



## ABOUT OUR CLUB

Hurstbridge District Adult Riding Club Inc

PO Box 269 Hurstbridge Vic 3099

[www.hdarc.org.au](http://www.hdarc.org.au)

Club Grounds: On the reserve behind St Peters Church,  
Heidelberg/Kinglake Road, Hurstbridge  
Melways Ref: 263 B7

*Please refer to our website or a recent HDARC Newsletter for current contact details for our Committee members.*

### WELCOME

Hurstbridge District Adult Riding Club was established in 1984 to offer a friendly, relaxed and supportive environment to local riders. We now have around 100 members and cater to all levels of riders by offering a variety of activities including dressage, show jumping, cross-country, groundwork, horsemanship, specialist clinics, occasional games rallies and our popular trail and pub rides.

Most years we run official fund raising competitions in Dressage and Show Jumping, and occasionally Showing. We may also run a 'Mock Dressage Day' or 'End of Year Event' and other social functions throughout the year.

Whatever role you take in our club, we hope you find friendship and a supportive environment. Whether you become an active committee member, a social associate member or a regular competitor – we welcome you, and your input.

### FACILITIES

Our grounds are in a parkland reserve on the creek flats behind St Peters Church in Hurstbridge. We share these grounds with Hurstbridge Pony Club.

There are five 60x20 sand arenas, a 40x20 sand arena, a small cross country course, show jumping/games equipment, spacious club rooms, toilets, float parking, horse yards and a wash bay.

For safety reasons, the gates to the grounds are kept locked when not in use and closed when in use. Please contact our club secretary for a key.

### NEWSLETTER & WEBSITE

Our Newsletter is published monthly via email and on the website, and is also available in print at the clubhouse. Our website is updated monthly with news and events. See [www.hdarc.org.au](http://www.hdarc.org.au)

### HRC AV & EA AFFILIATION

HDARC is affiliated with the Horse Riding Clubs Association Victoria which has approximately 150 clubs and 6500 members. Our members must be members of the HRC AV. The HRC AV provides mandatory accident and indemnity insurance, and access to HRC AV competitions through its level assessment system. HRC AV produces a monthly newsletter; 'Chaff Chat' with a calendar of events and entry forms for competitions. Our affiliation with Equestrian Australia allows us to use EA accredited coaches and to run some EA events.

### JOINING FEES - Due 1<sup>st</sup> November

You can join as a Full or an Associate member. Fees are outlined in the attached membership application form. In addition to the annual membership and HRC AV fees, we have a 'pay as you ride' system so you only pay for those rallies or clinics that you book in to attend.

### UNIFORMS

Other than an ASA approved helmet, and safe riding boots, our uniform is not required at rallies, but is necessary for official HRC AV events. i.e.:

- ASA current approved helmet
- Black, cream, or white jodhpurs
- Long Boots or short boots (with/without gaiters)
- Black saddle blanket with jade & white trim (& HDARC logo) or plain black or plain white saddle blanket
- Black polo shirt with jade inserts and white trim
- Black HDARC jumper/vest (with white shirt with/without tie/stock)

We also have a great range of casual clothing. Uniform items can be ordered through the club Uniform Officer.

## RALLY STRUCTURE & BOOKINGS

RALLY	Wednesday	Saturday Flat/Jump	Saturday Flat/Jump	Clinics/Trail rides
<b>Dates</b>	Every week *	1 <sup>st</sup> Sat of the month	3 <sup>rd</sup> Sat of the month	On request
<b>Times:</b> (Subject to change)	Group 1 at 10.00am Group 2 at 11.00am Group 3 - if needed <i>Group 3 may be at (9.00am or 12.00pm)</i>	Group 1 - 10.00am Group 2 - 11.00am Group 3 - as required <i>Group 3 may be at (9.00am or 12.00pm)</i>	Group 1 - 10.00am Group 2 - 11.00am Group 3 - as required <i>Group 3 may be at (9.00am or 12.00pm)</i>	By arrangement: please refer to the 'Social Calendar' in the current newsletter.
<b>Cut off Day &amp; Time:</b>	8.30pm Sunday prior. And complete / update the ' <i>Intention to Ride</i> ' booking sheets at club or in advance each term	8.30pm Wednesday prior to the Saturday.	8.30pm Wednesday prior to the Saturday.	See current Newsletter
<b>Contact:</b>	Wednesday Rally Coordinator	Saturday Rally Coordinator	Saturday Rally Coordinator	See current Newsletter
<b>Payment:</b>	<p>We have a 'pay as you ride' system. Before each lesson, riders put their rally payment in an envelope or small ziplock bag marked with their name, session time and date and put the envelope in the letterbox in the Clubroom. This is usually on the table with the booking sheets.</p> <p>For some guest instructors or clinics, the lesson fee may depend on the number of riders in the class; otherwise payment is \$20 per person per lesson.</p> <p>Riders who book in but can't ride are required to notify the rally coordinator and will be required to pay unless that rider has notified the rally coordinator prior to the cut-off day and time.</p> <p>Riders owing money for previous lessons are unable to book in to ride until they have paid up.</p>			
<b>Notes:</b>	<p>Most rallies are held at the club. Other locations may include indoor arenas, other clubs or Cross Country venues such as Yarrambat ARC and Yarra Glen &amp; Lilydale Hunt Club.</p> <p>Spectators are most welcome. However, due to insurance reasons, only guests who are a current insured member of another club may ride at 3 rallies (for a fee) before joining.</p> <p>Riders from all levels can book in for any rally; we try to group by level and experience.</p> <p>Riders without a booking may be declined a place. Please book first.</p> <p>Riders need to be mounted and ready for instruction prior to commencement of the session.</p> <p>Dressage groups are usually kept to a maximum of 4 riders. For safety reasons, jumping groups have a maximum 4 riders. If there are more than 4, riders are split into 2 groups or have private lessons. The rally fee may be adjusted accordingly.</p> <p>Clinics may be private, semi-private or group lessons depending on demand.</p> <p>Jumping rallies require riders to <i>either</i> arrive early/stay later to help set up/pack up jumps. Also, for safety reasons, medical armbands should be worn, and riders late for jumping sessions may be asked to ride in the following lesson if jumping heights and/or numbers permit.</p> <p><b><u>IMPORTANT: Please remove your horse's manure from the arena, the yards, the wash bay or the car park before leaving the grounds. A wheel barrow and scoop is provided for this.</u></b></p> <p>*There are no Wednesday rallies during term holidays, but you may arrange your own private or group lessons at the club if you are appropriately insured.</p>			

## INSTRUCTORS

We aim to secure the best instructors possible. The dressage and jumping sub-committees consistently seek feedback to ensure member's needs are met.

We seek qualified instructors with professional knowledge, practical experience, a positive attitude, and an ability to provide a safe, supportive and encouraging lesson to all riders, whatever level.

Instructors and clinics are usually published in the newsletter, and we are always open to suggestions.

## RALLY COORDINATION

Rally coordinators are volunteers who juggle the task of matching riders to groups. To ease their workload we need riders to book in by the deadline, or write your intentions on the rally booking sheets.

If you cancel from a rally, please do it early so we may offer your place to another rider. If you choose not to ride at the last minute, due to weather; or whatever, you can come and watch anyway – and still get something for your money. Many riders come early or stay on after so they can watch other lessons, share a cuppa, a snack or a chat.

## REQUIREMENTS FOR MEMBERSHIP

**Per club year** (*if these are not met it may jeopardise your following year's membership*)

### As a member you are required to:

1. volunteer for 4 hours at one club event
2. attend for 2 hours at one club working bee or other club\* maintenance activity
3. do rostered rally duty as requested (or negotiated with another member) at either Wednesday or Saturday rally.
4. Helping at a TTT event for 4 hours would satisfy point 1 and 2 due to longer travel required

If it is difficult for you to help in this way, please call our president to talk about how you may be able to meet your requirements of 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.

*\* Club = Pony club or Adult Riders club.*

## WORKING BEES / EVENT HELPERS

Our events draw in a large crowd and event helpers are always needed to help organise and run these events. These are major fundraisers for the club and many helpers make light work of a professional and fun competition that runs smoothly.

Working bees are advertised in the newsletter, or via emails. Please register your plan to attend a working bee or club activity with the coordinator specified, so you can be allocated with a task and a specific time slot that suits you.

## OUR COMMITTEE

Our committee meets once a month, usually on the 3rd Wednesday of each month, in the evening. We encourage members to become actively involved. Any members are welcome to attend for interest or to suggest an agenda item. Committee contact details are listed in the newsletter.

The AGM is held each November to elect the committee and office bearers, from our existing members, and all members are welcome.

## SAFETY & CLUB RULES

Horse riding is a potentially dangerous sport. It is most important that you feel safe and in control of your horse when riding. For this reason and also for our insurance, we have a few standard rules.

- Approved ASA standard helmets and safety footwear must be worn at all times whilst mounted. (Runners/Blundstone boots are not permitted while mounted.)
- Riders are responsible for ensuring their own and their horse's equipment is in a safe condition fit for its purpose.
- No smoking while mounted.
- Medical armbands must be worn while jumping.
- The front gate and hand gates are kept closed at all times. When entering and leaving the grounds please close the gate behind you so a loose horse cannot get out on to the road.
- In the event of an accident, an incident report is to be completed. These are found in the club room in a red folder marked First Aid. The report is to be handed to a committee member.
- If your horse is prone to kicking other horses, please keep a safe distance from other horses and riders, and tie a red ribbon on its tail.
- Lunging in the arena prior to/during a lesson can be a hazard to other horses and riders warming up nearby. Take care, to keep your horse separate, calm, and under your control when lunging.
- If your horse is sick or infectious, please do not bring it to the club.**

## **RECOMMENDATIONS**

### **For safety, we recommend that members;**

- have ambulance cover
- wear protective vests and medical armbands when jumping
- arrive at rallies early so there is ample time to check and safely prepare your horse
- check your gear regularly to ensure that stitching, buckles, girths and leathers are in good safe condition.
- familiarise young horses to the club grounds and environment before participating in a mounted lesson.
- park floats in an thoughtful manner leaving space for horses to be tied safely without damaging vehicles.
- be considerate using the yards if your horse is known to kick or bite other neighbouring horses
- read and respect the "Arena Etiquette and Safety" sheet as published in our Newsletter
- ensure your horse is calm and under control if lunging near other horses.

**Thank you for enquiring about our club.**

**For more information please call our Secretary or President.**

**You will find current phone numbers and contact details on our website or Newsletter.**

### **ATTACHMENTS included in this document:**

- "How I can help" Register
- Uniform Order form
- Lesson & Arena Etiquette

### **ATTACHMENTS to be added for new members:**

- Membership Application form
- Membership fee structure
- Membership waiver form
- Current Wednesday Rally booking sheets / Term Schedule
- Current Newsletter

## HDARC... How I can Help

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

### I am interested in helping our club in the following types of activities:

Please tick the boxes where you feel you would be most able to assist, and you would like us to call you to see if you are available to help when these activities need doing.

<input type="checkbox"/> General maintenance and/ or <input type="checkbox"/> Working Bees	<input type="checkbox"/> Dressage or <input type="checkbox"/> Showing Events or	<input type="checkbox"/> Show Jumping Events	<input type="checkbox"/> Wednesday Rallies or <input type="checkbox"/> Saturday Rallies <input type="checkbox"/> Clinics
<input type="checkbox"/> General cleaning	<input type="checkbox"/> Event secretary	<input type="checkbox"/> Event secretary	<input type="checkbox"/> Rally coordinator
<input type="checkbox"/> Mowing, Whipper Snippering	<input type="checkbox"/> Judges Penciller / Steward	<input type="checkbox"/> Judges Penciller / Steward	<input type="checkbox"/> Sourcing / Booking Instructors or Clinics
<input type="checkbox"/> Gardening, Weeding	<input type="checkbox"/> Setting up / taking down arenas	<input type="checkbox"/> Setting up / taking down arenas & Jumps	<input type="checkbox"/> Welcoming new members
<input type="checkbox"/> Painting jump poles	<input type="checkbox"/> Gate / Ring Steward	<input type="checkbox"/> Gate / Ring Steward	<input type="checkbox"/> Rally Roster Duty
<input type="checkbox"/> Fence/Yard repairs	<input type="checkbox"/> Gear Checker	<input type="checkbox"/> Gear Checker	<input type="checkbox"/> Cleaning Club rooms
<input type="checkbox"/> Organising people	<input type="checkbox"/> Score sheets	<input type="checkbox"/> Score sheets	<input type="checkbox"/> Bringing a cake / slice
<input type="checkbox"/> Canteen <input type="checkbox"/> BBQ	<input type="checkbox"/> Canteen <input type="checkbox"/> BBQ	<input type="checkbox"/> Canteen <input type="checkbox"/> BBQ	<input type="checkbox"/> Vacuuming
<input type="checkbox"/> Grounds Maintenance	<input type="checkbox"/> Parking	<input type="checkbox"/> Parking	<input type="checkbox"/> Doing dishes
<input type="checkbox"/> General runner	<input type="checkbox"/> General runner	<input type="checkbox"/> General runner	<input type="checkbox"/> Harrowing arenas

### Other ways I might be able to help...

General Committees / sub committees

Newsletters  Website

Membership Liaison / Coordinating rosters

Uniforms

Organising social events  Trail Rides or  Other outings

Other \_\_\_\_\_

## Hurstbridge & District Adult Riding Club Casual and Competition Apparel

For uniform queries please contact our Uniform Officer.

Black cap with logo	\$12.00
Black polar fleece Jacket with logo	\$38.00
Black polar fleece vest with logo	\$28.00
Polo t-shirt with logo	\$30.00
Black knitted vest with logo	\$40.00
Black knitted jumper with logo	\$50.00
Black waterproof jacket with logo	\$60.00

Saddle Blanket with Logo

See Debbie Smith: Yarrambat Horsewear

(Shop in Hurstbridge 942 Heidelberg-Kinglake Rd Phone 97181988)

### UNIFORMS

Other than an ASA approved helmet, and safe riding boots, our uniform is not required at rallies, but is necessary for official HRC AV competitions and events. i.e.

- ASA current approved helmet
- Black, cream, or white jodhpurs
- Long Boots or short boots (with/without gaiters)
- Black saddle blanket with jade & white trim (& HDARC logo) or plain black or plain white saddle blanket
- Jade polo shirt. OR
- Black HDARC jumper or vest (worn with a plain white shirt with/without tie/stock)

## LESSON AND ARENA ETIQUETTE

### **Safety of horses, riders and spectators is of paramount importance: with this in mind:**

- ❖ Always approach, enter and leave the arena at a walk.
- ❖ Arrive on time or early to give your horse a chance to settle into the working environment and the other horses.
- ❖ Before your lesson, if you are riding, handling or lunging a horse that is out of control or disturbing others in their lesson, please move away from the group, or leave the arena. You can possibly return to a warm up area once your horse settles down. Try to keep lunging calm and controlled.
- ❖ If you arrive late to a lesson, enter the arena without interrupting any other riders 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).
- ❖ Always introduce yourself to a new instructor and advise them of both you and your horse's experience, level and any safety concerns you have.
- ❖ If there is equipment to be set up for your lesson; offer assistance before mounting. Equally, if there is equipment to be packed away; make yourself available to help after the lesson, as this job often falls on the same few people left at the end of the day.
- ❖ Be mindful that there are usually other classes being held in adjacent arenas, including the bottom show-jumping arena. The club will endeavour to separate these designated work spaces by the use of ground-poles or witch's hats.
- ❖ Regarding fair use of our available work-space; group lessons booked via our rally coordinators will always take priority over privately booked lessons and private schooling.
- ❖ Private lessons take priority of private schooling. If you are private schooling near a paid for and previously set up private lesson, respect that space by avoiding any activities that may disrupt the horse in the lesson.
- ❖ While working in a group
  - be aware of where everyone else is on the arena, so you can avoid cutting them off or running into other horses.
  - acquaint yourself with horses that need you to keep your distance (e.g. mares / young horses) and do your best to do so.
  - if your horse is tense about others coming close, please advise the instructor and other riders, so they equally can keep their distance from you.
  - as a guide, you should leave a distance of at least two horse lengths between yourself and the horse in front.

## Lesson and Arena Etiquette cont...

- ❖ When passing another horse front-on, wherever possible, pass left shoulder to left shoulder.
- ❖ Do not allow your horse to run up the rear of the horse in front. Always turn in off the track to a small circle or move to another part of the arena where there is more space.
- ❖ In a lesson, when you need to stop or take a break, always make your way to the middle of your group, to a place well clear of other riders.
- ❖ Always excuse yourself from a lesson should you wish to leave early.
- ❖ If using a full length dressage whip in a lesson, ensure that when passing other horses, you don't inadvertently touch or flick them with your whip.
- ❖ Should you find yourself sharing a lesson or warm-up area at a competition with more advanced riders who are doing two-track work, or in a faster pace, they have right-of-way at all times. i.e. If you are walking, stay on an inside track of those trotting or cantering.
- ❖ Feel free to ask questions and clarify instructions with your instructor throughout a lesson if you are unsure of what is being asked of you, or if you haven't heard the instruction.
- ❖ Thank your instructor for their time and do not hesitate to query them about what you have worked on in the lesson, and what would be useful to continue with in your own training. Most instructors like questions.
- ❖ Please leave the arena at a walk once your lesson is finished, and when returning to the float/yards area or generally moving around the grounds, do so at a walk so as not to spook other horses.
- ❖ Ensure all manure is removed from the arena if your horse has made a deposit. And while you are there cleaning up, consider picking up any other droppings left behind too. A small gesture of goodwill goes a long way to creating an atmosphere of care for not only club property, but your fellow riders as well.

Thank you