

Horsley, Bookham & Leatherhead RDA Terms & Conditions

HB&L RDA CODE OF CONDUCT

At the HB&L RDA we are very lucky to have such amazing ponies and a community of sharers to bring variety and exercise into their overall programme of work. We know that our pony's primary job is to serve the RDA and help provide therapeutic experiences for our riders both on horseback and on the ground. Finding ponies with the suitable temperament is incredibly hard, and so we need to ensure our sharers are supporting our pony's overall welfare and continue to enforce their good behaviours, healthy lifestyle and appropriate training. Furthermore, whilst riding you are representing the RDA and the charities work and so it's important you adhere to the rules of the yard and the local area.

In order to reinforce and formalise the understanding of the use of our ponies, with immediate effect we would advise that the following updated Conditions form part of your Share Agreement.

We want you to enjoy your experience, minimise risk and are sure that you all appreciate that these requirements are common sense and necessary to ensure the well-being of our ponies, whose prior purpose is that of providing therapy through HB&L RDA. Please respect your pony and the people around the yard.

RIDING RULES

1. No riding is permitted by anyone other than the Sharer.
2. Sharers may only ride the pony once on their allocated day or AM/PM slot.

AM – 8.00 to 12.30 / PM 2.30 – 6.30

If riding at 8am, or before 9am, please contact the yard on 07983 250517 to ask for the ponies breakfast to be held, until after you have ridden. If you will be up at the yard by 9.30, you can ask for your ponies to be kept in on this number too. Please turn your ponies out after riding if back in the field by 1.30, otherwise they can be put back in their stable. If riding in the afternoon, the ponies should be left in their stables on your return. Please leave them with a handful of hay.

The actual time riding, schooling, or exercising the horse or pony will not exceed One and a Half Hours in any one session. It is preferred that the ponies spend most of the session around the farm.

- 20 mins warm up. 5 mins walk and then gentle trotting.
- 5 mins, walk, cool down.
- Cantering should be limited to soft ground (no rocks and stone) and should be in large sweeping circles, a minimum circle of 20m diameter.
- Cantering on the top farm track is only permitted from the far end to the intersection and being mindful of grazing horses and ponies in the adjacent fields.
- Leading to and from the fields/stables and grooming do not fall within these time constraints.
- The only exception to this condition is when the said pony is being used for pre-approved hacking out. In this instance a maximum of two hours is permitted.

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Hacking outside of the Yard is only allowed when authorised by either or Fiona McGann or Barry Tregaskis

This may necessitate an assessment by the aforesaid and escort by an approved experienced rider or instructor.

- During hacking Sharers must adhere to bridle paths and be aware of the Highway Code that applies to riders.
- Riders must wear high visibility jackets.
- Deviating into private / farmers land is not allowed under any circumstance.
- When schooling riders must be considerate of others around them. Always pass left hand to left hand.
- Only the sharer rider can ride the pony. Any friends or family who want to ride require permission first.
- No excessive use of the whip.
- Bare-back riding is not permitted.
- Prior agreement with a qualified expert must be sought for any experimental or non-traditional activities, such as a join up, Parelli etc.
- During use, the ponies must be permitted sensible periods of rest. This is particularly important in hot weather.

Health & Safety Rules

1. Inexperienced Sharers and minors (under 14) **must always be accompanied by an adult.**
2. Hats must be worn when taking a pony to and from a field.
3. No Jumping unless within a lesson with Duncan.
4. The designated tack should be worn and fitted correctly at all times when the pony is ridden.
5. Riders must wear a hat when on a pony.
6. If sharers wish to do groundwork in the school, or hand grazing around the farm a hat must be worn.
7. If you are unsure of any task, please ask or seek instruction from: **Fiona**

Horsemanship

1. Look after your pony first. If pony is sweaty, they must be sponged off. If it's winter, the pony must be dry and cool before rugs are put on.
2. Depending on conditions and season, hoof picking, hosing, fitting fly masks, rugging-up etc is the responsibility of the rider.
3. Hooves to be picked out before and after riding.
4. All plaits removed from horses after a session i.e., not left in out in the field or in the stable to eliminate the risk of getting caught on something.
5. Ponies must be turned out after ridden, if before 1.30pm. If kept in for extended period, hay, ideally soaked, should be provided.
6. Tack must be left clean after riding and the bit must be rinsed.
7. Please pick up and clean up after yourselves and leave things where and as you found them.

Whilst not necessary we would encourage all sharers to learn more about horsemanship and pony care to ensure they are considerate of the pony's welfare.

If it has been observed and/or reported back to any HB&L Volunteer or Trustee that sharers are not adhering to our guidelines or demonstrating that the pony may be suffering, we have the right to enforce horsemanship training. If repeated misbehaviour occurs, we have the right to terminate the contract.

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Please keep these numbers to hand, 'In Case of Emergency'

If you are at the yard or hacking, please **first contact**:

Neil (Owner of Badgers Farm)

Mobile: **07939 082 528**

Also, as soon as you can, call

Fiona: XXXXXXXX or **Barry**: XXXXXXXXXX

If you have a problem that you are having difficulty resolving when at the yard, find Neil for help/advice and then contact Fiona or Barry.

PONY SCHEDULE

Horses and Ponies will continue to be stabled in the main yard and their routines will remain unchanged. Our yard is full livery, and the following is managed by the Yard Team.

Ponies Breakfast - 8am

Turn out- 8.30-9am

Mucking out

Yard Team Lunch Break 1-2

Yard Team, will bring ponies in from field 2.30-3.30pm

Hay – 4pm

Tea – 5pm

Please do not ride until 1 hour after tea, or if you ride at 4.30, the feed will be left outside their stable. You should give this to the pony in their stable just before you leave.

TACK ROOM

Please note the following instructions for gaining access to the **TACK ROOM**

- The **light switch** is to the left of the Tack Room doors.
- The door is unlocked and locked manually by key, turn the key **twice**.
- To the left of the Tack Room doors you will find a black **Key Safe**.
- Pull down the cover to access the keypad and push down the bottom button to '**Clear**'.

On the keypad enter the following numbers – XXXX

- Push down the tab at the top of the keypad and it will open towards you.
- The key is located on a small hook inside.
- Remove the key and unlock the door to the **Tack Room**, turn the key **twice**.

The following instruction is imperative:

- **The last person to leave the Tack Room MUST lock the door (turn the key twice) and**
- **Replace the key on the hook inside the Keysafe.**
- **Enter the code - XXXX**
- **Push up the cover.**

PLEASE REMEMBER TO SWITCH OFF THE LIGHTS

THIS CODE MUST NOT BE SHARED WITH ANY OTHER PERSON

Note this code may change periodically and you will be informed separately if it does.

Thank you

Trustees / Horsley, Bookham & Leatherhead RDA