



Code of Behaviour

1. All FTPEC members have a right to expect good manners and courtesy from each other, and a responsibility to give it in return. Bullying and harassment of any kind will not be tolerated.
2. Members should refrain from using bad language while on FTPEC grounds, or while representing FTPEC at outside events.
3. Driving of vehicles by unlicensed drivers is strictly forbidden on FTPEC grounds.
4. Smoking, or the use of alcohol by junior members (under 18), is not permitted at any time on FTPEC grounds or at outside events.
5. Smoking, is not permitted in the yards, canteen area, or around the horses at any time, or any other areas as dictated by government legislation.
6. While using FTPEC grounds, or while representing FTPEC outside the grounds, junior members must accept directions from FTPEC officials and instructors cheerfully and courteously.
7. As one of the primary objectives of FTPEC is to foster good horsemanship. Ill treatment or neglect of horses is a serious matter, and cruelty in any form is forbidden.
8. All members should recognise their mutual responsibility for all FTPEC members' horses, and if any horses are suspected to be injured or ill, should regard it as their duty to bring it promptly to the attention of a responsible adult.
9. At all times on FTPEC grounds, or at outside functions and competitions, all members should remember their responsibility to uphold the good name of FTPEC, and to refrain from behaviour that might in any way reflect badly upon it.
10. Property, whether that belonging to FTPEC or to individual members, will be treated with care and respect. No personal property should be borrowed or used without prior permission being granted and it should always be returned.

Yard Rules

11. The yards are to be kept clean. Manure must be removed to the designated area immediately after the rider/person in charge has finished using the yard for the day. If a horse is in overnight, the yard must be cleaned in the morning.
12. If a horse has to be moved in a restricted area or near obstructions that pose a risk either to the horse or the handler, the horse should always be led.

13. All horses on FTPEC grounds must be fed in the allocated yards and yards must be used for tacking up etc. The chains must be closed and fastened when yards are not in use.
14. The gates to the yard complex are to be kept closed at all times.
15. Regular yard users must undertake rostered duties as directed by the Agistment Manager.
16. Infrequent users shall abide by rules 11-14 and any other directions given by the Agistment Manager.
17. The Agistment Manager will manage the yard complex and report to the Management Committee. He/she should be treated with respect and courtesy at all times and his/her directions followed.
18. The yards are a facility for the benefit of all members of FTPEC. Riding members may use any available yard not occupied by an Agisting Member and should leave the yard clean and tidy when they leave.

Arena Rules:

19. The last rider in the arena each night, or feeding in the yards, must turn off the lights in their respective area. The last person to leave the grounds is responsible for ensuring all lights have been turned off.
20. During busy training times, priority for use of the arena and any of its equipment is given to any official lessons conducted by an accredited instructor. When multiple instructors are simultaneously teaching, they must come to an equitable agreement as to the shared use of the space.
21. Equipment cannot be 'reserved' or fixed to a specified location. Each rider is responsible for the set up and removal of the training equipment as required. As soon as a rider leaves the arena, they immediately forego the use of their training space and equipment.
22. All riders are responsible for removing their horse's manure from the arena and raking the take-off and landing of each jump after use.
23. There is to be no galloping in the arena.

Riding Rules:

24. All riding members of FTPEC must also be riding members of Equestrian Australia (EA).
25. Riders under the age of 16 must be under the supervision of an adult whenever mounted.
26. An approved helmet correctly fitted, is to be worn at all times by persons riding on FTPEC grounds.
27. Only FTPEC members are permitted to use FTPEC equipment, notwithstanding scheduled events such as competitions, open days and schools.
28. It is expected that all members will ride their own horses or horses leased by them. For any other riding arrangement the written agreement from the executive committee (President, Vice Presidents, Secretary and Treasurer) must be obtained.

29. When riding cross-country with loose horses, if the herd or individual horses are within 50m of any jump, that jump must not be attempted.
30. In the event that a loose horse is bothering a rider on the cross country course, the rider must dismount and move to a different area, or return with their mount to the yards.
31. It is the policy of FTPEC that all FTPEC organised coaching activities will utilise EA registered coaches. Where individual FTPEC members arrange private coaching on FTPEC grounds members are able to utilise the services of non-EA registered coaches provided evidence of a current insurance policy for at least an equivalent level of cover as that provided under the current EA Coaches Insurance Package is first provided to the Management Committee.
32. Members who wish to utilise the grounds for horse sale purposes must receive permission from the Management Committee prior to doing so. Non members are not allowed to ride on the grounds without consent of the Management Committee at any time and if permission is granted their name, EA number and a non member fee (if applicable) is required.
33. When riding cross country, all riders must wear a safety vest that meets current EA standards.

Working Bees:

34. Working Bees are compulsory for all members, and are to assist with the overall maintenance of the grounds and equipment. For members with time constraints, an annual working bee levy may be paid in lieu of working the required number of hours.
 - a) Each member's compulsory working bee allocation is 8 hours per quarter and 16 hours per quarter for Agisting Members.
 - b) Working bee hours are calculated on a per-family basis for standard riding members.
 - c) For Agisting Members, working bee hours are calculated per agisted horse.
 - d) Best effort should be made to log these hours during the nominated working bee days, however arrangements may be made with the Management Committee to agree to a list of tasks that can be completed in the members' own time.
 - e) Every member is expected to attend Working Bees unless they have paid the yearly working bee levy. In the case of junior members, the participation of an adult family member is compulsory. At the end of each quarter FTPEC issues invoices to all members who have not attained their 8 hours minimum work. The invoice is calculated on the value of the working bee levy, pro-rated to the number of hours owing.
 - f) Where a member has been required to pay a working bee levy during the year prior to their annual membership renewal, and the invoice remained outstanding for a period greater than 90 days, then:
 - I. the member will be required to pay the full year's working bee levy in advance at the time of their membership renewal, and
 - II. this payment shall be treated as a security deposit so that if the member works the required hours during a quarter, they will be entitled to a refund for that quarter.

35. It is FTPEC policy that members who wish to participate in any event are expected to contribute to the preparation and cleaning up after the event.
36. No riding on FTPEC grounds is permitted during scheduled Working Bees.

Code of Conduct for Coaches (Members & Non Members):

37. It is FTPEC policy that all Coaches hold EA insurance and Accreditation plus a current Bluecard.
38. The Management Committee are to be advised of lesson times & participants on a weekly basis. Non members of FTPEC may only ride on the grounds if in a group of four (4) or pay the equivalent fee and obtain prior permission from the Management Committee. EA membership is compulsory for all riders and the Management Committee must be notified of names and EA membership numbers prior to access.
39. Permission must be requested in writing to the Management Committee of at least a fortnight in advance to host any sort of program, including clinics, group lessons, assessments etc, or to conduct any commercial enterprise on the grounds.
40. Permission must be sought in writing for FTPEC equipment to be used for the above purposes. Permission is at the discretion of the committee.
41. The Management Committee must be given the names of all participants and their EA numbers prior to the programs.
42. Non members who utilise FTPEC for coaching purposes do so at the sole discretion of the Management Committee and all instructions from the Management Committee must be adhered to.
43. As per FTPEC's Biosecurity best practice, the sign on book (located in the canteen area) must be completed upon arrival with date, name of rider and name of horse, effective January 2016.

General Rules:

44. Dogs must be kept on a leash at all times.
45. All members using the grounds must abide by the safety rules of FTPEC, membership by-laws and club constitution. All Agisting Members are also required to abide by the agistment rules and by-laws.
46. Unless written agreement from the committee is obtained, no member is permitted to use the FTPEC grounds or FTPEC equipment for any purpose other than for recreational use. The committee will consider any request for non-recreational use of the grounds, having regard to, among other things, it's council lease which prevents conduct other than those presently performed by FTPEC management committee, other than with councils consent.
47. Professional service providers (such as farriers, coaches, chiropractors or similar) who are engaged by members or non-members to provide a service to riders or their horses, must carry the appropriate qualifications and business insurance to conduct that business.
48. Rubbish must be placed in the bins provided.
49. Members are expected to pay all FTPEC invoices by the date specified on the invoice.
50. FTPEC has a three-warning system in place to enforce adherence to its rules and by-laws. Warnings are issued at the discretion of the Management Committee, but must be issued in

writing and state the reason for the warning. Accumulation of warnings is based on each calendar year and works as follows:

- a) At the first written warning, membership is placed on probation for up to 3 months from the issue date.
 - b) At the second warning, membership is placed on probation for 6 months from the issue date.
 - c) After the third warning, membership (and any associated agistment) may be suspended or terminated at the Management Committee's directive, which is final.
51. Periodically, FTPEC will enter into sponsorship arrangements with various 3rd party organisations for the benefit and promotion of the club. It is the Management Committee's prerogative to arrange sponsorship through whichever organisation it sees fit for this purpose. No individual member, group of individuals, or sub-committee shall be entitled to approach or engage any organisation for any form of sponsorship whatsoever, without first obtaining the Management Committee's express permission.
52. The FTPEC name and logo, or any other publicly identifiable club branding, may not be used or reproduced without the consent of the Management Committee under any circumstance.