

Yarrambat Adult Riding Club



YARC POLICY & INDUCTION DOCUMENT

Reviewed 14th November 2021

Last updated on 5/01/2021

VERSION CONTROL			
Date	Amendment	Author	Approved
Pre 2020	Original Document	YARC Secretary	Committee
5 th January 2021	Inclusion of Covid 19 plan	J. Jamieson – Secretary	Committee – February 2021
14 th November 2021	Inclusion of the following policies <ul style="list-style-type: none"> - Dogs at Rallies and Club activities. - Responsible alcohol consumption. - Emergency disease response 	W. Spence President.	

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Yarrambat Adult Riding Club

Statement of Purpose

- 1. To encourage riding as a sport and recreation, to promote good fellowship amongst riders and to improve and maintain the standard of riding and horsemanship of its members.**
- 2. To organise instructional meetings, lectures and competitive events and other activities deemed to further the objectives.**
- 3. To be a member of the Horse Riding Clubs Association of Victoria and to support and cooperate with recognized organisations interested in the breeding and use of breeds and types of horses and ponies.**
- 4. To promote recreational and trail riding and the use of National Parks for such properly organised activities.**
- 5. To concern itself with any matter that will benefit horses and horse users in the district.**
- 6. To hold, purchase, hire, lease or otherwise for the purposes of the club, any real or personal property and from time to time sell, demise, let mortgage or dispose of same.**
- 7. To employ or engage the services of any person or persons for the purpose of carry out the objects of the club.**
- 8. To cooperate with, affiliate with, any club or organization which will assist the club in attainment or one or more of its objectives.**
- 9. To borrow or raise money for the purposes of the Club.**

Welcome to Yarrambat Adult Riding Club

Note: Whilst we are in the COVID pandemic all government regulations and YARC COVID Safety Plan must be abided by.

YARC offers members a friendly and supportive environment to enjoy their riding and improve their skills. We cater to all levels of riders across many disciplines, including dressage, show jumping, cross-country on approximately 25 acres, general horsemanship and specialist clinics.

Our rallies are held on the second Saturday of every month (except January). Our wonderful grounds are shared with the Yarrambat Horse & Pony Club and include two large sand arenas, one enclosed permanent sand arena, plus a fabulous cross-country course.

You can find relevant information about the running of our club, newsletters and a lot of helpful information on our web page at yarc.com.au

Please also take the time to join our Facebook page at <https://www.facebook.com/groups/494054557353914/> this is a great way to keep up to date with what is happening in the Club and to catch up for a social ride or attend an event with likeminded club members.

RALLY DAYS

It is the responsibility of the rider to make sure your gear is safe and your horse is sound.

Please keep an eye on our web page and emails for change in Rally times. We do change them throughout the year, as the seasons change. Depending on how many bookings we get will depend on how many sessions are run.

A Risk Management Officer will also be appointed to ensure the grounds are safe and to be the go to person on rally days or competition days.

Lesson 1

All riders must be on the arena and ready to ride 15 minutes before the start of the lesson.

Lesson 2

If you have booked in for a second session and are unable to ride, Please let the instructor know.

If you don't have to rush off after rally, please pop into the club rooms for a catch up and a cuppa. Soft Drinks and Chocolates are also available to purchase, at a very reasonable price, in the club rooms.

HOW TO BOOK IN FOR SATURDAY RALLY

To book into an upcoming rally, please use the online booking system on our website at least 10 days prior to the next Rally (to allow time to source Instructors). On line select Rally Booking Form under the "Forms" tab on the website). If you don't have access to the internet you can text Lisa Utting on M: 0411 027 656.

Please advise your preference of discipline for the 1st session and 2nd session. Also advising your level for each discipline (for example. Level 2 Dressage and Level 3 Show Jumping).

Riders are only to permitted to ride a maximum of two sessions per horse.

If you book into the rally, you are expected to attend. If you can't attend, please ring Lisa Utting ASAP, as there may be someone on the waiting list wanting to take your place.

If you are on the waiting list for the rally and a place becomes available, you will be notified ASAP.

Instructor will start right on time. You will be advised by email of your rally times. Grouping sheet will also be loaded onto the YARC Facebook Page. Sheet will also be posted outside the clubrooms on rally day prior to first session.

Rallies maybe cancelled on Total Fire Ban Days or exceptional bad weather.

Disciplines available for rally bookings:

Dressage/Flat *Cross Country* *Grid* *Showjumping* *In Hand Work*

In Hand Work:

Groups will be a maximum of 4 horses (so first in will get places) and will be held in the enclosed yard, opposite club room's entry (also known as the junior yard).

This is helpful for all horses and riders, regardless of experience, but is particularly aimed at young or green horses or the slightly nervous rider. It helps us as riders understand our horse better and is very confidence

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building. Please take the time to have a look at the work being done in this group and think about having a go.

Rally Etiquette and Members Responsibilities

Ensure that gear is in safe condition, fits the horse and is suitable for the planned activity.

Be appropriately attired, including approved safety helmets (AS/NZS 3838 or AATM F1163) and riding boots at all times whilst mounted. Boots to be smooth soled and heeled.

Always approach, enter and leave the arena at a walk

If arriving late to a lesson, enter the arena without interrupting any other horses/riders that are already working. Apologise to the instructor and ask their permission to join the group (this may not be possible if it is a jumping lesson and your horse is not warmed up). **Anyone more than 10 mins late is** not permitted to join that group. It is unfair to the rest of the group.

While working in a group, try to be aware of where everyone is on the arena, to allow plenty of distance between horses. Make other riders aware should your horse be nervous of other horses coming too close to them. As a guide, you should always leave a distance of at least two horse lengths between yourself and the horse in front of you.

Be aware of and show consideration towards members who may not be confident and/or have inexperienced horses.

Be familiar with arena traffic rules. When passing another horse front-on, wherever possible, pass left shoulder to left shoulder.

Notify instructor of any potential hazards.

If your horse is unsettled or erratic, it is common courtesy to either move from the group, or actually leave the arena once you have advised the instructor of your intention to do so. You can possibly rejoin the group and continue the lesson, should your horse settle down.

Always excuse yourself from a lesson should you wish/need to leave early.

After the completion of each lesson, and when returning to your float/yard or generally moving around the grounds, please do so at a walk so as not to spook other horses.

If you require to lunge your horse prior to riding it must be done in an enclosed arena eg the junior yard or permanent dressage arena. Use necessary safety gear (helmets, gloves and appropriate foot wear).

Stallion owners – Use safe practices. Determine club policy relating to stallions before bringing to a rally. HRC/V event rules require stallions to be identified by a lime green disc on either side of the bridle and a green disc on the float. They must not be moved around the venue without a bit and must be securely double tied or kept in a float, horse truck, stable or steel yard when not being ridden.

Member obligations for the year:

1 x Rally setup

2 x Attendance at Working Bees (generally one in the Autumn and one in the Spring)

Assistance at any fundraiser competition for that year.

Any member who fails to complete one of these obligations will forfeit their duty levy for that year, two or more they forfeit their duty levy and may not be offered membership the following year.

YARC Constitution is available upon request: Item 7 applies to the above obligations:

4. DISCIPLINARY ACTION AGAINST A MEMBER

4.21 The Association (YARC) may take disciplinary action against a member in accordance with this Division if it is determined that the member :-

- a) Has failed to comply with these rules*
- b) Refuses to support the purpose of the Association (YARC)*
- c) Has engaged in conduct prejudicial to the Association (YARC)*

4.24 The Disciplinary sub-Committee after complying with subrule (1) may

- a) Take no further action against the member; or*
- b) Reprimand the member; or*
- c) Suspend the membership rights of the member for a specified period; or*
- d) Expel the member from the Association (YARC)*

Any member subject to above rules has a right of appeal to the committee.

RALLY DUTY

Each month there is a roster of people who are allocated to do the set up and pack up for the rally. There is also a team leader allocated, and someone can volunteer to harrow the arenas' before and after rally. This list is both on the website and in the newsletter. It is your responsibility to check the roster to see which month you are on duty. If you are unable to do your duty, you must arrange to swap with someone else and to notify a committee member of the swap. The roster will then be updated.

Rally Duty – Team Leaders check list

A team leader is allocated to coordinate the set up and pack jobs are all completed. This will also be emailed to the rostered team prior to rally.

Ensure the rally grouping sheet is printed out to determine number of arena's required. Refer to the set up instructions for ring allocations/placement

In-hand work – please refer to rally groupings and email advising set up required for In-hand. (Each instructor has different requirements/equipment)

SET UP

For set up & pack up, someone needs to have a trailer or float available for taking equipment out to arenas or alternative the tractor can be used to bring equipment out

Arena's to be harrowed before and after rally

Jumping lane to be harrowed before rally only

Witches hats to be used to set up required number of dressage arena's as per rally groupings emailed out prior to rally.

Jumping lane to be used for grid

Show jumping arena set up (refer set up instructions)

Mounting blocks are brought out. (One block outside the club rooms and the second block in between the two sand arena's)

2 x Wheel barrow brought out for clean up (1 x in float carpark, 1 x in between the two sand arena's)

Toilets and kitchen to be cleaned

Warning signs at the Aero Club need to be turned over/open to warn flyers that riders are on the cross-country course.

PACK UP

Arena's to be packed up. All witches hats, mounting blocks and wheel barrows taken out for set up must be packed away

Mounting blocks to be put away under the shelving in the Equipment Shed on the right hand side as you face into the shed.

SJ poles and wings that have red paint on the end and red paint on the feet/stand of the wings remain out on the SJ arena.

Warning signs in Aero club to be closed on completion of rally

Poo must be picked up and put in designated areas, in the yards/parking area and on the arenas

Wheel barrows to be put away

Toilets and kitchen to be cleaned and bins emptied

Rally Set Up Instructions

1. (Please note this is a new duty) One member on duty must be responsible for dragging/harrowing Arenas AFTER the rally. This can be done on the afternoon after rally – OR – on the following Sunday or Monday – this job can be done in lieu of attending set up and must be agreed on by all members rostered on for duty. The harrow for the Large Dressage Arena and Show Jumping arena is situated at the mound before you cross the trotting track and must only be used for these two arenas [see photos below]: The second Harrow (which is a gate with a steel pole) is positioned on the trotting track near the permanent area and IS ONLY to be used on the Permanent Dressage Arena



Permanent Dressage Arena located under the tree on the trotting track near the arena Pic 1



2. Witches hats used to divide main arena into required number of dressage arena's, usually either 3 or 4 arena's (see picture of rally layout below) – use approximately 7 or 8 witches hats for each line
3. One member on rally duty must be responsible for bringing out the wheel barrow and rake for poo pick up – ALL HORSE POO MUST BE PICKED UP IN YARDS AND ON ALL THREE ARENA's.
4. One member on duty must be responsible for the signs to notify the Aero Club, which warns flyers that riders may be on the cross country course, as per the joint agreement (detailed in pictures below):

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5. It will be the responsibility of YARC to ensure the 'Visual Warning Signs' are opened prior to the 'Hatched' area being activated and closed at the conclusion of training or an event. If the signs are not opened, it will be deemed the 'Hatched' area is not 'active' and 'Normal Flying' operations will continue, observing normal safety requirements.

There are two 'Visual Warning Signs'. One is located on the pilot box, of the North-South runway and one is located on the pilot box of the main East-West runway.

The 'Visual Warning Signs' are easily opened by undoing a single screw at the top of the sign. No tools are required.

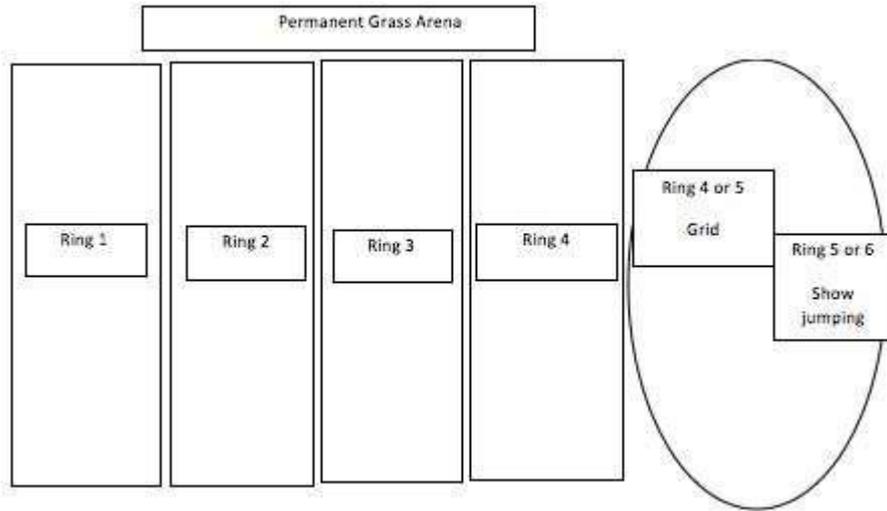
The warning signs are located on the grounds of the aero club, so you need to walk across the cross country, through the fence across to the two launch areas as indicated below.



Pilot box of the North-South Runway (sign shown in the open position)



Below: Diagram of how the arenas should be laid out.



Jumping lane to be used for Grid unless it is not safe to do so or there is more than one grid session.



Grid setup as below if required. Normally on the left side of the show jumping arena, however this is flexible and will depend on where the show jumping is set up.

7 poles and 10 blocks required



Grid Set Up

Show jumping

7 jumps, including one double jump (8 sets of wings and poles in total)

Set up as below

Note the height of the jumps needs to reflect the level of the first jumping group as detailed in the rally groupings emailed Thursday prior to rally



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Show Jumps Set Up



Pole Placement for SJ arena

Remember: Any additional SJ equipment that is brought out of the sheds must be returned at the end of rally except for poles and wings with red paint on the ends or on the feet.

PRESENTATION OF RIDER

YARC Club uniform is optional on rally days but is required if you are competing

Correct foot attire – smooth soled riding boots

An approved equestrian helmet with a fixed harness **MUST** be worn at all times whilst mounted. The required standards for helmets at HRC AV competitions will be AS/NZS 3838 (AU), ASTM F 1163 (USA), PAS 015 (UK) and VG1 (Europe).

Note:- As of July 2022 all riders engaging in any jumping discipline must have their approved helmet ‘tagged’ by an authorized inspector.

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"riders are solely responsible for the correct fit and safe condition of their gear"

Members not wearing the correct helmet will not be covered by HRCav insurance.

Medical armband with current and correct details – **should** be worn in all disciplines during any Jumping phases.

UNIFORMS

Our club colours are navy blue and red for HRCav competitions

Uniforms can be purchased through our Uniform Officer at very reasonable prices.

It is optional to wear the uniform on Rally days.

CAR AND FLOAT PARKING

Park floats in an orderly fashion allowing sufficient room between floats to tie up horses between your car and the car in front. Also allow a car and a half of space between the cars alongside you.

Parking of cars and floats is not permitted inside the trotting track area. The grassed area. Vehicles are only permitted to transport equipment on rally and competition days or for working bee purposes.

USE OF YARDS

Yards are there to be used by everyone

Riders must not mount their horses while in a yard

Horses in yards must wear a halter. Tack should be removed

WATER AND RUGS

Water is available at a number of points around the car park and the grounds. All horses should have a bucket of water within reach, especially on hot days. During cool & wet weather, all horses should have suitable rugs on during times that they are not being ridden.

Due to ongoing issues with the public purposely leaving the water taps on we ask our members to turn the water off at the gate valve that can be located at the trotters wash bays near the toilet block. The gate valve is at head height.

If the water is off when you get there please check this gate valve to turn it on for yourself.

WASHING HORSES

The club has 2 concreted wash outside the club rooms. A hose should be attached to the tap.

There are 2 additional concrete wash bays near the toilet block.

Please pick up your horse's poo on any of the concrete areas.

At times the water is turned off at the main gate valve which is located at the first trotters wash bay. The water can be turned off due to the kids who purposely turn all the taps on and let the water run. If you find there is no water please check this main tap.

POO PICK UP

It is important that all riders pick up their horse's poo from around their yard and float and put it in the allocated manure pit, before leaving the grounds. The set up/ pack up crew, must ensure all poo is picked up from the arenas, road ways and general areas at the end of the rally. A wheelbarrow and fork/shovel are made available for members at rally.

All members are encouraged to bring their own pooper scooper to club.

These instructions must also be adhered to on any other days you use the grounds.

GROUND

Use of the grounds outside rallies and events – There is no riding after sunset or before sunrise.

Our grounds are there to be enjoyed by all members and are available to be used throughout the year with the exception of:

The first Sunday in the month. This is the day when the Yarrambat Horse and Pony Club (YHPC) use the ground, except for December when rally will be held on the first Saturday.

When there is a competition run by either our club or YHPC

When the grounds have been hired to outside equestrian groups as listed on the YARC events calendar / YARC website. Always check the website for updates on use of grounds.

MEMBERS

The grounds are not to be used by individual members to instruct lessons to riders outside Yarrambat Horse & Pony Club or Yarrambat ARC.

KEYS

Keys for the grounds (to open gates on non-rally days) can be obtained from the Secretary for a deposit of \$50.00. The key must be returned when members leave the club and your \$50 will be returned to you.

GATES MUST BE LOCKED

The following gates must be locked when you are the last person to leave the grounds:

The double entry gates (main entrance)

The white gate that is closest to the equipment shed. This one protects all our equipment that is stored in the sheds

The junior yard gate

The gate to cross country course.

The toilet gates

NON MEMBERS USE OF GROUNDS

Members are permitted to bring 1 guest to ride at our grounds on non rally days, providing they complete the relevant paperwork beforehand and pay the \$15 fee. Guests must have insurance with PCAV, HRCV or EA. Please remind your guests that they must pick up their horses manure and place it in the manure pit in the car park area, before leaving the grounds.

Electronic "Guest of member forms" can be located under forms on YARC website.

Please contact the secretary for details.

Access to Aero Club / YARC strip of land

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There is a strip of land (with cross country jumps) to the south side of the Greensborough Model Aircraft Club. We only have a lease to use this area from 7am to 7pm at weekends. There is a sign at the entrance to this area warning riders of our leasing arrangements. Whenever riders are using this area please be aware of the model planes.

FIRST AID

There is a first aid kit located on the YARC fridge in the kitchen of the clubrooms.

It is your responsibility to have Ambulance cover. If there is an accident at the rally or on the grounds and we are concerned, we WILL ring 000 for an ambulance at your cost.

We have a defibrillator that can be used for emergency which is located in the female toilets. Your gate key will give you access to this unit.

MEDICAL ARM BANDS

All riders who are jumping or at Rally, **should** wear a medical armband with clearly written current details. Medical armbands are to be worn on the rider's upper arm NOT on the rider's leg.

SMOKE FREE POLICY

Yarrambat ARC recognises that passive smoking is hazardous to health and that non smokers should be protected from tobacco smoke.

In the interest of the health and safety of all our members and visitors we strongly recommend this policy:-

- Administration, dining, eating and office areas to be smoke free
- Change rooms and toilets to be smoke free
- Cigarettes not to be sold (including from vending machines)
- Smoking not to be permitted in indoor spectator viewing and riding areas
- Hiring out venue to be smoke free
- Outdoor spectator grandstands and seating areas to be smoke free
- All social functions (including events, competitions, dinners, fundraising events, meetings) of the organisation to be smoke free
- Coaches, trainers, volunteers and officials to refrain from smoking while they are acting in a official capacity
- Riders to refrain from smoking while in uniform

DOGS AT CLUB RALLIES AND ACTIVITIES

Yarrambat ARC acknowledges the responsible dog ownership and at time a relationship with horses. However, to ensure the safety of all persons and horses the following conditions apply to dogs at the Yarrambat ARC grounds
At all times

- Dogs must be under proper control of their owner
- Dogs must be controlled on lead when moving around the grounds
- When left unattended dogs must be secured in a float / vehicle. *Owners should consider the predicted weather whilst at the grounds.*

RESPONSIBLE ALCOHOL CONSUMPTION

Yarrambat ARC Committee has determined the following limitations with regards to the consumption of alcohol for all persons using our grounds :-

- No person is to ride a horse whilst under the affects of alcohol
- Alcohol is only to be consumed within the precincts of the clubrooms after riding events or at organized club functions.

Exemption:- *Any person camping within the grounds during an organised competition may consume alcohol at their campsite*

EMERGENCY DISEASE RESPONSE

In the event of a biosecurity hazard being identified within our horse community or at our grounds the following is required by horse owners.

- 1) A horse which recently was at the Yarrambat ARC grounds is diagnosed with an equine infectious disease the owner will immediately
 - Contact the Yarrambat ARC Committee to advise of the diagnosis and any advise provided by their treating veterinarian.
 - Once notified, the Yarrambat ARC Committee will notify all horse owners that were present at the grounds at the time, of the outbreak and the veterinarian advice known at that time.
 - The Yarrambat ARC may then notify All members of the YARC of the outbreak dependent of advice from an Animal Health Officer, Department of Agriculture Victoria.
 - The Yarrambat ARC will then arrange for appropriate cleaning / santising of the area of the grounds deemed as being contaminated on advice from an Animal Health Officer, Department of Agriculture Victoria.
- 2) A horse which is at the Yarrambat ARC grounds and following a

veterinarian examination / swab is diagnosed with an equine infectious disease, and has been directed to quarantine on the grounds by Animal Health Officer, Department of Agriculture Victoria – the following will apply

- The Yarrambat ARC then notify All members of the YARC of the outbreak and the advice from an Animal Health Officer, Department of Agriculture Victoria.
- The owner of the horse will be solely responsible for the care, feeding, watering of the quarantined horse.
- The owner of the horse will ensure all advice and instructions of an Animal Health Officer, Department of Agriculture Victoria and / or their veterinarian to prevent the further contamination of the Yarrambat ARC grounds are carried out
- The Yarrambat ARC will then arrange for appropriate cleaning / santising of the area of the grounds deemed as being contaminated on advice from an Animal Health Officer, Department of Agriculture Victoria

CLUB SOCIAL MEDIA POLICY

- What can I post on Social Media?

Social media is a fantastic way that we build and connect the Adult Riding Club community.

Every word and image that you post sends a message about A.R.C.

A.R.C. has social media policies at the national, state and club level.

Inappropriate posts may result in disciplinary action under the Code of Conduct and or Acts of Parliament.

So what is inappropriate?

- Negative comments about or images of a fellow member (could be bullying or harassment).
- Posts that breach confidentiality
- Criticisms of office holders or their decisions (could be bullying or harassment) and
- Criticisms of other club members or the club. This includes posts on your personal Facebook page. If you have an issue – take it up directly with them.
- Posts that breach anti-discrimination laws
- Posts that are not factually accurate

Our club Facebook administrator will monitor and remove posts which may bully, offend or bring the ARC into disrepute.

For more Social Media information please refer to the HRC AV Social Media Policy at the rear of this document.

GROUND & EVENT DUTIES

As you can imagine, there's a lot of organising that goes into a rally day and even more for event days! As a result, each YARC member is required to assist at one rally set up and pack up (or Harrowing of the arenas within 2 days after Rally), attend 2 working bees, and for a minimum of 3 hours at our events throughout the year, either in the canteen or grounds, per calendar year. The duties roster is on our webpage and is updated regularly.

If you cannot make your assigned day for rally setup it is your responsibility to contact another member and swap with them. Once you have organised a replacement, please let either our Secretary or Rally co-ordinator know, so the roster can be updated.

If you are unable to assist in your rostered duties, working bees or event/competition days please talk to a committee member about how you may be able to meet the requirements of your membership.

The general aim of these conditions is to spread the workload across our many members and to enable our club to run smoothly and safely for the greater enjoyment of all members.

If these obligations are not met it could jeopardise your membership for the following year.

COMMITTEE

Our club is run by volunteers and requires a lot of preparation for rallies and events to run smoothly. Our committee is a dedicated group who can always do with extra help, so if you wish to be more involved please contact us.

Committee meetings are held on the Tuesday after rally. Please check the newsletter for times and location. All members are welcome and are encouraged to attend.

A list of committee members and contact details can be found on our webpage.

FUNDRAISING

We try to keep our fees modest and so our fundraisers are really important. Our major fundraising activities tend to be event days and the canteen profits from these days!

Our events also enable members to compete on home turf and are a great way to learn the ropes. So please put your hand up to volunteer or talk to one of our committee members.

WORKING BEES

Throughout the year we hold 2 working bees to keep our grounds neat, tidy and safe. As part of your membership it is expected that you make the effort to attend these days. These days can also be a great way to socialise with other members once your duty is done. You are expected to perform a minimum of 3 hours at each of these working bees. Members are also offered to do their duty in the weeks prior to the actually working bee dates. A list of jobs will be provided before hand.

BEHAVIOURAL STANDARDS

As per the HRCav code of conduct.

All members are bound by the HRCav rule.

Rules can also be located on the HRCav website.

www.hrcav.com.au – HRCav manual.

HRCav CODE OF CONDUCT

In all equestrian sports the horse must be considered paramount. The well being of the horse shall be above the demands of owners, riders, organisers, sponsors or officials. In the interests of the horse, the fitness and competence of the Rider shall be regarded as essential. The HRCav recognizes the principles covered in the Vic Sport Code of Conduct and works to ensure:

inclusion of every person regardless of their gender or sexual orientation

inclusion of every person regardless of their race, culture or religion

opportunities for people of all abilities to participate in the sport and develop to their full potential that respect is shown towards others, the club and the broader community

a safe and inclusive environment for all

elimination of violent and abusive behaviour

protection of persons involved in the sport from sexual harassment or intimidation

protection of persons involved in the sport from other forms of harassment

This Code and Association rules apply to all Club sanctioned events and

activities and extends to cover unacceptable behaviour on the part of individual members which has the potential to be injurious to the reputation of the Association and negatively affect the safety and enjoyment of the sport by other members.

BREACHES OF CODE OF CONDUCT

The HRCAV Committee may impose sanctions where they are satisfied that there is proof that a breach of the Code of Conduct has occurred. Breaches of the Code of Conduct include, but are not limited to, the following:

Failure to comply with the Rules of the Association

Disrespecting the Rules of the Association or those of the Organising Committee of an event in such a manner that is considered offensive.

Disrespecting the decisions of Judges or Event Officials

Failure to follow the orders of Event Officials

Bribing or attempting to bribe Officials or Judges.

Defamation of the Association.

Conduct which may be injurious to the reputation of the Association.

Behaviour or use of language in a manner which may be considered offensive.

Wilfully misleading the Association or the Organising Committee as to the eligibility of a Horse/Rider or the misrepresentation of the Horse/Rider's identity.

Use of illegal substances or failure or refusal of a rider, owner or HRCAV member to allow his/her horse to be swabbed.

Harassment including offensive, abusive, belittling or threatening behaviour directed at a person or people in the form of verbal, non verbal or written communication including harassment via electronic media.

Violent or abusive behaviour towards another person

Vilification of any kind towards another person

Discrimination against another person based on their age, gender or sexual orientation.

Discrimination against another person based on their race, culture, religion or any other irrelevant personal characteristic.

Sexual harassment or intimidation of another person.

Victimisation of another person for exercising their rights through the Code of Conduct.

Repeating offences after being given a warning in writing by the HRCAV Committee.

Failure to maintain a safe environment

Cruelty to a horse in the following manner:

Refer to Disciplinary Rules Appendix 1 for clarification

- o To whip or beat a horse excessively
- o To subject a horse to any kind of electric shock
- o To use spurs, or to jab the horse in the mouth with the bit excessively or persistently
- o To mount, attempt to mount or ride an obviously exhausted, lame or injured horse
- o To 'rap' a horse anywhere in or outside the grounds of the Event
- o To hyper-sensitise any part of a horse
- o To leave a horse without adequate food, drink and exercise

CLUBS MEMBERS ARE EXPECTED TO:

respect and abide by the rules of the Association

promote good fellowship – be encouraging and supportive of fellow members

behave in an appropriate manner with respect to standards of personal behaviour, language, temper

refrain from conduct which is prejudicial to the interests of the Association or has the potential to bring the Association into disrepute

ensure that the welfare of the horse takes precedence over personal interests

The Code of Conduct and Association rules apply to all club sanctioned events and activities and extend to cover unacceptable behaviour on the part of individual members which has the potential to be injurious to the reputation of the Association and negatively affect the safety and enjoyment of the sport

by other members.

DISCIPLINES IN HORSE RIDING:

DRESSAGE

Dressage is a series of gymnastic movements performed by horse and rider in an arena. Dressage is the basis for all other areas of English riding and the control and aids of Dressage are also used in Jumping.

Dressage tests and manuals are available through the HRCVA website. They include explanations of what is expected of horse and rider at each level and things that are not allowed in dressage tests. In dressage only events, if there is more than one test, you may have someone call the tests for you, rather than trying to remember two on the day.

Dressage is often held as an event on its own; however it is also a vital part of combined training events and horse trials. When Dressage is held on its own, the highest score is the winning score for each section. In Combined training and horse trials the aim is for the lowest number of penalty points, so the lowest score is the winning score.

HORSE TRIALS

Horse Trials consist of three phases – dressage, cross-country and show jumping. The aim of the event is to achieve the lowest score possible. The dressage demerit points are placed on the scoreboard and any other penalties obtained in either of the jumping phases are added to that. At the end of the day the rider with the lowest score is the winner. All three phases must be completed to gain a valid score.

The cross country phase is a series of fixed jumps, spread out over a large piece of land. A map showing the number and the position of the jumps can be obtained from the secretary's office on the day of the event.

The show jumping phase is a series of non-fixed jumps in an arena. Riders should walk the course in their allocated times.

Horse trials are hard work for both horse and rider. Please ensure that your horse is given adequate preparation leading up to an event. Horses should be in full work for at least 6 weeks prior to the event. This work should include practise in dressage and jumping but also some road trotting and canter work up and down hills. The fitter your horse is going into a competition, the safer you will be and the more fun you will have.

COMBINED TRAINING

Combined Training is a combination of scores from a dressage test and a

showjumping round. Scoring and penalties are the same as for horse trials.

HICKSTEAD

A hickstead is similar to a combined training event; however, the show jumping phase has a combination of showjumping fences and fixed cross-country fences. The distance travelled is also longer than a normal showjumping course. The round begins with some show jumps then moves onto some cross-country jumps and then ends with some more show jumps. Scoring for this event is the same as for Horse Trials and Combined Training events.

SHOW JUMPING

Show jumping events have different heights, penalties and in some cases slightly different rules to the showjumping phases in a HT, CT or hickstead.

There are many types of Showjumping events, the most common are:

Table 'A'

This event has two rounds of jumping. The first round is a complete showjumping course that has to be completed cleanly (i.e. No refusals, dropped rails, fall etc.) and within a set time limit. Riders with no penalties, or if there are no 'clean' rounds, riders on equal penalties then go in to ride in the second round.

This second round is called a 'jump off'. The jump off has fewer jumps than the previous round and the jumps have usually been raised in height or made slightly wider. A jump off is usually against the clock, that is, the fastest clear round is the winner.

Championship

This is similar to a table 'A' event, except that there are two 'first rounds' and the scores are added together. The second round may be raised in height and made slightly wider. Those with two clear rounds (or the next lowest and equal score if there are no clear rounds) go on to a jump off against the clock. Again the jumps may be raised and widened, there are less jumps and the fastest clear round wins.

Top Score

In this event, jumps are given a value number with the easiest jump having the lowest number and the hardest jump the highest number. Jumps do not have to be jumped in a specific order and not all jumps have to be jumped. Jumps can often be jumped from different directions; however, no jump can be jumped more than twice from either direction. Any jump knocked down will not score and will not be put back up again until the end of the round.

Normal penalties for knockdowns and refusals do not count in this event.

Riders must pass through the start flags to begin the round. When the finish bell rings you must ride as quickly, through the finish flags, as you can – the time between when the bell rings and you pass through the finish flags will count if there are riders on equal scores. Start and finish flags are placed together so they can be passed through from either direction. Riders must make up their own course keeping in mind the ability of their horse.

AM7

First round is judged not against the clock, but with a time allowed. Fences 1 to 9 are included in the main course. A competitor who incurs any jumping penalties in the first round must leave the arena immediately on completion of the first round. A competitor with a clear round, must remain in the arena for a jump off against the clock.

The judge will ring the bell to indicate that they are ready for the competitor to start the jump off. A competitor who fails to pass through the start line of the jump off within 30 seconds will be eliminated.

JUMP HEIGHTS

The maximum finishing heights for each grade are:

Adv Level	1100mm	max width	1200mm
Level 1	1050mm	max width	1100mm
Level 2	950mm	max width	1000mm
Level 3	800mm	max width	800mm
Level 4	650mm	max width	650mm
Level 5	500mm	max width	500mm

NAVIGATIONS RIDES

Nav rides are ridden in pairs and are normally run along quiet roads, tracks, parks and private land, if there are any water crossings they must not exceed 30cm. A clearly marked course is set out and you are asked to answer questions on a sheet of paper along the ride. There is a choice of two distances to complete in a set time (you have a bit of leeway either side of the time). Your question sheet will tell you the approx distance and time the ride is to be completed in. Half time rests are given for the longer distances. Scores are

given for correct answers and penalties are given depending on your completion time.

SHOWING

Showing can consist of many “classes”

Smartest on parade, Led Exhibit, Ridden Exhibit, Handler Class, Rider Class, Best Educated, Pleasure Mount etc,

On the program, classes may be divided according to height of horse, age of rider, novice/open and/or Showing level of the horse/rider combination.

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC (HRCASOCIAL MEDIA POLICY)

1. PURPOSE

- 1.1. This policy has been developed to provide guidelines for the appropriate use of social media in professional and personal capacities by HRCAV stakeholders including employees, Executive Committee and Sub Committee members, officials, Club representatives and members when, as part of a person’s social media activity, there is a connection to HRCAV including references to HRCAV through a person’s profile.
- 1.2. Social media is one of the most effective communication tools organisations use to communicate to their audiences and promote their business activity. This policy is designed to protect the interests and reputation of HRCAV, all stakeholders of HRCAV and equestrian sports in Australia. It is also designed to encourage stakeholders to use social media in a positive and promotional manner for the HRCAV and equestrian sports in Australia.
- 1.3. It is important that HRCAV’s reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation. Those who work and are associated with HRCAV (including all staff and committee members) need to understand that comments made or photographs, videos or images posted using social media or online platforms are as public as if these comments were made directly to the media or in a public forum.
- 1.4. This policy should be read in conjunction with the HRCAV Code of Conduct Policy.

2. SCOPE

- 2.1. This policy applies to all HRCAV stakeholders (i.e individuals representing themselves as being associated with HRCAV regardless of the details contained within their public profile).
- 2.2. If you require any clarification about any aspects of the policy and how it applies to your own circumstances, please contact the HRCAV office.
- 2.3. Social media activity (even if posted outside of normal business hours), if deemed to be inappropriate by HRCAV, could be subject to disciplinary action.

3.

4. WHAT IS SOCIAL MEDIA?

- 4.1. Social media is any online user generated content shared in a public forum aimed at engaging social interaction and may include (but is not limited to);

- Social networking websites (eg Facebook, MySpace)
- Micro-blogging sites (eg Twitter)
- Video and photo sharing websites (eg YouTube, Flickr)
- Blogs (including weblogs, corporate blogs, personal blogs and blogs hosted by traditional media publications)
- Online forums, chat rooms and discussion boards
- Any other websites that allow individual users or companies to use simple publishing tools (eg Tumblr)

5. WHY IS HRC AV USING SOCIAL MEDIA?

5.1. Social media can be a cost-effective and powerful communication tool. It enables HRC AV to create an online community that can be engaged with on a real-time basis. It also provides a platform to communicate with new audiences and promote business activity. HRC AV encourages all stakeholders to use social media in both a professional and personal sense.

6. WHAT HRC AV EXPECTS IN SOCIAL MEDIA MESSAGING

6.1. HRC AV encourages positive promotional messages including (but not limited to)

- Overall promotion of the HRC AV and equestrian sports
- Endorsements of decisions by HRC AV
- Promotion of all HRC AV events, regardless of level
- Acknowledge competition successes
- HRC AV sponsor servicing with positive brand messaging
- Avoidance of personal sponsor endorsement

6.2. Stakeholders assume ambassadorial role for HRC AV

6.3. Ensure that content you post is factually accurate and complies with HRC AV policies particularly those that relate to confidentiality and disclosure

6.4. When using Twitter and Facebook, re-tweeting a message and 'Liking' a Facebook post is considered your view and an endorsement of the original tweet or post

7. WHAT HRC AV DOES NOT EXPECT IN SOCIAL MEDIA MESSAGING

7.1. PROFESSIONAL USAGE

7.1.1. Be mindful that any comments made or images, videos and photographs posted on social media platforms, irrespective of privacy settings are public remarks and can be shared, copied and distributed to a wider audience than may have been originally intended and therefore become publically published views.

7.1.2. As a stakeholder of HRC AV, when using social media, you are required to;

7.1.3. Ensure that you do not post any content that could be considered obscene, defamatory, threatening, harassing, discriminatory, libellous or hateful to another person or entity, including HRC AV and its employees, its contractors, its clubs, its partners, its participants, its competitors and/or any other equestrian related organization or individual

7.1.4. Be respectful of all individuals and communities with which you interact online

7.1.5. Be polite and respectful of others people's opinions

7.1.6. You must not make any comment or post, like or re-tweet any material that might otherwise cause damage to or bring into disrepute HRC AV's reputation.

7.1.7. You must not use the HRC AV brand to endorse or promote any product, opinion, cause or political message/belief without prior consent

7.1.8. Disclose only publically available information. You must not comment on or disclose confidential HRC AV information (such as Committee decisions, business plans and financial information) and always respecting copyright, privacy, financial disclosure and other

applicable laws when posting content on social media

7.2. PERSONAL USAGE

7.2.1. HRCav is aware and encourages its stakeholders to use social media in their personal lives.

This policy is not intended to discourage the personal use of social media. However, the potential to damage HRCav's reputation because of the personal use of social media where a person can be identified as associated with HRCav means that all persons listed in 1.1 must comply with this policy to ensure that the risk of such damage is minimised.

7.2.2. HRCav recommends that its stakeholders remain aware of their personal online reputation at all times. You should be aware that, even when not discussing HRCav or equestrian sport related matters, if you engage in inappropriate conduct it can have an impact on your employment or engagement with HRCav.

7.3. If a representative of the media contacts you via social media or by other means, in relation to HRCav, you should refer the contact to the HRCav office.

7.4. If HRCav identifies that an employee is spending excessive work time accessing social media to the extent that such activity is effecting the performance of their work; disciplinary action may be initiated in accordance with that employee's employment agreement.

8. OFFICIAL HRCav SOCIAL MEDIA PLATFORMS

8.1. HRCav office staff are responsible for uploading all official HRCav content to HRCav's Facebook account and other social media platforms as deemed appropriate from time to time

9. IDENTIFYING INAPPROPRIATE USE

9.1. If you become aware of inappropriate or unlawful content in social media that relates to HRCav or individuals associated with HRCav, or that may otherwise have been published in breach of this policy, and you would like to report these please contact the HRCav's Administrative Officer.

10. BREACH OF POLICY

10.1. Non-compliance with this policy may result in disciplinary action.

11. CONSULTATION

11.1. Any persons who are unsure of their rights, liabilities or actions online can contact the HRCav Administrative Officer for further clarification.

Last updated on 5/01/2021

MAP of YARRAMBART ARC Grounds

