

MURRUMBATEMAN ADULT RIDERS CLUB

NEW MEMBERS

SAFETY AND CONDUCT BRIEF

New members are welcome to join the Murrumbateman Adult Riding Club (MARC) and enjoy the fellowship and camaraderie we experience with our horses and members with common interests.

A requirement of joining MARC is that all members have to read and acknowledge in writing the Club's Code of Conduct.

New members are given the following information to allow them to participate fully in the Club's activities and ensure the safety of themselves, their horse and those around them.

Members need to pay an annual membership fee which covers the individuals and the club for insurance purposes and contributes to the administrative costs of running the Club. The current annual membership fee is \$ 35.00 for a single and \$50 for a couple.

ACTIVITIES

The Club generally conducts a mounted activity once a month on the third Sunday, except December. The date in October however is variable because of the Field Day commitments.

Training days

At training days, instruction is provided by a variety of EA qualified instructors and a daily contribution is required to offset payment of the instructors. Currently the daily contribution for a typical training day is \$35.00 for up to three one hour lessons.

Competitions

MARC hosts competitions each year and members are encouraged to assist with the set-up and refurbishment of the grounds after the event. The annual calendar of training days and events provides more detailed information on the events planned this year.

ORGANISATION

Committee of Management.

MARC's Committee of Management is established in accordance with the model constitution provided by the Department of Fair Trading and uses this constitution to guide its administrative processes. Office holders include the President, Vice President, Treasurer, Club Secretary, two additional functional Secretaries (Membership and Events) and Training Coordinator. Additional people may be appointed by the Committee to assist the Committee including, but not limited to, the Public Officer and the Web Master.

Committee meetings are held once a month on the first Thursday of the month – usually at the Murrumbateman Country Inn, commencing at 7:30 PM – and all club members are

encouraged to attend and participate in the administration of the Club. Annual General Meetings are held in October each year and all positions are declared vacant and new members are elected to the Committee for the following year.

The committee is responsible for the Club's risk management policy and risk management plans and as such before each training day or event / competition they nominate sufficient principal volunteers to assure the safe and effective conduct of the activity. A suite of checklists have been developed to assist principal volunteers in this task and their continual improvement is an ongoing responsibility of the committee.

Training Day Administration

Typical training day administration starts with the Club determining and publishing for its members through the web site the annual calendar of training days and events. At the committee meeting prior to the training day, the committee will nominate an Activity Coordinator for the day and authorise that person to act in the best interests of the committee to ensure a safe and effective activity is conducted.

The Training Coordinator emails members details of the next training day a week or two before hand. It is requested all riders attending book early so the number of instructors can be calculated. MARC conducts group lessons and caters for less confident riders but, if a rider feels they would prefer to start with ground work, lunging or other assistance, they need to notify the Training Coordinator so that such support can be organised, if possible.

Typically, the Activity Coordinator will be supported by a first aid volunteer and a catering volunteer. The Activity Coordinator will brief all participants on specific safety controls required on the day at the safety and conduct brief which will be delivered centrally to all members before the commencement of formal lessons with instructors.

Training days commence with a safety and conduct brief at 09:45 AM and riders disperse to their various instructors to commence riding at 10:00 AM. A 15 minute break is organised from 11:00 to 11:15 to allow for a comfort break for riders and instructors and to swap classes if that is the format for the day. Lunch is taken from 12:15 PM to 1:00 PM and the afternoon classes follow a similar pattern to the morning with the first after lunch lesson being from 1:15 PM to 2:15 PM. Some unmounted information sessions may be held at the lunch break or occasionally in the afternoon session.

If / when the Activity coordinator requests assistance it is expected that all members will do their fair share of the work to ensure the training day achieves its objectives and no individual is expected to do the bulk of the setting up or packing up of stores and equipment.

Competitions and Events

Competitions and events are planned like training days except that they tend to be more complex and require more volunteers to ensure the event's objectives are met safely. Typically an Activity Coordinator will be appointed by the committee and other key

appointments like Grounds Coordinator, First Aid volunteer, Catering volunteer, Announcer, judges and other helpers are required.

Please arrive early to an event to assist principal volunteers to set-up the activity and/or assist with the packing up of the equipment and stores at the end of the day.

Continuous Improvement of MARC Activities

All unsafe behaviours and situations will be noted in the Activity Coordinators “Hot Debrief” at the conclusion of the activity for presentation to the next committee meeting. Where necessary, incident or near miss reports will be raised for committee consideration also.

SAFETY

Everyone’s Responsibility

At all times in a MARC conducted activity everyone is responsible for the safety of themselves and the people, horses and property in their immediate vicinity. During the activity horses are to be controlled at all times and suitably restrained when tied. Riders wanting to lunge horses before riding must do so in a safe manner and away from other horses.

It is MARC policy that no member under the influence of alcohol or illicit drugs is to ride a horse at an activity.

EA Rules

All MARC activities are conducted under the guidance of Equestrian Australia rules. Members are responsible for the fitness and suitability of their horses and the tack they use – as well as its fit and comfort for the horse. If you are in doubt about such matters feel free to talk to more experienced members, the Activity Coordinator on the day or the instructors, President or Vice President.

Parking, Pedestrian-only areas and Gates

Each activity will have movement controls in place to ensure the safety of people and their property.

Parking is not permitted under the oak trees near the ‘moon shed’ as the constant compaction around the root zones has had deleterious effects on the trees in the recent past. This area is fenced off but please do not park cars, floats or other vehicles under the trees.

The area immediately in front of the moon shed is a ‘no-go’ area for unauthorised vehicles. Vehicles must not be driven in the horse-yard laneway.

Parking for horse floats and trucks is in the paddock south of the horse yards and may flow-over to the east but should not interfere with the riding areas described below. Float entry is off Murrumbateman Road.

Horses are to be yarded rather than tied to trucks or floats except where the numbers associated with an event or competition fill the yards and horses then need to be tied to the float or truck. At no time is a horse to be tied to a float that is not attached to the tow ball of the towing vehicle. Horses must not be within kicking distance of other horses or other vehicles when tied to a truck or float.

Entry and exit gates into and from the MARC grounds must be closed whenever MARC riders have horses at the grounds for a MARC authorised and conducted event.

First Aid

Every MARC activity will have a designated First Aid volunteer. The name and location of the First Aid volunteer and the location of the first aid kit will be briefed at the commencement of each activity.

Toilets

The public toilet block adjacent the park is able to be used by MARC members at any time. If the hall is open the toilets located inside may be used. Please ensure that toilets are left in the same state as you find them. Any concerns with the health or hygiene aspects of the toilet facilities should be brought to the attention of the Activity Coordinator or First Aid volunteer.

Riding Facilities

MARC uses the fenced oval immediately north of the hall and moon shed as well as the fenced sand arena south of those facilities. The area between the tennis courts and the Sand Arena is also used for riding and should not be used for parking. Horses must not be ridden on the cricket pitch.

The cross country course is also available to be used and this is located south and to the east of the horse yards.

Catering

During training days a BBQ will operate and members will be provided with its bounty free of charge. Members are however encouraged to bring a salad or cake to share with other members during the lunch break. Soft drinks, tea and coffee, and bottled water are also available.

Announcer

During events or competitions an announcer may be needed. The Activity Coordinator and First Aid volunteer will pass important messages for the safe and effective conduct of the activity through the announcer. The announcer will generally be located in the vicinity of the hall. All members have a responsibility to listen to announcements when they are made.

Drinking Water

The water on tap around the ground is bore water and should not be consumed by humans. It is safe for horses however. Drinking water should either be brought with you or obtained from the kitchen in the hall. MARC supplies bottled drinking water for training days and for purchase at events and competitions.

Children and Dogs

Children are to be supervised at all times and their safety is the responsibility of the adult who brought them to the activity.

Dogs are to be controlled and on a leash at all times.

Manure Policy

While the horse yards are new the committee has asked horse owners not to remove the manure in the yards but to spread it so it can act as a mulch and encourage grasses and a softer standing area for the horses.

Extremes of Weather

Members are reminded to monitor the likely effects of heat or cold on themselves and their horses and take appropriate action to ensure heat or cold related illnesses do not arise.

Emergency Evacuation Plan

MARC uses the community hall evacuation plan when conducting activities at the community grounds. The assembly areas are the main grassed / fenced oval if members are to muster, with the alternate being the area due south of the moon shed in front of the sand arena if the grassed oval is not available.

Actions in the event of an Accident or Incident.

If a minor injury is sustained in the course of the activity, see the First Aid Volunteer and ensure an Incident Report is filled in.

If a suspected serious injury is sustained during the activity:

- Stop any activity in the near vicinity and ensure no other risks can materialise (eg, remove horses from the vicinity).
- Stabilise the injured member or members and seek assistance from the First Aid volunteer. Do not try to move the injured member.
- Provide the First Aid volunteer with whatever assistance they request.
- The Activity Coordinator is to ensure that an Incident Report is completed by the appropriate witness/person after the member /s have been attended to.

CONCLUSION

Safety and appropriate conduct at MARC activities are everyone's responsibilities.

MARC volunteers are available to help the activity run smoothly and safely. Any support you can give them will be most welcome. In time the committee would like to think that you will also feel comfortable volunteering to assist in the conduct of other well run and fun activities.