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REVISED 01 MAR 21

ROYAL ARTILLERY SADDLE CLUB (LARKHILL) STANDING ORDERS

MEMBERSHIP

1. Anyone wishing to use Royal Artillery Saddle Club (Larkhill) (RASC(L)) facilities will be required to become a Member. A condition of Membership is acceptance of these Standing Orders.
2. There are two categories of Membership, as follows:
 - a. **Category One:** Serving Members of the Armed Forces¹, their dependants², Royal Artillery Hunt Masters and employed Hunt Staff (Huntsman and Whippers-in).
 - b. **Category Two:** Everyone else – including MOD Civil Servants, Veterans and their respective dependants and all civilians.
3. The charges for each category of Membership are given in the “List of Charges” for the current financial year. Membership rates will be reviewed annually by the RASC(L) Management Board, with notice of any changes given by 15 Feb each year. Charges will then apply for the following financial year, from 1 Apr – 31 Mar.
4. Membership will renew annually on 1 Apr and can be paid by means of a one-off payment. In the event of a Membership starting part way through the financial year, the charge will be worked out on a pro rata basis, up to 31 Mar, and is to be paid by means of a one-off payment at the point of joining.

FEES

5. The current “List of Charges” is displayed prominently on notice boards and is available to Members on request. These rates will be reviewed annually by the RASC(L) Management Board, with notice of any changes given by 15 Feb each year. Charges will then apply for the following financial year from 1 Apr – 31 Mar.
6. The use of any of the RASC(L)’s facilities or resources, such as lessons or hire of horses, is to be paid for in advance or at the point of use.

INSURANCE AND LIABILITY

7. All Members ride at their own risk. Members are strongly advised to arrange personal accident cover under private insurance arrangements. The following insurance and liability rules are to be strictly followed:
 - a. All riders must undertake to indemnify the RASC(L) in the event of an accident by completing a disclaimer on registration. It shall be a condition of Membership that each Member shall indemnify the RASC(L) and its respective officials, servants, representatives and agents against any legal action or claim arising in connection with the use of RASC(L) facilities, howsoever caused.
 - b. All riders must be Members of the RASC(L). Temporary Membership for visitors may be provided on request.

¹ To include Military Provost Guard Service (MPGS).

² Dependants are defined as those listed as dependants on JPA (i.e. spouse or partner and children under 18 years old or in full-time education).

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- c. The RASC(L) will not accept liability for any incident, injury, damage or illness to Members, horses, owners, riders, other persons or their property whatsoever and howsoever caused.
- d. The RASC(L) accepts no liability for theft of owners' possessions or equipment.
- e. The RASC(L) accepts no liability for the contraction of any contagious disease by a Member's horse.

GENERAL CONDUCT ON THE YARD

- 8. Cars are not to exceed a speed of **5 mph** whilst in the vicinity of the yard. All cars are to be parked in the car park beside the outdoor school and should only do so when on RASC(L) business. Cars are not to be parked on the stable yard, except for the purpose of loading or unloading. Under no circumstances are cars to be parked within the livery barn without permission of the Yard Manager.
- 9. There is to be no smoking anywhere within the confines of the RASC(L). There is a designated smoking area to the rear of the Saddle Club office. Individuals are to respect the presence of children and to dispose of the cigarette ends appropriately.
- 10. All injuries, accidents and damages, however minor, are to be reported to the Yard Manager or a Member of staff without delay in order that they may be entered the RASC(L) Accident Register and further action may be taken as appropriate. All military service personnel are to complete an Accident Form 510 even when riding in their personal time.
- 11. Dogs are only permitted on the yard when kept under strict control on a lead. Under no circumstances are dogs to be left unattended. Any fouling by a Member's dog is to be cleared up without delay. The Yard Manager and Stables Officer retain the right to suspend the privilege of both Members and visitors to bring their dogs onto the yard should these rules be breached. Members bringing dogs onto the yard must familiarise themselves with the Larkhill Garrison Dog Policy, a copy of which can be obtained from the Office.
- 12. A child is deemed as anybody aged 16 years or under. All children must be supervised closely by a responsible adult, the nominated adult is solely responsible and liable for that child at all times. Specific rules governing children are given in the RASC(L) Child Policy, which must be signed by a parent or guardian.
- 13. No Member may use the tractor or any other RASC(L) vehicle without the express permission of the Yard Manager or Mr Hicks.
- 14. All Members are to adhere to the RASC(L) Health and Safety policy which is displayed on notice boards in the office, both barns and at the Strangways yard.

BEHAVIOUR AND COMPLAINTS

- 15. All Members of the RASC(L) are expected to conform to a common standard of behaviour, in keeping with the ethos of a military club. Members are to comply with these Standing Orders and any requests from the RASC(L) staff, Committee members and are expected to be civil, considerate and courteous to anyone they encounter in and around the RASC(L) areas of responsibility. Unpleasant and abusive language will not be tolerated.
- 16. In circumstances where a Member's behaviour is dangerous, rude, or uncivil and contrary to the spirit of these Standing Orders, a complaint is to be made to the Yard Manager or Stables Officer. Should the matter not be resolved, the Stables Officer may see fit to deal with this matter either informally or by means of a formal written warning. If the matter is not addressed satisfactorily following a formal written warning, the Stables Officer reserves the right to apply the sanction of suspending or terminating the Membership or livery of individual Members, where

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appropriate. **It should be noted that ill treatment of horses will not be tolerated under any circumstances.**

17. Members who have a complaint about any aspect of the RASC(L) should refer the matter, in the first instance, to the Yard Manager. Should they feel that it has not been satisfactorily resolved then they should refer it to the Stables Officer who will either deal with the matter personally or bring it to the attention of the Chairman or the RASC(L) Management Board in order that the matter may be satisfactorily resolved.

RASC(L) LESSONS AND RULES FOR RIDING

18. The following rules are to be observed by all Members when riding RASC(L) horses/ponies:

- a. Riders must have first been assessed and certified as competent by one of the RASC(L) employed riding instructors, before being allowed to use RASC(L) horses for any equine activity.
- b. Riders are to wear appropriate riding attire, to include correct footwear and a riding hat which meets current safety regulations. The RASC(L) has a small supply of riding hats available for short term use³. Regular customers are expected to provide their own riding hat which meets the current safety regulations.
- c. All riders utilising RASC(L) facilities are strongly advised to wear back protectors when jumping. Members under 16 years must wear back protectors at all times when riding in a RASC(L) organised activity.
- d. Riders are not to exceed a weight limit of 95 Kgs/15 Stone. It is to be noted that each horse should not carry a rider that exceeds 15% of the horse's weight.

LESSONS

19. Lessons are to be booked through the RASC(L) office staff. A minimum of 24 hours' notice is required to secure a booking. Every effort will be made to accommodate the wishes of a Member to ride a particular horse, but ultimately horses will be allocated at the discretion of the Yard Manager or Instructor to suit rider ability, horse availability and the objectives of the lesson. For current charges refer to Paragraphs 5 and 6 of these Standing Orders.

20. Riders will be allocated to a suitable lesson/ride by a RASC(L) Instructor, based on their riding ability following their initial assessment. Every effort will be made to develop a rider's ability in order that they may progress to more advanced rides.

21. Private lessons may be available outside of the weekly programme and can be booked through the RASC(L) staff.

HACKING

22. Hacking, over and above the published lesson plan, will be at the discretion of the Yard Manager. All hacks must be escorted by a member of staff and must follow the protocols laid out in paragraph 32 of these Standing Orders.

EXERCISE RIDES

23. Exercise rides are currently unavailable.

³ Short term use is defined as 1 month or less.

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HUNTING

24. Members may book RASC(L) horses for hunting with The Royal Artillery Hunt, having undergone a riding assessment by one of the RASC(L) instructors. A minimum of 48 hours' notice is required to secure a horse, subject to availability. Fees are set out in the List of Charges.
25. Members are to ride the horses they are allocated and may only switch mounts, whilst out, under the direction of RASC(L) staff.
26. RASC(L) horses are not to be ridden on the Plain or in the Hunting Field during hours of darkness. During Autumn Hunting, horses are restricted to a maximum of 3.5 hours of ridden work per day. A surcharge of £20.00 per hour will apply if either of these conditions is exceeded.

CANCELLATION POLICY

27. Members are to give a minimum of 24 hours' notice to the RASC(L) office staff, via email, should they wish to cancel their participation in any equine activity or use of facility that they have previously booked. This is in order to allow horses/ponies and facilities to be reallocated to prevent loss of revenue and to ensure that horses/ponies may be exercised accordingly.
28. If less than 24 hours' notice is received, then the individual concerned will be charged 100% of the cost of the activity.
29. There may be occasions where the RASC(L) has to cancel activities for reasons beyond its control. Every effort will be made to avoid this eventuality and on the rare occasions that this may occur, the staff will endeavour to provide at least 24 hours' notice of cancellation to Members.

RIDING OUT ON SALISBURY PLAIN TRAINING AREA (SPTA)

30. All Members riding out on Salisbury Plain Training Area (SPTA) should be mindful that the primary use for this real estate is as a military training area. As such, it contains areas designated for live firing which can be dangerous and may contain unexploded ordnance. In addition, there are other potential hazards such as low flying helicopters and Armoured Vehicles. Please note some parts of SPTA are protected as Sites of Special Scientific Interest (SSSI) or Sites of Historical significance.
31. All Members who ride on SPTA must:
- a. Have first received an appropriate briefing and be aware of the Byelaws⁴ governing riding out on this training area. Unless you are a Red Card holder, you are expected to stay within 15 metres of a public by-way.
 - b. Check which areas are in use or Out of Bounds, via Range Control or the Daily Range Summary (DRS) and take note of the Red Flagged areas.
 - c. Wear at least one item of high visibility clothing, regardless of the time of year, or weather conditions.
 - d. Carry a charged mobile phone, with the numbers for the RASC(L) (01980 845547) and Range Control (01980 674706) saved on it.
 - e. It is advisable to carry an in-date map (Ordnance Survey Explorer 130, 1:25,000 or the Military Map "Salisbury Plain Centre and East"), and/or download the free applications, "What3Words" and/or the Ordnance Survey Application.
32. Any Member who does not conform to the rules for riding on SPTA is liable to have this privilege withdrawn from them, as failure to observe the correct procedures by RASC(L) Members may ultimately cause the loss of SPTA for hacking purposes.

⁴ The Salisbury Plain Military Lands Byelaws 1981.

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33. Any incident that occurs during a ride, whether involving injury to a Member, horse or anything else of note is to be reported to the Yard Manager or a member of staff as soon as possible, in order that further action may be taken as required.

USE OF THE RIDING ARENAS AND LUNGE PEN

34. Any Livery Member may use the riding surfaces for individual exercise, provided it is not required by the RASC(L) for lessons or other activity specified in the programme. It should be noted that the RASC(L) retains priority use of the riding school surfaces at all times.

35. Sole use cannot be guaranteed due to the forecast of events and lessons plan, however in the event a sole use booking is possible, payment must be made in advance and the RASC(L) will publicise the booking accordingly. The RASC(L) reserves the right to cancel the booking.

36. Sole use should not be confused with privately arranged lessons. Where possible Members are asked to utilise the other school and to allow the lesson to be conducted without interference. Privately arranged lessons should not be conducted during peak times or in excessive amounts.

37. Any Member who does not have a horse at livery but wishes to transport their horse in to use the surface must contact the office staff or Yard Manager to check availability and arrange payment for the use of the facilities prior to arrival. Sole use is not applicable to "non-livery" members.

38. All Members using the arenas are to remain courteous to all other users. Any equipment used is to be cleared away on completion of a session (unless agreed otherwise with the next user or the Yard Manager) in order to leave the school free from obstructions.

39. Members are responsible for removing any horse droppings that have been produced by their horse during their use of the arena. Repeat offenders may incur additional costs for staff time to clear droppings and in extremis may receive a written warning.

40. During the practice of loose schooling in the indoor arena, horses must be under constant supervision at all times. The school must be returned to its original state (i.e. holes filled in, flat spots raked) and any damage reported to the Yard Manager.

41. When lunging or loose schooling horses, Members are to wear appropriate clothing, including flat soled boots or shoes with spurs removed, gloves and an appropriate riding hat which meets current safety standards.

BIO-SECURITY STANDARDS

42. To ensure the RASC(L) remains free of infection, the following bio-security measures are to be applied to all new equines:

- a. Must have a valid passport, with up to date vaccinations for equine influenza and tetanus.
- b. Placed into isolation⁵ for a period of 14 days, during which time the equine can only be exercised by itself. Hands must be washed after contact and before touching another equine.
- c. A strangles blood test is to be taken, and in the event of a positive or "high" result, further veterinary intervention will be required.
- d. Minimum of a 3rd Party liability insurance.

⁵ More than 18 meters away from established equines.

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43. **Temporary/Overnight stay equines.** In the event an equine is required to stay overnight at the RASC(L)⁶, the following measures are to be applied:

- a. Owner/Responsible person is to confirm in writing that they have come from a location that is free from the following: Strangles/Equine Influenza/Equine Herpes Virus (EHV) or any other contagious disease or condition, and every effort has been made to minimise direct contact with other equines prior to arriving at the RASC(L).
- b. Must have a valid passport, with up to date vaccinations for equine influenza and tetanus.
- c. Minimum of a 3rd Party liability insurance.
- d. Housed and cared for in an area isolated from the established equine population.
- e. Hands must be washed after contact and before touching another equine.
- f. At the end of the stay, all bedding and forage is to be disposed of on the correct muck heap, and the stable area must be sprayed with disinfectant.

44. **Established Equines returning from a short stay⁷ away.** At the discretion of the Yard Manager.

- a. Owner/Responsible person is to confirm in writing that they have come from a location that is free from the following: Strangles/Equine Influenza/Equine Herpes Virus (EHV) or any other contagious disease or condition, and every effort has been made to minimise direct contact with other equines prior to returning to the RASC(L).
 - a. Be prepared to order a Strangles blood test, and/or guttural pouch wash.
 - b. Be prepared to be placed into isolation⁸ for a period of 14 days, during this time the equine can only be exercised by itself.

45. **Established Equines returning from an extended⁹ stay away.**

- a. Owner/Responsible person is to confirm in writing that they have come from a location that is free from the following: Strangles/Equine Influenza/Equine Herpes Virus (EHV) or any other contagious disease or condition, and every effort has been made to minimise direct contact with other equines prior to returning to the RASC(L).
- b. Be prepared to order a Strangles blood test, and/or guttural pouch wash.
- c. Be prepared to be placed into isolation¹⁰ for a period of 14 days, during which time the equine can only be exercised by itself. Hands must be washed after contact, and before touching another equine.

LIVERY

46. The RASC(L) exists to provide equitation services of a high standard to military personnel, their families, and the local community. Details for all livery services offered (Full, Working, DIY and Grass), including notice periods, can be requested through the office. Livery owners will be asked to leave the RASC(L) if their actions, or their horses' actions cause disruption to, or be detrimental to the management, wellbeing and reputation of the RASC(L).

47. All liveries must sign the appropriate contract and livery agreement which is to be resigned annually during the last week of March. This means you agree to adhere to these Standing Orders, and any reasonable requests from the RASC(L) Management and Staff. Standing Orders may be amended throughout the year and changes promulgated to all liveries.

⁶ Training Clinics, Hunting or competing.

⁷ Up to 6 days.

⁸ More than 18 meters away from established equines.

⁹ 7 days.

¹⁰ More than 18 meters away from established equines.

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48. A deposit to the value of £120.00 per horse/pony must be been paid to the RASC(L) on arrival. This will be refunded in full at the end of each horse/pony's tenure at the RASC(L) providing the conditions of the livery contract are met.

49. Livery owners will be billed monthly in arrears and will receive an invoice no later than the 1st day of the following month. Accounts are to be settled in full by the 15th of that month. Late payment of bills will incur a £10 administration charge. If there are circumstances to explain a late payment, the Yard Manager is to be approached as soon as possible. Any Member seriously in breach of this rule is liable to have their Membership and livery terminated.

50. Livery owners are responsible for ensuring their equines are cared for properly, whether stabled or kept at grass. Horses are to be tended to twice daily, the first instance being before 1000 hrs. Should there be any concerns regarding equine welfare, the matter should be brought to the attention of the Yard Manager. It is hoped that most issues will be quickly resolved on an informal basis; it may be necessary to seek specialist advice from a vet or other suitable specialist. A formal written warning will be issued where required and if no improvement is realised then the Livery Agreement will be terminated, and equine welfare agencies may be contacted as appropriate.

51. All equines are to be subject to an egg count/worming programme¹¹ which is coordinated by the Yard Manager. In the event that an equine is wormed with a chemical wormer, the animal is to be stabled overnight to ensure that the grazing land is not contaminated. If the equine is on Grass Livery droppings are to be cleared within 24 hours.

52. Owners must declare any stable vices (wind-sucking, cribbing, weaving etc.) and ensure that the appropriate preventative measures are taken. No stallions or rigs are permitted to be stabled at the RASC(L).

53. The immediate stable frontage must be kept clean and tidy with any equipment that is not being used put away. All equipment in front of stables is to be kept to an absolute minimum. Any mess made in the communal areas must be cleaned up by the individual concerned. The livery forage and bedding storage area is to be kept tidy, and any equipment must be neatly stored. No structural changes or alterations are to be made to the stable of a horse/pony at livery without having first obtained the permission of the Yard Manager.

54. In the interest of vermin control, all hard feed is to be kept in suitable rodent proof containers (e.g. plastic/galvanised dustbins) and the feed store is to be swept regularly.

55. In the event of a livery owner going away for any period of 24 hours or longer, they are to notify the Yard Manager in advance as to who will be looking after their horse in their absence, including mobile contact numbers.

56. The RASC(L) undertakes to provide turnout but not grazing for use by horses/ponies in livery. Whilst the RASC(L) aspires to provide secure/stock proof fencing, this is not always possible, and the onus for ensuring paddocks are secure lies with the livery owner. The Stables Officer and Yard Manager will inspect all livery turnout fields regularly to ensure that turnout is being properly managed. Owners are to ensure:

- a. Fields are regularly cleared of droppings and manure removed to the main muck heaps. This is to be conducted once a week as a minimum for single horses and every other day for fields with more than one horse.
- b. Fields are regularly cleared of poisonous plants which are to be bagged and placed in the yard bins.

¹¹ On advisement by Westgate Laboratories.

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- c. Fields are to be suitably secure and prevention measures put in place to protect both horse and fencing where required i.e. electrified. Any damage or issues with fencing is to be reported to the Yard Manager. In the first instance, self help is to be used to repair any damage, however a cooperative approach will always be considered, and where possible applied.
- d. Hay is permitted to be fed in fields as required. Delivery of large bale hay to fields by the RASC(L) is dependent on ground conditions and availability of staff. Hay that has gone rotten in this situation will not be refunded.
- e. Permission is to be obtained from the Yard Manager before field shelters are erected in turnout paddocks.
- f. All equines are turned out at the owner's risk. The RASC(L) will not accept any responsibility for injuries or damage caused to or by, any equine turned out within the RASC(L) area of responsibility.

57. Control and allocation of all RASC(L) stables and turnout paddocks will be coordinated by the Yard Manager in consultation with the Stables Officer. On occasions it may be required for liveries to be moved for the good and benefit of horse welfare and liveries.

58. Sharers and non-livery carers are required to be a Member of the RASC(L).

59. Lessons through the RASC(L) are available to all liveries either on their own horse at a discounted rate or on a RASC(L) horse. Private lessons with outside instructors are permitted.

60. Trailers and lorries may be parked in the designated area at the main yard if space is available, and with prior consent in place. Lorries and trailers are to be labelled with owner's name and contact details in case relocation is necessary. The RASC(L) has a lorry which is available to hire to anyone over the age of 25 with the correct licence with no endorsements. Speak to the administrative staff or the Yard Manager for terms of hire, availability and prices.

WARNINGS

61. In the event that a Member fails to abide by RASC(L) Standing Orders and associated policies and contracts, or their behaviour is deemed to contravene the principles and ethos of the RASC(L), they will be given a verbal warning and/or written warning.

62. Based on a two-strike rule should a third written warning be necessary, then membership at the RASC(L) will be rescinded and in extreme cases, could result in the immediate termination of the Livery Contract with a notice period of 24 hours.

63. These Standing Orders are not exhaustive, but they do aim to give base line principles of cooperation and community.

[ORIGINAL SIGNED]

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Chairman
Lt Col A Harvey MBE RA

Stables Officer
Maj FLS Medlycott RA