



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 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.

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 five 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.

Committee Positions

President, Secretary, Treasurer and up to five General Committee positions.

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

Club Website: <http://www.communitywebs.org/MBARC/>

Club Email: mountbarkerarc@gmail.com

Club Rally Email: mountbarkerarcally@gmail.com

3. MEMBERSHIP

3.1 Membership Types and Expectations

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

All members are expected to:

- Abide by all club rules (Section 5), Health & Safety Guidelines (Section 3.5), and familiarise themselves with arena etiquette (Section 4.9).
- Abide by any set of displayed rules at venues, and respect the venue's property.
- Attend as many rallies as possible throughout the year.
- 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.
- Understand that, at the discretion of the Committee, membership can be suspended or terminated for disregard of Club rules.

3.2 Day Membership

Day membership is no longer available.

3.3 Fees

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

- Riding Membership: \$90 per year (\$60 if joining after 1st April)
- Non-Riding Membership: \$25 per year
- Rally Fees: standard rally fee \$40 covering two lessons with the option of one lesson only for \$30. Please note that rally fees may vary for special events, specially qualified instructors or high cost venues.

3.4 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.

Riding helmets must be checked by a committee member before your first ride upon joining, and at your first attended rally each riding year. Please refer to Section 5.13 for safety standards.

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. For more information please contact EA direct.

3.5 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 in addition to the Club Handbook that must be read and signed off by members as a part of their annual membership. The Safety Booklet is designed to raise awareness of risk for 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.

Please note that signing the Health, Safety and Risk Assessment Acknowledgement is mandatory, and members will not be able to participate in any MBARC activities until the signed Acknowledgement has been received. MBARC Committee is required to communicate guidelines to members in both written and verbal form as advised by the Australian Sports Commission.

3.6 Uniforms

Uniforms are available for purchase but are not compulsory. Most members are happy to have a uniform simply for ease of “what to wear”! Please contact the Committee if you are interested in ordering. Items available are:

- Ladies Polo Shirt – sizes 8 to 18 - \$45
- Men’s Polo Shirt – sizes S to SXL - \$45

All orders must be prepaid and will generally be available at the next rally. You can also choose to have your name embroidered on the back of the shirt at no extra cost, however this is not compulsory. Our club colours are navy blue and gold.

4. RALLIES

4.1 Format

Rallies are generally held once a month on a Sunday at a venue within the Adelaide Hills. We endeavour to secure regular, reputable instructors as we have found that riders tend to improve and get more out of consistent instruction.

Rally format is two x one hour lessons available for each rider: a flatwork lesson and a second flatwork/poles/jump lesson. A single lesson format is available for those not wishing to commit to two lessons. Please note that it is not possible to accommodate requests for specific ride times due to the difficulty of scheduling lessons. 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.

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

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

We stop for a maximum of one hour for lunch – please bring your own lunch and drinks. Members are encouraged to socialise and share any news!

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 10 minutes late may only join the lesson at the discretion of the instructor.

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.

4.2 Booking Procedure

Please refer to the Rally calendar and diarise all rally dates.

Registration: ten days prior to the rally date, an email invitation for registration will be sent out to all members by the Rally Coordinators.

Registration: Closes at 5 pm on the Tuesday prior to the rally. The Rally Coordinators will then organise lesson groups to be matched as closely as possible. We will endeavour to group riders within similar riding levels, however this may not always be possible due to number of riders and time slots available.

Notification of lesson times: Ride times will be advised by email on the Thursday prior to the rally at the latest.

Note: If you do not have access to email, you must notify the Club President or Secretary when you join. We encourage you to buddy up with another Club member who does have email access to organise registration through them. Alternatively it will be your responsibility to note the Club's calendar for the year, and phone the Secretary each month to register for rallies. Please note that email is the preferred method of club communication.

4.3 Payment

Rally fees must be paid by EFT transfer or direct deposit to the MBARC bank account. Cash deposits can be made at any Bank SA branch, or you can “buddy up” with another member who can pay by EFT on your behalf. When making payment by cash or EFT to the club account, please use your surname as the reference, and advise in your rally registration your method and date of payment. Payment must be made when you register, or by the close of registration for the rally at the latest. MBARC account details will be included in all rally invitations and are shown on the club membership form.

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

Cash payment on the day will only be allowed in exceptional circumstances and at the discretion of the Committee.

4.4 Cancellation

If you cancel your registration for a rally and have advised the club via the club rally email (mountbarkerarcally@gmail.com) by no later than 12 noon on the Wednesday prior to the rally, 100% of your rally fee will be refunded in the form of a credit towards future rallies.

If you register for a rally but cancel AFTER 12 noon on the Wednesday prior to the rally, or do not turn up on the day, you will still be liable for the rally fee, and must pay that rally fee by EFT within seven days of the rally. You will not be able to participate in future rallies until all outstanding fees are paid.

If you withdraw from a rally AFTER 12 noon on the Wednesday prior to the rally due to injury or illness of either yourself or your horse, and you provide 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 at all, no credit is payable.

4.5 Minimum Attendance Requirements

Due to the restriction in the number of members we can accept (currently 40 per year), if a riding member has not ridden for three consecutive rallies without providing sufficient notification/reason to the Club President, their membership may be revoked without refund, and the membership offered to the next person on the membership waiting list.

4.6 Riding Level Guidelines

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 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.

Jumping Guidelines

- Poles – involves poles on the ground and cavaletti (riders can request poles only)
- Small Jumps or Grids up to 40 cm
- Jumps 40 cm and above

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

4.7 Venues

Rallies are held at selected venues in the Adelaide Hills, mostly within 20 minutes of Mt Barker. We endeavour to secure regular venues each year; however rallies may move to other venues due to availability or a venue changing hands etc. The location of each rally will be advised at the time of invitation for registration.

Please respect the property at the chosen venue, and make sure you leave it as clean as you found it. Please make sure you collect your horse's manure and excess fodder, and dispose of it in the nominated manure pile/rubbish bin available.

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 member. Please also make sure you allow enough room between yourself and the next vehicle for horses to be tied up (if allowed at the venue), and to be able to load and unload safely.

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 arena.

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

4.8 Hot Weather Policy

On the Friday prior to the rally, if the forecast for Mt 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.

4.9 Arena Etiquette

- Riders must lead horses in and out of the arena with stirrups run up for safety.
- Mount and dismount in the arena.
- When passing another rider who is unaware of your presence, 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 horses distance between yourself and the rider in front of you. If you are too close, perform a 10 metre circle to create distance and return to the track, ensuring you don't 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 a spectator, please keep your voice down so that you do not disturb the lesson.
- Riders or 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 leave the arena when it is safe to do so.

5. CLUB RULES

- 5.1 The Committee will close membership at any time if membership reaches the maximum (currently 40 members per year). A waiting list will then be formed.
- 5.2 Members must be 18 years of age or over.
- 5.3 MBARC has the right to request the removal of any horse or pony that is not under control of its rider/owner at a rally/club event.
- 5.4 Due to the restrictions to the number of members we can accept each riding year, if a riding member has not ridden for three consecutive rallies without providing notification/reason to the Club President, their membership may be revoked without refund, and the next person on the waiting list will be invited to join.
- 5.5 Dogs are not allowed at rallies.
- 5.6 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.
- 5.7 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.
- 5.8 Rallies will be cancelled if the forecast temperature for the Sunday for Mt Barker is 36 degrees or above. Members will be advised of cancellation on the Friday before the rally.
- 5.9 Payment of rally fees must be made by EFT transfer or direct deposit to the MBARC bank account by close of rally registration.
- 5.10 If a member cancels their registration for a rally and has advised the club via the club rally email (mountbarkerarcally@gmail.com) by no later than 12 noon on the Wednesday prior to the rally, 100% of their rally fee will be refunded in the form of a credit towards future rallies.

- 5.11 If a member registers for a rally but cancels AFTER 12 noon on the Wednesday prior to the rally, or does not turn up on the day, they will still be liable for the rally fee, and must pay that rally fee by EFT within seven days of the rally. They will not be able to participate in future rallies until all outstanding fees are paid.
- 5.12 If a member withdraws from a rally AFTER 12 noon on the Wednesday prior to the rally due to injury or illness of either themselves or their horse, and they provide 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, they 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 at all, no credit is payable.
- 5.13 All horse manure, excess fodder and rubbish are to be cleaned up and disposed of the pit/bin provided at the venue.
- 5.14 All members are expected assist as required in setting up, packing up, and cleaning up at all rallies they attend to ensure the rally starts and finishes on schedule.
- 5.15 Suitable clean and neat attire is to be worn. Uniforms can be purchased but are not compulsory.
- 5.16 Approved safety helmets (AS/NZS 3838, EN1384 or ASTN F 1163) and riding boots with smooth soles and heels must be worn at all times when mounted. Safety helmets must be checked by a committee member at your first rally before you ride, and at the start of each riding year.
- 5.17 As MBARC is an English discipline riding club and our instructors teach in this style, riding equipment and tack used should be from the English discipline also. Stock saddles may be used but are not recommended as they may restrict the rider in jump lessons. Western tack is not considered appropriate. MBARC prefers horses to be ridden in snaffle bits. Any bit considered harsh will not be allowed.
- 5.18 Horses and ponies must be three years of age or over for flatwork classes and four years of ages or over for jumping. Please contact the Club President If your horse is younger than these guidelines.
- 5.19 Stallions are not allowed.
- 5.20 Horses should be tied up to twine with a halter and lead rope during breaks with saddle/tack taken off. Horses may not be tied up with reins at any time.
- 5.21 No riding is to be done in alternative arenas/paddocks at venues with the prior consent of the Committee and the venue.
- 5.22 The committee may amend the club rules at any time if deemed necessary. Any revisions will be advised to members.
- 5.23 MBARC prefers that there is no smoking at rallies. There is to be no smoking within close vicinity of the arena. If you wish to smoke, please move away from occupied areas to ensure the comfort of other members. Please take all extinguished butts with you when you leave.

- 5.24 Members are expected to check their saddlery/gear regularly to ensure it is in good safe working order.
- 5.25 Horses must be presented at rallies in good health and sound condition. If a horse is suspected of being unsound or unwell, the Committee may request that it not participate at that particular rally. If a horse has been unwell with a contagious condition or communicable disease, the Committee may request that it not participate at the next rally or until vet clearance has been obtained post illness.
- 5.26 Horses should be basically groomed, but it is not necessary to wash or braid for presentation at rallies.
- 5.27 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.
- 5.28 All lessons are to be ridden unless specified. Horses are not to be led in lessons; this is deemed to be a danger to all participants, horses and instructors.