



29 March 2017

Policy for Visiting Instructors

- All visiting clinicians must first have approval from the **MOM** to work in Singapore.
- All visiting clinicians must get approval from the Riding School Manager.
- The host (member) is responsible that the clinician signs the Club's Indemnity Form, Freelance Instructor Agreement, and provides a work pass exemption before clinics begin, otherwise, clinics will not be allowed to continue.
- The host is responsible for providing the riding section with the necessary advertising materials.
- The host is responsible for providing the riding school office a clear schedule of clinics taken by members.
- Clinics should take place in the NEP arena as first priority with the exception of the Covered Arena/Top School can be used all day Monday and between 10.00am-4pm Tuesday to Sunday. Use of the Covered Arena/Top School at other times is subject to availability and approval by the Riding School Manager. The host is responsible to check with the Riding Section office the arena availability and monitor clinics are not interfering with polo or riding school lessons.
- Riders need to ride their clinics with awareness of other riders whilst in the covered arena (warnings will be given to individual riders not respecting arena protocol if necessary).
- If it rains during riding school hours, the Covered Arena is not available as it will likely be full with both polo and riding section horses.
- For riders on school horses, lesson must be kept to no more than 45mins and the horse returned to the stable within an hour.
- Freelance Instructor fees apply for all the lessons and schooling of livery horses regardless of arena.
- The Club's normal lesson cancellation policy applies to any lessons cancelled in lieu of lessons.
- Lease holders may use their self ride or lease lessons in lieu of paying for horse hire to do a clinic.
- Clinicians must provide one lesson per day to the riding school for instructors free of charge.
- Jump lessons on school horses will be subject to approval by the Riding School Manager as arena space and horse availability is limited. School horses cannot jump higher than 100cm.
- All Clinics must abide by the Club Bye-Laws, Riding Section Rules and Regulations, and arena rules apply to all clinics.

Approval Guidelines

- No more than one visiting clinician will be approved to teach on the same day.
- All approvals will be subject to arena availability.
- Priority maybe given to a jumping clinic if the previous clinics were dressage to balance both dressage and jumping.