



# FIG TREE POCKET EQUESTRIAN CLUB INC

## COACH PROTOCOL 2024

### INDEX

1. **Code of conduct**
2. **Membership and cost**
3. **Booking FTPEC grounds for a clinic**
4. **Insurance**
5. **Biosecurity**
6. **Safety**
7. **Arena**
8. **Yards**
9. **Bond**
10. **Failure to follow protocols**

#### 1. **Code of conduct**

- a. All FTPEC members, and non-members, have a right to expect good manners and courtesy from each other, and a responsibility to give it in return. Bullying and harassment of any kind will not be tolerated. This applies to anyone attending the FTPEC club grounds.
- b. Non-members who utilise FTPEC for coaching purposes do so at the sole discretion of the Management Committee and all instructions from the Management Committee must be adhered to.

#### 2. **Membership and Cost**

- a. All riders must be current financial members of Equestrian Australia. Proof of current membership must be provided if requested.
- b. All names of riders attending lessons must be provided to the club by the coach via email at least 24 hours prior so that the committee can ensure they are current club and EA members.
- c. The charge for non FTPEC members is \$40 per horse with a minimum of 2 riders, ie \$80 minimum cost for ground hire. All non-members of FTPEC are to book via the nominate website at least 48 hours prior to the planned ride time.
- d. The water jump is only filled for open days, clinics and competitions.



### **3. Booking FTPEC grounds for a clinic**

- a. Please contact the committee directly to request permission to conduct a clinic by emailing [ftpequestrian@gmail.com](mailto:ftpequestrian@gmail.com)
- b. Please read and return a signed copy of the Fig Tree Pocket Equestrian Club Ground Hire Guidelines if you plan to hold a clinic.
- c. The committee require at least 48 hours notice for all clinic bookings.
- d. All non-members are to book via the nominate website and provide all details. As per 2 above.
- e. 48 hours notice is required to fill the water jump.
- f. Cost to fill the water jump is \$75 for clinics of up to 15 riders. Clinics with more than 15 riders, this is provided free of charge if required.

### **4. Insurance**

- a. All coaches must have adequate insurance.
- b. Coaches must supply the committee with a copy of their Certificate of Currency upon request and at least annually.

### **5. Biosecurity**

- a. Upon arrival, all riders must hand in a completed Horse Health Declaration
- b. Personal hygiene and hand washing must be always adhered to.
- c. If you are unwell and have any symptoms of Covid19 you must not attend the grounds.



## 6. Safety

### a. Helmets:

- Helmets must always be worn by all riders when on horseback. Helmets must meet current Australian standards.
- A rider may void an insurance claim if they were not wearing a helmet that meets current Australian standards.

### b. Back Protectors on cross country course:

- Back protectors are mandatory for all riders who are jumping fences on the cross country course, regardless of experience level and fence height.
- Fences must be jumped in the direction that they are ridden in competition. Please check the position of ground bolts should you require clarification. Ground bolts are positioned at the front face of the fences.

### c. Showjumping obstacles

- Wings are to be used for upright/vertical jumps. Do not use standalone poles for upright/vertical fences.
- Wings are to be used for the front rail of an oxer fence.
- Standalone poles are to hold the back rail of an oxer fence only.

### d. Falls

- The committee must be advised of any fall of a student or instructor from a horse.
- An incident report must be completed for any fall. The link for incident reports is as follows: <https://form.jotform.com/202477282848061>
- Call QAS on '000' if a rider appears hurt or injured in any way.

### e. Concussion Protocol

- Any student/clinic attendee who is currently following the concussion protocol set out by EA, MAY NOT ride on FTPEC grounds.
- As a coach it is your responsibility to ask your students if they are currently affected by this protocol.



## 7. Arena

- a. Please ensure the take-off and landing areas in the arena are raked after using the show jumps.
- b. All manure must be removed from the arena.

## 8. Yards

- a. Yards must be cleaned of all hay and manure after use.
- b. The committee reserve the right to withhold any bond paid if yards are not free of manure, shavings, or feed/hay.

## 9. Bond

FTPEC reserve the right to charge a bond, to be refunded if the grounds are left in good condition as specified

## 10. Failure to follow protocols

Should a coach fail to follow the protocols clearly set out above, the committee reserve the right to disallow any future ground hire by that coach for a set period or indefinitely.

I, \_\_\_\_\_ declare that I have read and agree to abide by the protocols as set out above.

Signed \_\_\_\_\_

Date \_\_\_\_\_