



SINGAPORE POLO CLUB

RIDING SECTION RULES & REGULATIONS

1) Eligibility

- a) Riders must be members of the Singapore Polo Club ("The Club"). With exception, non-members will be allowed to take lessons with the Riding School and ride for up to a period of 3 months after which a club membership will be required to continue. Priority for lesson allocation will always be given to members.
- b) The Club accepts riders from age 6 upwards and a maximum weight of 95kg.

2) Dress Code for Safety Purposes

- a) Riders must wear a BHS or ATSM-approved horse riding helmet, proper riding boots (with heels), and a sleeved shirt whilst riding. If you are incorrectly dressed, you will not be allowed to ride for safety reasons.
- b) It is also recommended that you wear jodhpurs and riding gloves.
- c) Dress code applies for all Riders and Instructors, as long as one is mounted on a horse.
- d) Riders in Beginner's lessons upwards can carry their own short whip. Long whips are only permitted for Novice Riders upwards. Pony Club test Riders and Preliminary level Riders must check whip length usage with their respective teaching Instructors.
- e) Leaders for trail rides must wear closed toe shoes; riding boots are best but trainers are also acceptable as there will be some running involved.

3) Applying for Lessons

To request riding lessons, Riders must complete the "Riding Application and Waiver Form" and submit it to the Riding Section office. Riders will not be allowed to start riding until the "Riding Application and Waiver Form" has been signed and submitted.

Riders who wish to have a jump lesson must also have a flat lesson.

4) Timeliness for Lessons

- a) Riders should only mount their horse 5 minutes before their lesson or self ride.
- b) The instructor may refuse entry to a lesson if the rider is more than 10 minutes late.
- c) All riders must return the horse to the stable no more than 15 minutes after the conclusion of the lesson or allocated riding time slot (Self rides). No rider should be mounted for more than one hour.

5) Insurance

The Club recommends all Riders to take out personal accident insurance and to have up to date medical cover prior to riding.

6) Lesson Types

- a) The Club offers riding lessons that follow the Pony Club, British Horse Society and Equestrian Australia progression systems starting with lead rein lessons (Trails) through to lunge lessons and into group, semi-private and private sessions for Beginners, EA & FEI Preliminary, Novice, Elementary, Medium, Advanced, Prix St George, Intermediate 1, Intermediate 2 and Grand Prix riding levels:

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- i) Lead Rein Lessons – the Rider is led by a parent or helper. These lessons are held either on the jungle trail or in an arena. In case of bad weather, stable management will be conducted.
 - ii) Lunge Lessons - Two Riders share one horse in a 45-minute lunge lesson where they will learn to walk, trot, and canter whilst the horse is attached to a lunge rope. Both Riders must arrive at the start of their lesson, where the instructor will decide the order in which the riders will ride. The other rider must stay throughout the 45min lesson in order to observe and ride when instructed to do so by their instructor. Lunge lessons may be converted into a group lesson without prior notification and at the sole discretion of the Club. In case of bad weather, stable management will be conducted.
 - iii) Group Lessons – Between 4 and up to 6 Riders ride independently in a 45-minute lesson.
 - iv) Semi-Private – 2 Riders in a 45 minute lesson.
 - v) Private Lessons – 45 minute lesson with one to one Rider instruction. Private lessons are not guaranteed and subject to availability. Private lessons may be converted to semi-private or group lessons if required to meet riding school demands without prior notice from the Riding Office.
 - Only riders at Novice, Elementary and above levels with an existing minimum 2 group lessons per week may request for private lessons, such request which may be granted at the sole discretion of the Club.
 - Riders must also be actively competing at Novice level and above.
 - Preliminary or Beginner level riders can at best be placed in semi-private lesson subject to Lead Instructor's approval and lesson slot availability. However, note that this may not be available during peak hours (weekends).
 - Private lessons may only be granted under special conditions, such as Para-Olympic Riders. This is subject to Lead Instructor's approval which is final.
 - The above shall not apply to riders who are livery owners riding their own horses.
- b) The Club has devised a colour level system to help Members and Riders track and develop their progress. The colour levels shall be graded upon the level in which the rider is competing at or working towards. Junior riders (up until the age of [18] years old) will receive certificates for their colour level to be up dated in May and in November every year.

7) Public Holiday Riding

Riders will be allowed to do a self-ride or horse hire during public holidays upon lead instructor's approval, unless such public holidays fall on a Monday, which remains as rest day for the school horses. Sign-ups have to be done at the riding office.

8) Assessment for Applicants with Riding Experience

Riders with prior experience will be required to do an assessment ride with an Instructor to determine their level of competency. The assessment ride may take place within a normal lesson with other riders. Following the assessment, each Rider will be allocated a colour level which will determine the lesson slots available for their level within one week of their assessment.

9) Applicants with no or limited Riding Experience

Riders with no riding experience are invited to sign up for the "Beginner Riding Courses". This course runs over 10 sessions for a fixed package price. The aim is to develop Riders to a standard whereby



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they can join regular lessons once their course is completed, subject to availability. Full details are available from the Riding Office and in the membership pack.

10) Lesson and Horse Availability

- a) The Riding Office shall confirm regular riding sessions once the Rider accepts the allotted time slot for lessons. These riding sessions will be automatically scheduled on a weekly basis until the Riding Office receives a notification to cancel the lesson.
- b) Lesson availability will be advertised each week and riders can match their “colour” level to the available lesson slots. Riders wishing to sign up for new, ad-hoc or additional lessons must make a request in writing to the Riding Office.
- c) The Riding Office will not manage a waitlist for lessons; it is up to the Members to check the lesson availability and sign-up accordingly in the Riding Office. All requests will be managed on a “first-come, first-to-commit” basis.
- d) Horse hire or self rides will be granted on a case by case basis subject to horse availability and Lead Instructor’s approval. All requests are to be directed to Riding Office in writing.
- e) The Club reserves right to allocate different horses to Riders, with the exception of lease Riders.
- f) The Riding Office shall allocate such suitable instructors to teach the respective riding lessons based on the colour level assigned to the respective riding lessons. Riders may request to book their lessons based on their “colour” level in accordance with Condition 10(b) above. However, any requests for specific instructors are strongly discouraged, and will not be accepted by the Riding Office. This condition shall not be applicable to livery owners.

11) Cancellation Policy

- a) Members must inform the Riding Office if they are unable to ride. Otherwise the grooms will prepare the horse for riding unnecessarily. The Club reserves the right to cancel any rider’s regular lessons if the rider fails to inform the Riding Office of his/ her absence. There is no refund if Members fail to turn up for lessons or if bad weather prevents classes from taking place.
- b) Lessons can be cancelled with fourteen (14) days’ notice in writing using the stop riding form. To reserve your regular riding slot during the cancellation period, fifty percent (50%) of the lesson fee will be charged otherwise, the riding slot will be immediately made available to other riders, and there is no guarantee members will be able to have the same slot upon return. Members who fail to give fourteen (14) days’ notice for any changes or cancellation of lessons will be charged in full.
- c) Forward booking of riding lessons will not be accepted without paying fifty percent (50%) of the lesson fee to reserve the riding slot until the lesson commences.
- d) Any late requests for a change of lesson time or day or rider will be deemed as ‘cancellation without notice’ and any substitute session will be deemed as an ‘ad hoc lesson’ and will be charged as such. Substitution of Riders for lessons is not permitted.
- e) Medical Certificates will not be accepted to cancel lessons unless the Rider is injured due to a fall off a horse at the Club, otherwise, the normal cancellation policy applies.
- f) The Club reserves the right to cancel lessons or change Instructors due to competitions, availability of horses or Instructors.

12) Changes to Instructors

- a) The Club reserves the right to re-assign any Instructor from time to time without prior notification due to conflicting commitments of the Instructor for example: competitions, trainings, illness, leave days etc. The Club is not obligated to offer make up lessons and if the rider chooses to cancel the lesson, full lesson fees will apply.



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- b) In the event the riding school instructors are on annual leave or on medical leave or are not able to provide instructions on their allotted lesson slots, the Riding Office will reschedule all affected lessons in the following order of priority :-
 - (i) impacted lessons of riding school riders
 - (ii) impacted private lessons or schooling of livery riders
- a) Upon receiving notice by Riding Office, Livery owners may choose to convert their scheduled lessons to self-ride, if they do not wish to accept the alternative lesson slot offered by the Riding Office

13) Club Horse clipping and tacks changing are not allowed by Riders

- a) Riders are not permitted to clip, pull mane, trim tails of Club horses without prior approval from both the Stable Manager and Lead Instructor.
- b) Riders are not permitted to use their own tack (bridles, bits, saddles, girths, boots, bandages, inclusive) on Club horses without prior permission from both the Stable Manager and Lead Instructor.
- c) If approval is granted to the Riders' use of certain own tack, such tack must be made available to use by other riders for the same horse. Club will not be responsible for any loss or damage to the Riders' own tacks.
- d) No club horses shall be allowed to be ridden bareback, in a bareback pad, or in a bit-less bridle/halter.

14) Mondays and Public Holidays and Bad Weather

- a) Lessons are not available on Mondays as the horses will be resting, except when competition or other activities have been arranged by the Riding Section.
- b) Riders who have been assessed subject to Instructor's approval may be permitted to go on a hack self-ride for 45 minutes on a public holiday in accordance with condition 7, provided they groom, tack, shower and dry the horse after riding. Arena flatwork or jumping is not permitted. Horse hire fees will apply.
- c) No Riders will be allowed to jump the horse on self rides.
- d) Lessons are not cancelled on rainy days. In the event of a heavy downpour and at the discretion of the Instructor, stable management and theory sessions are conducted. There shall be no refund of lesson fees.

15) Competitions / Events

- a) School Horse Hire fees applies to Riders taking part in competitions as per the Riding Section price list.
- b) School Riders on leases who have attained at least 2nd place in our Club's competitions (Dressage 20x60m arena and Jumping) with the same horse may take school horses or ponies to competitions to other clubs such as Bukit Timah Saddle Club, Singapore Turf Club Riding Centre, National Equestrian Centre, subject to the Terms and Conditions in the Lease Agreement.
- c) For those who satisfy condition in (15b) above, approval is still required from the Lead Instructor depending on Club usage of horses or ponies for lessons especially during weekends.
- d) Notices for events are advertised on Riding Section notice boards, <https://www.facebook.com/RidingSPC>, and emailed in advance to all riding members through the club e-blast. Sign up sheets/entry forms are attached to emails or can be completed and submitted via the Riding office in person.
- e) For safety of Riders and Horses, no flash photography is allowed during competitions.



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- f) No individual (Members or Guests) is allowed standing or taking video on the same panel of the arena where the Judge's stand is at Position C during competitions.
- g) During Jumping warm-ups, no Riders is allowed to jump over poles in the absence of Warm-up Instructors in the Warm-Up arena.
- h) Riders who wish to compete in showjumping must also compete in one dressage competition in the same show.
- i) The appointment of whichever Show Director in a club competition event shall be at the sole discretion of the management.

16) Lessons with Clinicians

- a) All level Riders can sign up for lessons with Club's invited Clinicians.
 - i) Bookings can be made via Riding Office and relevant fees shall be charged to the Members' account.
 - ii) Fee structure may vary from one Clinician to another.
 - iii) Clinicians brought by Riding School are allowed to use covered arena within school riding hours subject to availability space.
 - iv) Clinics on School Horses is only allowed within school riding hours, unless otherwise approved.
- b) Any Clinicians who are being invited personally by Members can do so subject to the following conditions.
 - i) This invitation must be approved by Lead Instructor and applications to be timely submitted by the relevant Member.
 - ii) Relevant Member must ensure applications with all relevant forms must be submitted within the required time frame as stipulated by the riding office in writing, 2 weeks in advance.
 - iii) Clinicians' expenses must be entirely borne by Clinicians.
 - iv) Clinicians must sign Indemnity Form prior his or her commencement of coaching sessions.
 - v) Lessons can only be opened to Livery Owners. Booking and fees are to be administered by the Clinician or Member himself or herself.
 - vi) Should there be any interested School Riders using school horse or pony, prior approval must be sought through the Lead Instructor on case by case basis.
 - vii) Livery Owners or approved School Riders must tack, untack, shower and dry their own horse.
 - viii) All riders (Livery Owners inclusive) must sign the Indemnity Form which can be obtained from the Riding Office.
 - ix) Club shall charge prevailing arena fees to the Members through their Members' account.
 - x) Lesson timings are only available between 11am to 3pm Tuesdays to Sunday, 7am to 7pm on Mondays in covered arena (one half arena). Riders must give way to other Livery Riders or events taking place at the same time.
 - xi) Any lessons/schooling outside covered arena should be held at NEP arena.
 - xii) Riders must pick horse manure immediately after their lesson ends before they leave the arena regardless whether it is in the Club's covered arena or NEP arena.

17) Riders using borrowed Livery Horses, Livery Ponies or Polo Ponies in Club's lessons

- a) Riders who ride borrowed Livery Horses, Livery Ponies or Polo Ponies in Riding Section lessons are not eligible for discount lesson fees.
- b) Prevailing full fees as in Group, Semi-Private or Private Lessons shall apply.



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18) Guests Riding Member's Livery Horses

- a) Any Guest invited by Members to ride their livery horse(s) must sign in the "Guest Book" located in the Riding Section Office.
- b) Indemnity form must be signed by Guest at the same time prior to riding. The Club shall not be responsible whatsoever for any injury sustained by Guest or any loss of his or her personal belongings.
- c) Lead Instructor and Riding Office must be informed in writing a week in advance of any Guest riding.
- d) Guest can ride maximum up to six times in any period of twelve calendar months as per the Club's By-Laws.
- e) Guest must observe and comply with Club Rules at all times.
- f) Guest must be accompanied at all times by the Member in the Club's compound.

19) Club Instructors Riding Club Horses

- a) Instructors may compete on Club School Horses for the purposes of schooling or promoting the ability of the horse, or to further their own training.
- b) Instructors competing on Club School Horses below Medium level dressage or 1.0m in jumping will be required to compete H/C.

20) Pony Club

- a) Pony Club is open to non-members who can attend weekly un-mounted rallies, additional events, summer camps (club membership required) and fun days.
- b) Minimum age to attend Pony Club is 4 years old.

21) Lease of Club Horses

Riders may apply to lease Club horses. The rider must submit the Lease Application Form to the Riding Office and agree to the Lease Agreement.

22) Payment for Riding

Payment for riding assessments, lessons, entries for competitions and any such ancillary charges will be charged on a monthly basis to a Member's monthly club invoice.

23) Arena Etiquette

- a) All Riders must pass each other in the arenas left shoulder to left shoulder with the exception of the Covered (Indoor) Arena, where riders must pass right shoulder to right shoulder.
- b) Riders in the Covered Arena must use the riding section half which is the section of the arena closest to the car park.
- c) All Riders inclusive self-rides, guest riders and those taking clinics must collect any horse manure immediately and avoid riding through any manure.
- d) All Riders must close arena gates after entering or exiting the arenas. Riders to announce "Gate" before they enter or leave the arena.
- e) More advanced riders must give way to beginner riders in the arenas and exercise consideration to lessons taking place at the same time.



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24) National Team or Pre-Team Training

- a) The Club will allow SPC livery horses to take lessons at NEC for the purpose of training with the National coach as part of the being on the “National team or National pre-team”, subject to paying the freelance Instructor arena fees as per the Riding Section Fee List. The lesson must be conducted in the NEP arena, the Rider must take at least one lesson or schooling per week with SPC instructors and compete under SPC.
- b) Subject to lesson availability, the Club will allow National Equestrian Centre Livery Riders/horses to take lessons with SPC Instructors providing they are SPC members and are training for National Team selection. Lessons would be charged at full rate plus applicable arena fees. Priority would always be given to SPC horse/rider combinations.

25) Use of Spurs on school horses

No spurs are to be used on Club horses during lessons, self-rides or competitions without the Lead Instructor’s approval. As a guideline, approval will only be granted for those competing Elementary dressage level and above, and jumping 1.0m level and above.

26) Abiding International FEI and EFA rules and regulations

- a) All Participants in competitions or members of Organising Committee for competitions, must at all times abide by rules and regulations set by relevant bodies, FEI or EFA.

**Singapore Polo Club
Riding Section
(Effective from 28 June 2016)**

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