

ROYAL ARTILLERY SADDLE CLUB (LARKHILL)

STANDING ORDERS

PUBLISHED 01 FEB 23

INTRODUCTION

1. **Purpose.** These Standing Orders outline the policies, processes and procedures used to run the Royal Artillery Saddle Club (Larkhill) (RASC(L)). They apply to its members, staff, and any other parties or persons associated with the RASC(L). They also outline the standards expected of those involved, in any capacity to uphold whilst at the RASC(L). They are not intended to be exhaustive, and it is not possible to cover every eventuality or situation. If members require clarity or further information, they are to contact the Yard Manager in the first instance.

2. **Overview.** The RASC(L) is a not for profit organisation and a registered charity. It predominantly provides equine facilities and riding opportunities for serving members of the armed forces and their dependants. In addition, it supports civilian members of the local community and those associated with the armed forces.

MEMBERSHIP

3. **Requirement.** Anyone wishing to use RASC(L) facilities or services is required to become a Member. A condition of Membership is acceptance of these Standing Orders, and agreement to abide by the wider Larkhill Garrison Standing Orders.

4. **Membership categories.** 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, their respective dependants, and all civilians.

5. **Membership Fees.** The fees 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.

6. **Membership periods.** Membership will renew annually on 1 Apr, and is to be paid in a single instalment no later than 15 Apr. In the event of a Membership starting partway through the financial year, the charge will be worked out on a pro rata basis up to 31 Mar, and is to be paid in a single instalment within 14 days of the point of joining.

FEES

7. **List of Charges.** The current **List of Charges** is displayed on notice boards outside the RASC(L) Office and is also available [online](#) and to Members on request. These rates will be reviewed annually by the **RASC(L) Management Board**, with notice of any changes given by 15

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).

Feb each year. Charges will then apply for the following financial year from 1 Apr – 31 Mar, unless in exceptional circumstances where factors beyond the RASC(L)'s control require charges to be amended mid-year. In this eventuality, the RASC(L) will endeavour to give advance warning to Members of no less than 30 days.

8. **Payment timing.** 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. Members with bills outstanding are liable to have further use of facilities declined until the debt is cleared.

INSURANCE AND LIABILITY

9. **Responsibility.** 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.
- 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

10. **Vehicles.** Cars are not to exceed a speed of **5 mph** whilst on 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 the express permission of the Yard Manager.

11. **Smoking.** Due to the risk from loose hay and straw, and in accordance with [Larkhill Garrison Fire Orders](#), there is to be no smoking anywhere within the confines of the RASC(L).

12. **Accidents.** 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 follow the [Defence Unified Reporting and Lessons System \(DURALS\)](#) process, even for incidents when riding in their personal time.

13. **Dogs.** Dogs are only permitted on the yard when kept under strict control on a lead, or where the Yard Manager or Stables Officer have agreed that they can remain reliably 'at heel' around equines. Under no circumstances are dogs to be left unattended, and any fouling by an individual's dog is to be cleared up by that individual without delay. The Yard Manager and Stables Officer retain the right to suspend the privilege of Members, Staff and visitors to bring their dogs onto the yard should these rules be breached, or if dogs associated with individuals are judged by the Yard Manager or Stables Officer to be too poorly behaved. Members bringing dogs onto the yard must familiarise themselves with the [Larkhill Garrison Dog Policy](#), a current copy of which will be displayed outside the Office.

14. **Children.** 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 before children can be brought onto the yard.

15. **RASC(L) vehicles.** No Member may use the tractor or any other RASC(L) vehicle without the express permission of the Yard Manager or Mr Hicks, and must adhere to any conditions of their use stipulated by the authoriser.

16. **Health and Safety Policy.** All Members are to adhere to the RASC(L) Health and Safety Policy which is displayed on notice boards in the RASC(L) Office, both barns and at the Strangways yard.

17. **Security.** All Members are responsible for their personal security and that of their possessions and equipment. They should take all reasonable steps to secure possessions and equipment and the RASC(L) is neither responsible or liable for any loss or theft.

18. **CCTV.** *Detail to follow.*

BEHAVIOUR, COMPLAINTS AND WARNINGS

19. **Standards.** 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 or Management Board members, and are expected to be civil, considerate and courteous to anyone they encounter in and around the RASC(L)'s areas. Unpleasant and abusive language will not be tolerated, and will result in formal written warnings as a minimum.

20. **Complaints.** In circumstances where a Member's behaviour is dangerous, rude, uncivil or otherwise 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 individuals where appropriate. It should be noted that ill treatment or neglect of horses will not be tolerated under any circumstances.

21. **Reporting chain.** 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.

22. **Formal warnings.** In the event that a Member fails to abide by RASC(L) Standing Orders or the 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 by the Stables Officer or the Chairman.

23. **Membership and Livery cancellation.** Should a third written warning be necessary, then membership at the RASC(L) **will** be rescinded. For particularly egregious incidents, the RASC(L) reserves the right to terminate Memberships with immediate effect, and Livery Contracts with a notice period of 24 hours.

RASC(L) LESSONS AND RULES FOR RIDING

24. **Rules.** 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 and body protectors available for short-term use³. Regular customers are expected to provide their own riding hat that meets the current safety regulations, to free up PPE for novice riders. Riders use borrowed RASC(L) hats and body protectors at their own risk.
- 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. Furthermore, no equine is to carry a rider that exceeds 15% of the horse's weight.

LESSONS

25. **Booking.** Lessons are to be booked through the [EC Pro](#) website, and by exception through the RASC(L) office. A minimum of 24 hours' notice is required to secure a booking, in order to enable the Yard Manager to ensure that there are enough grooms on duty. 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 Paragraph 5 of these Standing Orders.

26. **Allocation.** 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.

³ Short-term use is defined as a period of up to and including 30 days from the date of the first lesson.

27. **Private lessons.** Private lessons may be available outside of the weekly programme and can be booked through the RASC(L) Office.

HACKING

28. 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 or other authorised individual, and must follow the protocols laid out in Paragraphs 32-36 of these Standing Orders when using SPTA.

EXERCISE RIDES

29. Exercise rides are currently unavailable.

HUNTING

30. **Booking.** Members may book RASC(L) horses for drag 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.

31. **Switching mounts.** Members are to ride the horses they are allocated and may only switch mounts, whilst out, under the direction of RASC(L) staff.

32. **Limitations.** RASC(L) horses are not to be ridden on the Plain or in the Hunting Field during hours of darkness; if this condition is broken, then the Member responsible will not be permitted to use hirelings again. During Autumn Hunting, horses are restricted to a maximum of 3.5 hours of ridden work per day; a surcharge of £40.00 per hour or part thereof will apply if this limit is exceeded.

CANCELLATION POLICY

33. **Timing.** 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.

34. **Penalties.** If less than 24 hours' notice is received, then the individual concerned will be charged 100% of the cost of the activity.

35. **Cancellation by the RASC(L).** 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

36. **Within Larkhill Garrison.** Members should be conscious that Larkhill Garrison is a densely occupied military garrison with inexperienced Soldiers Under Training, physical training activities, armoured vehicle movement, and driving lessons all happening in a very small area. When riding

around the Garrison area, Members should remain alert, considerate to other Garrison users, and should not have their attention fixed on a mobile phone while riding. Members are to remember that the RASC(L) is a guest in the Garrison and that our continued presence is dependent upon the goodwill of our neighbours, and conduct themselves appropriately.

37. **SPTA.** 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.

38. **Requirements.** 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 (or are accompanied by) a Red Card holder, you are required to stay within 15 metres of a public by-way.
- b. Check which areas are in use or Out of Bounds, via Range Operations 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 SPTA Range Operations (01980 674706) saved on it.

39. **Emergency procedures.** 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 application What3Words in case riders need to communicate their location to the emergency services.

40. **Rule-breaking.** 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 blanket loss of access to SPTA for hacking.

41. **Incidents.** 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

42. **Prioritisation.** 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.

43. **Sole use.** 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

⁴ [The Salisbury Plain Military Lands Byelaws 1981](#)

RASC(L) will publicise the booking accordingly. The RASC(L) reserves the right to cancel the booking. 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. 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 available to Members who are not Livery Owners.

44. **Conditions of use.** 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. 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.

45. **Droppings.** 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.

46. **Clothing and equipment.** 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.

BIOSECURITY STANDARDS

47. **New equines.** To protect the RASC(L) herd, the following biosecurity 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 either another equine, or tack for 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. A minimum of Third Party Liability insurance.

48. **Temporary and 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. The owner or a nominated responsible person is to confirm in writing that they have come from a location that is free from the following, and that every effort has been made to minimise contact with other equines prior to return to the RASC(L).

⁵ More than 18 meters away from established equines. (Reference?)

⁶ E.g. for training Clinics, Hunting or competing.

- i. Strangles
 - ii. Equine Influenza
 - iii. Equine Herpes Virus (EHV)
 - iv. Any other contagious disease or condition.
- b. The equine must have a valid passport, with up-to-date vaccinations for equine influenza and tetanus.
- c. The owner must have a minimum of Third Party Liability insurance.
- d. The equine must be housed and cared for in an area isolated from the established RASC(L) herd.
- e. Hands must be washed after contact, and before touching another equine or tack for another equine.
- f. At the end of the stay, all bedding and forage is to be disposed of in the correct muck heaps, and the stable area must be sprayed with disinfectant.

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

- a. The owner or a nominated responsible person is to confirm in writing that they have come from a location that is free from the following, and that every effort has been made to minimise contact with other equines prior to return to the RASC(L).
- i. Strangles
 - ii. Equine Influenza
 - iii. Equine Herpes Virus (EHV)
 - iv. Any other contagious disease or condition.
- b. Be prepared to order a Strangles blood test, and/or guttural pouch wash.
- c. Be prepared for the equine to be placed into isolation⁸ 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 either touching another equine, or tack for another equine.

50. **Established Equines returning from an extended stay⁹ away.**

⁷ A period of up to and including 6 days.

⁸ More than 18 meters away from established equines.

⁹ A period of 7 days or more.

- a. The owner or a nominated responsible person is to confirm in writing that they have come from a location that is free from the following, and that every effort has been made to minimise contact with other equines prior to return to the RASC(L).
 - i. Strangles
 - ii. Equine Influenza
 - iii. Equine Herpes Virus (EHV)
 - iv. Any other contagious disease or condition.
- b. Be prepared to order a Strangles blood test, and/or guttural pouch wash.
- c. Be prepared for the equine 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 either touching another equine, or tack for another equine.

LIVERY

51. **Livery conditions.** 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).
52. **Formal requirements.** All Livery Owners must sign the appropriate Livery Contract, which is to be re-signed annually during the last week of March. This includes an agreement 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 Livery members.
53. **Deposits.** A deposit to the value of £120.00 per horse/pony **must** be 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.
54. **Billing.** 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, and ideally in advance. Any Member seriously or frequently in breach of this rule is liable to have their Membership and Livery terminated.
55. **Equine care.** 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 sometimes be necessary to seek specialist advice from a vet or other

¹⁰ More than 18 meters away from established equines.

suitable specialist, in which event the owner will be responsible for paying the service provider if required. 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.

56. **Worming.** All equines are to be subject to an egg count/worming programme,¹¹ 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 in order to reduce the risk of parasites and to maintain the grazing.

57. **Vices.** 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).

58. **Housekeeping.** 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 in order to minimise the chance of injury in the event of a loose equine; as a rule of thumb, in the RASC(L) barn it should be limited to a rug rail, and in the Livery barn to a rug rail and storage box. On no account should barrows, brooms, pitchforks, shovels or other tools be left out in the barns, and must be returned to their storage area after use. Any mess made in the communal areas must be cleaned up by the individual responsible. The Livery members' 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 an equine on livery without having first obtained the permission of the Yard Manager.

59. **Vermin.** 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 stores are to be swept regularly – the school feed store by the RASC(L) staff, and the Liveries' feed store by the Livery Owners themselves.

60. **Livery Owner absence.** In the event of a Livery Owner going away for any period of 24 hours or longer, they are to notify the RASC(L) Office in advance as to who will be caring for their horse in their absence, including mobile contact numbers.

61. **Turnout.** 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 responsibility 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. A list with photographs will be displayed in the Yard Office.

¹¹ On advisement by Westgate Laboratories

- c. Fields are to be kept suitably secure, and prevention measures put in place to protect both horse and fencing where required. All fences are to be electrified – RASC(L) is responsible for paddocks housing its own equines, Full Livery and Working Livery equines; Livery owners are responsible for Grass Livery and DIY Livery paddocks. Any damage to 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. Where Livery Owners' equines have damaged fences in fields without electrified fences, the RASC(L) reserves the right to charge Livery Owners for the damage incurred.
- 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 and vehicles. 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.

62. **Allocation.** 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 occasion it may be required for equines on Livery to be moved, most commonly for equine welfare reasons or for other reasons related to Garrison business, which the RASC(L) may not receive timely advance warning of and over which the RASC(L) has no control.

63. **Membership.** Sharers as well as carers who are not the Livery Owner are required to be a Member of the RASC(L).

64. **Lessons for Livery Owners.** Lessons through the RASC(L) are available to all Livery owner either on their own horse at a discounted rate, or on a RASC(L) horse at the standard rate. Private lessons with outside instructors are permitted, and Livery Owners are to book riding surfaces through the RASC(L) Office if they wish to be the sole user.

65. **Parking.** 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 the owner's name and contact details in case relocation is necessary, and all lorries are to have in-date camp passes displayed in accordance with [Larkhill Garrison Unit Security Standing Orders](#).

RESPONSIBILITIES

66. **Summary.** Full details of individual responsibilities of specific RASC(L) staff can be found in the relevant Job Descriptions kept in the Yard Office, and of Livery Owners in the Livery Contract. The following paragraphs are included in these Standing Orders as a brief summary for general reference.

67. **Office Staff.** The Office Staff are responsible for the day-to-day running of the RASC(L), principally scheduling of activities, managing the accounts, and ordering equestrian supplies as

required. They are the first port of call for administrative issues, e.g. payments, invoices, or lesson bookings.

68. **Yard Manager.** The Yard Manager directs and supervises the Office Staff and Head Groom, acts as a Line Manager to all Staff, and is the primary decision-maker on the Yard. They are principally responsible for ensuring that the activity on the yard is appropriate for the equines, riders, and number of suitably qualified and experienced Staff on duty.

69. **Head Groom.** The Head Groom advises the Yard Manager on the condition and behaviour of the equines in the RASC(L), and is principally responsible for the shifts and training of the RASC(L) Grooms.

70. **Stables Officer.** The Stables Officer is the principal point of liaison between the RASC(L), the Garrison, and the wider military. They are to conduct inspections of the Main Yard, Strangways Yard and fields weekly, record and report any issues, and ensure they are addressed. Formal written warnings and other sanctions will, when necessary, normally be issued by the Stables Officer. They have a secondary function as an impartial intermediary in disputes between Members, or between Members and Staff.

71. **Members.** Members using the RASC(L) facilities are responsible for making sure they are kept in good condition; tack should be cleaned after use, and clothing and equipment hung up to dry. Any damages to the estate or to equipment should be reported immediately after an activity has finished so that the Staff can ensure it is mended in a timely fashion. All litter should be disposed of in the bins and not left out. Dirty straw and droppings should be pitchforked up onto the dunghill and not just dumped on the ground, and dirty hay should be separated into a different pile.

72. **Livery Owners.** Livery Owners with equines in the Livery Barn are responsible for ensuring that their allocated areas (barn, tack room, feed store, and hay and straw shed) are kept in a smart and safe condition, and expected to resolve disputes sensibly between themselves at the lowest level possible. If this is impossible, they are invited to refer the issue to the Stables Officer.

CONCLUSION

73. **Principle.** These Standing Orders are not exhaustive, but they do aim to give baseline principles of cooperation, responsibility, and community. Please refer to the other documents referenced throughout for further details.

Lt Col C J Wild RA
Chairman

Capt A H Lewis RA
Stables Officer