removed.

#### 4.11 Smoking/Vaping

MBARC prefers that there is no smoking or vaping at rallies. There is to be no smoking/vaping within close vicinity of the arena. If you wish to smoke or vape, and smoking or vaping is permitted at the venue, please move away from occupied areas to ensure the comfort of other members. Please take all extinguished butts with you when you leave.

*The Committee may amend this Handbook and the club rules at any time if deemed necessary. Any revisions will be advised to members.*