



PONY CLUB at the SINGAPORE POLO CLUB

80 MOUNT PLEASANT ROAD, SINGAPORE 298334 TEL: 6854-3999 FAX: 6354-1346
www.singaporepoloclub.org Published 1 January 2015

PONY CLUB RULES & REGULATIONS

1) Eligibility

- a) Pony Club Members do not have to be members of the Singapore Polo Club "The Club".
- b) Pony Club accepts members from age 4 upwards and a maximum age of 21.
- c) Members are not required to have riding experience.

2) Dress Code

- a) You must wear proper riding boots, and a sleeved shirt (preferably the Pony Club polo t-shirt). If you are incorrectly dressed you will not be allowed to handle horses for safety reasons. Helmets are not required. Sneakers are acceptable footwear; as long as they are covered shoes.
- b) It is also recommend that you wear jodhpurs, leggings or jeans.

3) Applying for Lessons

To request for Pony Club slots, you must complete the "Pony Club Application Form". Non-members of The Club have to complete and submit a waiver form to the Riding Section office. Riders will not be allowed to start riding until the "Pony Club Application Form" has been signed and submitted, as well as the waiver form.

4) Insurance

Pony Club recommends all riders to take out personal accident insurance and to have up to date medical cover prior to stable management.

5) Rallies

- a) Pony Club arranges weekly rallies, 45 minutes each rally.
- b) Rallies are all un-mounted, unless otherwise stated.
- c) The Club has devised a colour level system to group members according to their age. As members get older and stay with Pony Club, they will move up the colour levels for more advanced learning.

6) Rally Slots Availability

- a) Pony Club Office shall confirm regular rally slots once the member accepts and confirms the allotted rally slot.
- b) Once a rally slot is confirmed, the member will continue the same slot throughout the year, unless otherwise informed. (E.g. Every Friday at 4:45pm, throughout the year).
- c) Pony Club members wishing to sign up for new or additional rallies must request in writing to the Pony Club Office.
- d) Request for changes in rally slots must also be in writing to the Pony Club Office.
- e) All requests will be managed on a "first-come, first-to-commit" basis.

7) Cancellation Policy

- a) Pony Club Members must inform the Pony Club Office if they are unable to come for Pony Club rallies. Pony Club reserves the right to cancel members' regular rallies if they do not inform the Pony Club Office of their consistent absence. There is no refund if members fail to turn up for rallies or if bad weather prevents rallies from taking place.

b) Rallies can be cancelled with fourteen (14) days' notice in writing, or using the "Stop Riding Form" obtainable at the Riding Section Office. To reserve your regular Pony Club slot during the cancellation period, fifty percent (50%) of the rally fee will be charged otherwise, the Pony Club slot will be immediately made available to other members, and there is no guarantee that members will be able to have the same slot upon their return. Members who fail to give fourteen (14) days' notice for any changes or cancellation of rallies, will be charged in full.

c) Any late (less than fourteen (14) days' notice given) requests for a change of rally slots or day, will be deemed as 'cancellation without notice'. Substitution of members in a different slot without prior confirmation from Pony Club, is not permitted.

d) Medical Certificates will not be accepted to cancel rallies unless the member is injured due to an injury sustained at Pony Club or The Club, otherwise, the normal cancellation policy applies.

e) Pony Club reserves the right to cancel rallies or change instructors due to competitions, or availability of instructors.

f) Substitution of rallies (attending another group because you are unable to attend your usual slot) without prior confirmation from Pony Club, is not allowed. Substitution is only on a case-by-case basis, with fourteen (14) days' notice in writing. The instructor-in-charge of the particular slot has the right to decline attendance if the child has not been registered or confirmed in that slot.

8) Changes of Instructors

a) Pony Club reserves the right to re-assign your instructor from time to time due to conflicting commitments of the instructor for example: competitions, training, illness etc. Pony Club is not obligated to offer make up lessons and if the rider chooses to cancel the rally, full rally fees will apply.

9) Mondays and Public Holidays, and Competitions

a) Rallies are not available on Mondays or Public Holidays as The Club is closed, except when competition or other activities have been arranged by the Riding Section.

b) Rallies are not cancelled on rainy days.

10) Competitions / Events

a) Rallies might be cancelled due to competitions held by the Riding Section that may conflict with Pony Club rallies.

b) Pony Club Events will be held on Saturdays (unless otherwise stated) throughout the year.

c) Mini Badge Days, Achievement Badge Days and Efficiency Test Days and their respective applicable fees are separate from Pony Club rally fees. Members who are taking the Efficiency Tests have to be dressed appropriately (These members have to be in a white shirt, white or cream jodhpurs/breeches/leggings, black/brown riding boots and helmets for those who are riding as part of the test) or they will not be allowed to sit for their test or the badge day, and Efficiency Test Fees will still apply.

d) Members allowed to apply for the badge days and test days are at the discretion of Pony Club and its Instructors, for the members' safety.

11) Payment for Rallies

a) Payment for rallies, events, badge days or efficiency test days will be charged on a monthly basis to The Club Member's monthly invoice.

b) For non-members of The Club, payment by cheque to "Singapore Polo Club" and dropped at the riding section office by the 20th of every month.

c) Pony Club has the right to cancel subsequent rallies if payment has not been received by then.

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