



# FIG TREE POCKET EQUESTRIAN CLUB INC

## GROUND HIRE GUIDELINES

Updated May 2024

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### 1. Membership and Cost

- All riders must be current financial members of Equestrian Australia. Checks are performed.
- The charge for grounds hire is \$40 incl. GST per horse with a minimum of 2 horses i.e., \$80 incl. GST minimum cost for ground hire unless otherwise determined by the committee.
- For large or exclusive group/clinic hire please contact the club for pricing by emailing [ftpequestrian@gmail.com](mailto:ftpequestrian@gmail.com). Cleaning Bond may apply.
- Payment for grounds hire is to be received by the day of lesson/clinic and an EFT transfer receipt must be provided/mailed to [ftpequestrian@gmail.com](mailto:ftpequestrian@gmail.com)
- The cost to fill the water jump is \$75 incl. GST.
- Day Yards cost \$15 incl. GST per day for non-members and free for FTPEC members. Overnight yards \$25 incl. GST plus \$20 cleaning bond for both members and non-members.
- Cost of powered camp sites is \$30 per night.



## **2. Booking FTPEC grounds**

- Please contact the committee directly to request permission to hire the grounds by emailing [ftpequestrian@gmail.com](mailto:ftpequestrian@gmail.com)
- The committee require at least 48 hours' notice for all grounds hire bookings.
- Riders EA numbers must be received 48 hours in advance Monday to Friday to allow the committee to check EA membership with EQ.
- If you are hiring the grounds on a weekend, all EA numbers must be received by close of business the Thursday prior to the weekend.
- 48 hours' notice is required to fill the water jump.

## **3. Biosecurity**

- All riders must complete a Horse Health Declaration, either on the nominate ground hire bookings page or by putting a hard copy into the relevant draw in the undercover area in front of the canteen building.

## **4. Manure, hay and yard cleaning**

- Please encourage participants including any campers to bring a supply of hardfeed bags (not chaff bags), for manure bagging.
- Please ensure all manure is bagged, tied off with baling twine and left in the communal area by the gate to the yards complex.
- Washbays must be cleared of any manure.
- Please do not leave manure piled up around fence posts or in wheelie trolleys.
- Please do not throw manure under trees or on the ground near the front gate or behind the wash bay.
- Any hay or hardfeed is to be taken home by participants or disposed of in rubbish bins on site.
- Individual yards must be cleaned after use of all manure, hay, bedding and shavings.
- Cleaning bond of \$20 for overnight yards may be forfeited on individual bookings where yards are not left clean as above.
- For large group bookings, if all of the above is not completed, \$500 bond may be forfeited.



## 5. Safety – Helmets

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

## 6. Safety - Cross Country

- Body protectors are mandatory for all riders on XC who are jumping fences, 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.

## 7. Safety - Show jumping

- Do not use standalone pole wings for upright/vertical fences. Standalone pole wings are to hold the back rail of an oxer fence only.
- Upright/vertical fences and the front rail of an oxer fence should be held up by jump wings only.

## 8. 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. Incident reports can be found online using this link: <https://form.jotform.com/202477282848061>
- Call QAS on '000' if a rider appears hurt or injured in any way.

## 9. Concussion Protocol

- The committee will not allow any student/clinic attendee who is currently following the concussion protocol set out by EA, to ride on FTP grounds. As a rider it is your responsibility to advise the committee if you are affected by this protocol.



## 10. Arena

- Please ensure the take-off and landing areas in the arena are raked after using the show jumps.
- All manure must be removed from the arena.
- If hiring the arena for competition it must be raked at the completion of the event and all jumps and/or dressage arenas are to be packed back into the relevant trailers or storage areas.

## 11. Parking Area

- Please remove all hay and manure from the parking area. All areas utilised for parking must be left clear of hay and manure at completion of the event/ booking.

## 12. Use of the Canteen (“Exclusive Ground Hire” only).

- Bring your own tea towels
- Bring your own oil for the deep fryer
- Do not sell drinks or food that are already owned by FTPEC
- Do not use condiments or paper towels/serviettes etc that are owned by FTPEC
- The canteen must be left in the good condition in which it was when handed over.

### **Please ensure the following things are attended to prior to the end of business**

- Deep fryer oil disposed of and fryer cleaned
- Bain Marie water emptied and cleaned
- All dishes washed, dried and packed away into sealed tubs or cupboards
- Coffee machine wiped down and hot water run through it and protective cloth cover placed back over it
- All surfaces wiped down
- Floor swept clean and mopped
- Groups using the canteen must ensure all food items stored in the fridge for that group are removed and deposited in the council waste bins.

## 13. Toilets and rubbish bins

- Toilets must be left in a reasonable manner. The club will clean them after completion, but we ask that the wastepaper bins are emptied.
- All litter and rubbish must be placed in the garbage bins at the completion of event/ booking. General waste and recycling must be separated and put in the correct garbage bin.



#### **14. Bond**

- FTPEC reserve the right to charge a bond, to be refunded if the grounds are left in good condition as specified in items 4, 10, 11, 12, 13.

#### **15. Failure to follow protocol**

- Should a rider or group fail to follow any of the protocols as above, the committee reserve the right to disallow any future hire of the grounds by that rider or group for a period of time determined by the committee or indefinitely.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_