



WARMINSTER SADDLE CLUB

RULES

Dated 30 June 2024

GENERAL

1. **Introduction.** The Warminster Saddle Club (WSC) is the equine sporting centre within Warminster Garrison. Throughout this document the WSC is referred to as “the Club” and the use of the word “horse” applies to horses and ponies alike. These rules are binding and to be adhered to by all employees and members of the Club. A copy of these rules is to be clearly posted in the Club’s office, on the Club’s website and members are to be given a copy¹ when they join the Club.

2. **Status.** The Club operates as an Association Charitable Incorporated Organisation (CIO)² under the auspices of the Charitable Incorporated Organisations (General) Regulations 2012 and overseen by the Charity Commission. The Club is governed by a constitution, which is available in the Club’s office and on the Club’s website. These rules are authorised in paragraph 26 of the constitution.

3. **Objects.** The overarching object of the Club is to promote the efficiency of the armed forces of the Crown and MOD civil servants, in particular but not exclusively, members of Warminster Garrison. Supporting objects are:
 - a. To increase physical and mental fitness of members of the services and their dependants through the provision of equestrian facilities, equipment and sporting competitions.

 - b. To promote *esprit de corps* between members of the services and foster a close relationship between serving and former serving members of the armed forces, MOD civil servants and the local community.

 - c. For the public benefit, subject to being members of the Club, community participation in amateur sport and recreation for all members of the community including children and young people, the elderly and the disabled.

4. **Site.** The following areas comprise the Club’s overall site:
 - a. Offices and staff rest room.

 - b. Feed rooms – school and livery.

 - c. Tack rooms – school and livery.

 - d. Hay barns – school and livery.

 - e. Horse lines.

 - f. Maintenance room.

 - g. Club Portakabin.

 - h. Yards – school and liveries.

¹ An electronic copy or a link to the website (www.warminstersaddleclub.co.uk) is entirely acceptable if the member(s) agree to receive them in this format.

² [Charity types: how to choose a structure \(CC22a\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/charity-types-how-to-choose-a-structure-cc22a)

- i. Parsonage Farm.
 - j. Indoor school.
 - k. Outdoor school.
 - l. Garages.
 - m. Storeroom.
 - n. Car, lorry and trailer parks.
 - o. All paddocks.
5. **Rules.** These rules mandate the Club's management (Part 1) and operation (Part 2).
6. **Amendments.** Proposed amendments to these rules must be submitted in writing to the Management Committee. The Management Committee reserves the right to amend these rules periodically with immediate effect without consultation.

PART 1 – MANAGEMENT

Membership

7. **General.** The Club is a member's club as enshrined in our constitution; only members may routinely use the Club's facilities and services. Individuals may take one lesson prior to joining as a member of the Club.

8. **Membership categories.** Membership of the Club is available to:

a. **Category 1.** Serving service personnel³ (regular and reserve), civil servants and their immediate family. Retired military and civil servants, but not their immediate family.

b. **Category 2.** Civilians and their immediate family.

Children (those under the age of 18 years old) may not be members in their own right and must be sponsored by an adult member in one of the categories above.

9. **Livery priority.** The priority of allocation of livery places will follow the same categories as for membership. Within Category 1, livery priority will be given to 'mobile' military personnel and their immediate family living in service provided accommodation, over serving military personnel living in their own home.

10. **Military membership.** As a military Club and to maintain the Club's primary objects, the majority (>51%) of members must be from Category 1.

11. **Military livery.** The Club caters for DIY and working liveries. Livery stables are prioritised in accordance with their membership category. Each livery is to sign a separate livery agreement annually which details the Club's and livery's responsibilities.

12. **Livery ratio.** The Club's services must be in the furtherance of its objects. To that end, a minimum of one third of the Club's livery stables will always be made available to Category 2 members.

13. **Rules.** Upon joining, all members shall be required to read and sign to acknowledge they have read, understood and will adhere to these rules.

Management

14. **President.** The Warminster Garrison Commander⁴ is the President of the Club, which is consistent with the Club's status as a military club with specific military objects. This appointment formalises the Club's relationship with Warminster Garrison and enables direct assistance with assurance, legal, human resources and infrastructure issues.

15. **Management committee.** The management committee exists to manage the operation of the club, delivering day-to-day functions as well as planning longer term development. The committee comprises the trustees and members listed below; their role descriptions are summarised in the Club's Constitution and in Annex A⁵ of these rules. The

³ From all services, including personnel from other nations' armed forces.

⁴ Currently aligned to the post of Deputy Chief of Staff of the Land Warfare Centre.

⁵ For completeness, transparency and to aid the general membership's understanding, the job specifications for the Club's staff whom do not form part of the Management Committee are also included.

detailed role descriptions and job specifications are available on the Club's website. With the exception of staff, each committee trustee and member must be a member of the Club. Trustees are to be retired and elected, in accordance with the Club's constitution, by the membership at the Annual General Meeting. The Grants Member and the Social Events Member will also be voted in by the Club's membership at the AGM, but the Liveries Member and Riding School Member will be nominated by the Liveries and Riding School membership respectively.

- a. Chair (Trustee).
- b. Vice Chair (Trustee).
- c. Treasurer (Trustee).
- d. Secretary (Trustee).
- e. Stables Officer (Trustee).
- f. Yard Manager (Staff).
- g. Chief Instructor (Staff).
- h. Grants Member (Member).
- i. Liveries Member (Member).
- j. Riding School Member (Member).
- k. Social Events Member (Member).

16. **Staff.** In addition to the Yard and Office Managers, the Club has employees who enable the Club's activities. These additional staff may attend committee meetings but have no voting rights at those committee meetings. Staff may attend the Club's general meetings and are eligible to vote at those meetings.

17. **Meetings.** The management committee will meet not less than every two months. The rules for meetings are specified in the Club's constitution.

18. **Complaints.** Issues with the Club's operation should be raised with the Yard Manager or the most appropriate committee member as required. Complaints will be investigated with the aim of resolving them quickly and at the lowest levels, in accordance with recognised good practice.

Finance

19. **Trustees.** As per the Club's constitution, the Trustees are ultimately responsible for the Club's financial viability.

20. **Treasurer.** The Treasurer provides financial oversight and assurance to the management committee and Club members. The Treasurer also manages the Club's bank accounts in conjunction with the Yard Manager.

21. **Accounts.** The Treasurer is responsible for presenting the Club's financial summaries and annual statement of accounts, supported by the Club's accountants.

22. **Payments.** The following individuals are authorised to pay bills, subject to these limits:

- a. Yard Manager: up to £1,000.
- b. Office Manager: up to £200⁶.

23. **Financial autonomy.** The Club is to be financially self-sufficient. Income is generated from membership subscriptions, tuition, services and equestrian events. The funds generated from income are used to operate and maintain the Club to deliver its objects. In broad order the principle of self-sufficiency should also apply to delineate between the riding school and the liveries. Both parts of the enterprise should contribute to the general operating and maintenance costs, but one side should not routinely be expected to financially cover the other.

24. **Five year business plan.** The treasurer is responsible for producing a five-year business plan, which is to be updated by 1 April each year. This plan will allow the Club to monitor its financial management over the medium term and for the Club's management committee to make financial decisions for the future.

25. **Terms of employment.** All employees will be engaged on a contract of employment which details their duties, hours and conditions of work. Tax and National Insurance for employees will be deducted at source. Instructors will be self-employed and responsible to making their own arrangements for paying tax and National Insurance.

26. **Charges.** Charges for the Club's services (eg livery and tuition) are to be clearly displayed on the office noticeboard and on the Club's website. All charges are to be reviewed annually at the end of the calendar year, to enable any changes to be effected by the start of the next financial year, or at any other occasion as directed by the management committee.

27. **Fees.** Fees for membership and livery agreements are to be paid as follows:

a. **Membership.** The membership year starts on 1 April. Fees are to be paid by the end of the calendar month. Members joining throughout the year will be charged for the remaining part of the year by quarters. For example, if joining in October (the third quarter of the financial year) a member would pay for two quarters. Membership fees are to be reviewed annually in January (with effect from April) to ensure fees are set at a level sufficient to cover the Club's costs and development budget, but not prohibitively expensive.

b. **Livery agreements.** Livery agreements will be renewed annually, normally in line with the start of the financial year. All charges will be reviewed annually by the end of the calendar year in order to be effected at the start of the next financial year, or at any other occasion as directed by the Club's management committee.

⁶ However, in the absence of a full time Yard Manager, the Office Manager is authorised to pay bills up to the same limit as the Yard Manager.

28. **Payments.** Payments for tuition, rides and other services are to be made at the point of use; no credit is to be given. Riders absent from regular lessons will be charged at the full rate. If a rider is absent for more than two weeks without notifying the office they will be removed from the class. Payments for livery and other services will be invoiced monthly and are to be paid by the 15th of each month. Non-payment of accounts may result in termination of membership.

Affiliation and charitable links

29. **Affiliation.** The Club is affiliated to the British Horse Society.

30. **Charities.** The Club is a registered centre for Riding for the Disabled and also supports official military charities such as the Forces' Children's Trust.

Liability

31. **Insurance.** The Club will ensure adequate insurance cover is to be maintained for:

- a. Buildings and fittings⁷.
- b. Tack.
- c. Forage.
- d. Liability cover for instructors.
- e. Liability cover for the Club's trustees.
- f. Third party cover.

32. **Indemnity.** All riders, including those attending instruction or taking part in an event run by the Club, ride at their own risk and undertake to indemnify the Club in the event of an accident not covered by Club policies.

33. **Liveries.** All liveries are subject to these rules at all times while they are members of the Club and have an equine at livery with the Club.

- a. All liveries will renew their livery agreement annually, acknowledging their understanding of, and compliance with, these rules by signing the agreement in person at the Club's office.
- b. All liveries are to have third party liability insurance to cover any damage or injury caused by their Equine(s). A copy of this is to be given to the Club on arrival and on annual renewal of membership.
- c. All equines stabled within or using the Club must have a current equine passport and be up to date with their vaccinations. This will be checked upon arrival and on annual renewal of membership.

⁷ In accordance with the delineation of ownership as specified in the Club's lease from DIO.

PART 2 – OPERATION

34. **General.** The Secretary is responsible for the maintenance of these operating procedures in conjunction with the Yard Manager and the Chief Instructor. All employees and members of the Club are to adhere to these rules at all times.

35. **Opening times:**

a. **Working hours.** The staffed working hours for the Club are:

- (1) Mon, Tue, Wed and Thu: 0800 – 2000.
- (2) Fri: 0800 – 1700.
- (3) Sat and Sun: 0800 – 1700

b. **Office.** The Club office is staffed Mon – Fri, 0900 – 1600.

36. **Riding tuition and rides.** The following rules apply to riding tuition:

a. **Qualifications.** All lessons will be conducted by a qualified riding instructor. Qualifications shall be made available to students/clients on demand.

b. **Allocations.** The Yard Manager, Chief Instructor or Office Manager will allocate horses at their discretion to suit riders' ability and size, and the objectives of the lesson.

c. **Cancellations:**

- (1) Anyone wishing to cancel a ride/lesson is to notify the office staff as soon as possible to allow horses to be reallocated or exercised accordingly. Any cancellations made with less than 24hrs notice will be subject to payment of the full cost of the lesson.
- (2) There may be occasions where the Club may have to cancel rides/lessons for purposes beyond their control (animal or staff illness, for example).
- (3) If only one rider is present for a group lesson, then the lesson will be treated as a private lesson but will be compressed to 30 mins instead of the normal group lesson length of 45 mins.

d. **Instruction by non-staff members.** The following apply to instructors who are not members of the Club's staff:

- (1) **Guest instructors.** The Club may invite guest instructors to teach at the Club at the Chief Instructor's and/or Yard Manager's discretion.
- (2) **External instructors.** External instructors enter into a business agreement with the Club to hire the facilities and run lessons for students from both outside the Club and within its membership. External instructors must satisfy the following requirements:

- (a) Instructors pay an agreed fee to the Club.
 - (b) Instructors indemnify the Club against all risks associated with them, their services, and the use of the Club's facilities for those services through the provision of their own third-party liability insurance and instructor's insurance (in compliance with BHS rules).
 - (c) Independent equestrian instructor business agreements (available from the Club's office) are to be completed prior to any instruction taking place. Proof of qualifications and insurance will need to be shown when applying for the business agreement.
 - (d) Instructors are to ensure that all students coming to them for instruction from outside the Club are compliant with extant health and safety legislation and follow biosecurity regulations, especially when bringing external horses on to the Club's premises. Specifically, external horses are not to be brought on to the Main or Livery Yards; they are to be restricted to the schools' parking areas, the indoor and outdoor schools.
- (3) **Private instructors.** Members, including liveries, may bring outside instructors in to teach them at the Club. The following rules apply:
- (a) Any Club facilities used for this activity will be booked in advance and paid for by the member at the appropriate rate.
 - (b) The member bringing a private instructor onto the Club's premises shall ensure the instructor is appropriately qualified and insured to instruct. The Club reserves the right to confirm the qualifications and supporting documentation of an external instructor unknown to them.
 - (c) The member bringing a private instructor onto the Club's premises shall ensure the instructor is fully briefed on these rules and all health and safety matters pertaining to the Club and the use of its facilities, and all procedures are followed, especially accident and damage reporting.
 - (d) Club activities will always have precedence over private arrangements. The member is to ensure their activity is fully deconflicted with the Club's lessons and other activities.
- (4) **Livery instructors.** Appropriately qualified liveries may instruct at the Club. However, no livery shall use Club facilities to conduct equestrian instruction for gain unless they have entered into a business agreement with the club. They must also comply with the other rules applicable to external instructors. Paragraph 36 d (2) covers both requirements.

37. **Riding records.** A record will be maintained of all the Club's horses and ponies ridden by members of the Club. The records must contain the date and time of the riding event, the name of the horse/pony and the rider, as well as the riding instructor's name (if applicable). Records are to be retained for two years. The Office Manager is responsible for maintaining these records, which must be made available to view at any stage.

38. **Health and safety.** The Club is inspected by both the Council and the BHS to ensure it is operating safely and in accordance with extant legislation and best practice. Rules specific to health and safety are as follows:

a. **Risk assessments.** Qualified Club instructors will undertake personal risk assessments to identify any if additional safety measures are required for specific activities in and around the horses. The complete list of risk assessments for the Club is to be displayed on the health and safety noticeboard for all to read, as well as being posted on the Club's website.

b. **Induction.** Under the direction of the Yard Manager, all new Club members and staff are to complete a Club induction as follows:

(1) Tour the Club and its facilities.

(2) Fire drill, location of firefighting equipment and the muster point.

(3) First aid procedure, location of equipment, accident book and trained first aiders.

(4) Risk assessments and their location.

(5) Health and safety, safeguarding and lone worker policies.

c. **COVID-19.** Extant COVID-19 regulations are to be followed at all times. All members and staff are to report by the most expedient remote means if they are suffering from COVID-19 symptoms.

d. **Fire.** A record of fire checks is to be maintained by the Yard Manager. In the interests of safety all horses stabled at the Club are to have a suitable head collar and lead rope available should there be a need to evacuate the lines. The Yard Manager is to ensure all fire safety appliance and signs are serviceable and accessible to all personnel.

e. **Smoking.** The Club is a non-smoking site. Smoking may only take place on the main road. Violation of this rule may result in termination of membership.

f. **Club equipment and vehicles.** The Club's specialist equipment and vehicles (eg Polaris and quad bike) may only be used by those employees who are appropriately qualified and experienced to do so and are named on the Club's insurance policy.

g. **Spectators.** Those wishing to view riding lessons in the indoor riding school may do so from the viewing gallery only. Spectators must gain permission from the instructor and enter before the ride enters the school and leave after the ride has left the school. The Club reserves the right to ask spectators to leave and, ultimately, bar spectators from attending lessons.

h. **Children and infants.** Children⁸ not involved in organised or livery activities, are not permitted within the stable lines or feed rooms. It is understood that some liveries are ponies for children and the intent is not to prevent the child from tending

⁸ A child being defined as being 16 years and under. An infant is defined as a child less than 18 months old.

their pony. Members bringing children to the stables should ensure children are accompanied and supervised by an adult⁹ at all times. The accompanying adult is responsible for the child's safety and behaviour within the Club. Infants are prohibited from being taken into the stable lines, tack or feed rooms. Any person found with an infant will be asked to leave the area immediately.

i. **Accidents/faults.** All injuries, accidents and damage, however minor, are to be reported to the Office Manager, without delay and entered into the accident or fault books, which are held in the Club's office. All accidents must also be recorded by completing the council RIDDOR form. The Office Manager is responsible for ensuring the accident and fault books are maintained correctly and for obtaining the necessary quotes for repairs as required.

j. **Dogs.** Although dogs are permitted at the Club, they present health and safety risks and their presence can only be allowed under the following conditions:

(1) Dogs must be kept under control at all times. In particular, all dogs are to be on a lead around the yard or other Club facilities.

(2) Where dogs are habitually resident in the Club's offices, a sign to that effect is to be posted on the door into that office.

(3) Owners are to pay particular attention to disposing of dog faeces. Dogs are not allowed into the hay barn.

k. **Cars.** Cars are to comply with the one-way system and are not to exceed a speed of 5mph on the Club's premises. Cars are to be parked in the specific zones allotted to riding school members and liveries.

l. **Horse transport vehicles.** Horse boxes, trailers and lorries are to be parked up in the trailer park. They can be brought down into the area between the livery yard and the muck heap for loading/unloading, but must be located so as to minimise disruption to other Club members. Horse boxes, trailers and lorries are to comply with the requirements of the Club's transport policy. Failure to do so will mean permission to park at the Club will be rescinded.

m. **Range safety precautions.** The Club is located next to the Warminster live firing ranges and to Salisbury Plain Training Area (West) (SPTA(W)). Members are not permitted to ride on the range areas on SPTA(W). No rider is to cross the danger line marked in red on the map or pass any range signs, even when the red flags are not being flown. The permitted riding routes are posted in the Club's office. Riders must ask either the Yard or Office Manager if they are in any doubt about the routes they are allowed to use.

39. **Policies.** The Club has a number of policies and procedures which must be followed in conjunction with these rules. Most of the policies relate to health and safety and the orderly management of the Club. All policies are available to read in the Club's office and on the Club's website. The Management Committee is collectively responsible for maintenance of these policies and procedures, but each one has a specific sponsor identified in the header of each individual document. Policies and procedures are to be reviewed annually, by the end of January. However, they can be updated at any time to

⁹ Parent, guardian, member of staff or person aged 16 years or older.

take into account changes in legislation and or decisions made by the Management Committee. The specific policies are listed in Annex B, which also includes the list of agreements, such as livery or independent equestrian instructor business agreements.

40. **Yard standards.** The Club's yards are to be maintained to the highest standard at all times. Tack and equipment are not to be left unattended. The yards are to be cleared of droppings and swept at least twice a day. Work parties will be organised as and when required to conduct concentrated maintenance, weeding and general upkeep.

41. **Attendance of horses.** Horses must not be tied up outside their stables and left unattended. If horses are likely to be unattended, they must be returned to their allocated stable. All riders and owners are to be considerate when securing horses in the lines, so as not to block access to other stables. Common sense must apply at all times when considering attendance of horses. The following procedures are to be followed when tacking up and turning in the Club's horses:

- a. A head collar must be used when tacking up inside the stable.
- b. Before tacking up, the horse is to be groomed and any stable stains removed. The mane and tail are to be brushed and free from straw or shavings. Particular attention should be paid to the shoes and a general check for injuries must be carried out. Once the horse is made ready its hooves should be picked out prior to leaving the stable.
- c. On returning from a lesson/hack/ride horses are to have their feet picked out and are to be groomed to remove any dried sweat/dirt. They are to be sponged down and any excess water removed with a scraper. Under no circumstances are horses to be left in a hot and sweaty condition, nor are they to be left with mud or sweat stains. All horses should be checked for injuries and 'serviceability' on a daily basis.
- d. Having set fair following a lesson/hack/ride all tack is to be cleaned. The bit is to be washed and the bridle and saddle are to be cleaned thoroughly. The Yard Manager is to ensure all new members of staff are given appropriate guidance on how to clean tack. Any damage to tack is to be reported to the Yard Manager.

42. **Riding standards:**

- a. **Competency.** Riders must have been first assessed and certified as competent by the Yard Manager or riding instructor before being allowed to take out one of the Club's horses. Names of competent riders are to be maintained by the Office Manager.
- b. **Ride organisation.** All riding is to be booked through the Office Manager following the initial assessment ride. Riders will be allocated a suitable ride in accordance with their riding ability by the Chief Instructor.
- c. **Riding attire.** All riders are to wear appropriate riding attire. All riders must wear a correctly fitted helmet which complies with current regulations¹⁰ whilst riding. The helmet must be fastened securely. Footwear must be riding boots or shoes with appropriate hard soles and heels. Riders may **NOT** wear spurs when riding Club

¹⁰ PAS 015 or EN1384.

horses unless authorised by the Yard Manager. The use of back protectors is encouraged, but is at the discretion of the rider or parent.

d. **Riding at night or in inclement weather.** Riders are to ensure they can be seen when riding or leading a horse at night or in inclement weather. Reflective vests (properly done up, so they reflect both front and rear) are to be worn by anyone riding Club horses when leaving the yard, whether mounted or not. The escorting members of staff will also wear reflective jackets. Reflective jackets/bibs are available in the tack room. If leading a horse at night, carry a light in your right hand, showing white to the front and red to the rear.



e. **Highway Code.** When using the road, all riders must abide by the Highway Code¹¹, specifically rules 47 – 58.

f. **Road safety.** Riders must be aware that many individuals, particularly vehicle drivers, may not take the precautions necessary when encountering a horse and rider. Anticipation is the key; if in doubt, wherever possible give the individual/vehicle a wide berth to avoid problems. Any riders who are not familiar with the relevant signals to give when riding out on roads should ask a member of staff. Members are encouraged to complete the BHS Riding and Road Safety training and examination.

43. Riding out:

a. **Competency.** Once deemed competent by the Chief Instructor, individuals may be granted the opportunity to hack out either with instructors or alone and in other competent groups.

b. **Hacking.** Club horses will not be taken out on a hack without the express permission of the Yard Manager. They must be accompanied by a member of the Club staff as directed by the Yard Manager. Riders on Club horses remain under the jurisdiction of the ride supervisor at all times.

c. **Hacking routes.** Hacking out on Salisbury Plain Training Area (SPTA) has raised some controversy in recent years and several accusations of trespass and damage have been levelled at the Club. It is important for the Club to be able to counter these accusations as well as raise the alarm in case of accidents, so the

¹¹ [The Highway Code - Rules about animals \(47 to 58\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-highway-code-rules-about-animals-47-to-58)

Club must be able to account for the whereabouts of its members, including liveries, when hacking out on SPTA. When Club members, including liveries, are hacking out they are to inform the Club's office of the proposed route, the number in the group and estimated time of return. These details must be recorded on the hack whiteboard in the office and removed upon return.

- d. **Communications.** At least one member of the ride must take a mobile phone, ensuring they have the relevant contact numbers¹². Most mobile phone service providers offer an app to alert others in case of emergency and anyone hacking out from the Club is advised to have at least one person in the ride with this app. Finally, it is strongly advised for those hacking out to have the What3Words app on their phone and understand how to use it as this is widely recognised as the best way of guiding the emergency services to your location.
- e. **Lame on a ride.** Horses which become lame or cast a shoe during a ride are not to be ridden and must be led back to the yard.
- f. **Ride incident.** Any incident that occurs during a ride, whether involving injury to a Club member, a member of the public, horse or anything else of note is to be reported to the Office Manager immediately on return to the yard. Further action will then be taken if required.

44. **Paddocks.** The following applies to all paddocks:

- a. Droppings should be removed daily and placed on the muck heap located in the main yard or in the trailer at Parsonage Farm.
- b. All damage is to be reported to the Yard Manager as soon as possible.
- c. Ragwort must be removed as soon as possible.

45. **Indoor and outdoor riding schools.** Club members may use both the indoor and outdoor riding schools in line with the rules described in Annex C.

46. **Behaviour.** All Club members and staff are expected to conform to a common and reasonable standard of behaviour. As a military club, members and staff are to abide by the Values and Standards of the British Army.¹³ All members and staff are expected to be civil, considerate and courteous to each other at all times. Breaches in the standard of behaviour expected may result in loss of membership.

47. **Complaints.** Complaints should be directed to the Yard Manager or Liveries Member in the first instance, according to the most appropriate need. Complaints should ideally be resolved quickly and at the lowest level possible, however if this is not possible then complaints should be elevated to the most appropriate Management Committee member (see the role descriptions and job specifications at Annex A for a guide to the individual committee members' responsibilities). If need be, the complaint could be further elevated to the Chair and ultimately the President.

¹² Yard Manager, Club Office and emergency services.

¹³ Values: courage (moral and physical), discipline, respect for others, integrity, loyalty, selfless commitment. Standards: lawful, appropriate, professional. Both are explained in more detail at [A Soldier's Values and Standards | The British Army \(mod.uk\)](#).

48. **Staff.** Staff grievance and discipline procedures are contained in the Employee Handbook.

Annexes:

- A. Management Committee and Staff.
- B. Policies and Procedures List.
- C. Rules for Use of Indoor and Outdoor Riding Schools.

Annex A

MANAGEMENT COMMITTEE AND STAFF

1. **General.** Each member of the Club's Management Committee has either a role description (for non-staff members) or a job specification (for staff members) which contains the details of their role and responsibilities. These role descriptions and job specifications are available on the Club's website. For completeness, transparency and to aid the general membership's understanding, the job specifications for the Club's staff whom do not form part of the Management Committee are also included.
2. **Common and role specific elements.** The Club's role descriptions and job specifications will be split into sections which will be common to more than one role and sections specific to the individual role. For members of the Management Committee the common to all section will cover the role of the committee in general. For the staff this will cover the objects of the Club and the Values and Standards expected to be met.
3. **Review.** Role descriptions and job specifications will be reviewed on an annual basis prior to the Club's AGM to ensure they remain relevant and to inform potential candidates who may seek election to the committee. Reviews must be completed by the incumbent and presented for discussion at a Club committee meeting for discussion and confirmation no later than the end of January.
4. **Management Committee structure.** A summary of the Management Committee structure is as follows:
 - a. **Chair (Trustee).** The senior executive of the Club. A serving member of the military or the civil service who is assigned to Warminster Garrison and who is genuinely invested in the interests of the Club. Chairs management committee meetings and other Club meetings as required. Is the Club's spokesperson. Ensures management committee members fulfil their duties and the Club's functions are carried out to further the Club's objects. Is the sponsor of the following Club policies: Club constitution and rules, all risk assessments, equality and diversity, health and safety, volunteers.
 - b. **Vice Chair (Trustee).** Deputises for the Chair as and when required. Is the Club's lead for communications and social media. Is the sponsor of the following Club policies: complaints, data protection and privacy, lone working, new staff induction safeguarding.
 - c. **Treasurer (Trustee).** Manages the financial wellbeing of the Club, responsible for financial management and assurance. Responsible for presenting regular updates of the Club's finances to the management committee and delivering the financial report to the Club's membership at the AGM. Produces and updates the Club's Five Year Business Plan.
 - d. **Secretary (Trustee).** Responsible for the Club's administration, including liaising with the Chair for the timely production of agenda and minutes of meetings. Keeps up to date and accurate records, documentation and other such paperwork necessary for the sound management of the Club, in accordance with the Club's data protection and privacy policy. Ensures the Club's membership is notified of Annual and Extraordinary General Meetings as required in the Club's Constitution.

- e. **Stables Officer (Trustee).** A serving member of the military or the civil service who is assigned to Warminster Garrison and who is genuinely invested in the interests of the Club. Primary responsibilities include being the Club's liaison officer for Warminster Garrison and acts as the Club's maintenance and property member, responsible for facilities/infrastructure management and low-level logistical support. Advises the Chair and management committee on health and safety. In conjunction with the Yard Manager has oversight of maintenance staff activities.

 - f. **Yard Manager (Staff).** Plans, co-ordinates and delivers the routine operation of the Club. Is the sponsor of the following Club policies: disease prevention and control, emergency plan, escape and death, extreme weather conditions, euthanasia, feeding, isolation, monitoring new and young horses, pasture management, staff training, transport, business and livery agreements.

 - g. **Chief Instructor (Staff).** Plans, co-ordinates and delivers the riding school activities for the Club, in conjunction with the Yard Manager and the Office Manager. Is the named licence holder for the Club.

 - h. **Grants Member (Member).** Sources grants and other forms of charitable funding to aid the delivery of the Club's Five Year Business Plan and to deal with any forms of unforeseen financial requirements.

 - i. **Liveries Member (Member).** Member appointed by the liveries to represent livery issues.

 - j. **Riding School Member (Member).** Member appointed by the riding school membership to represent riding school issues.

 - k. **Social Events Member (Member).** Responsible for the planning, co-ordination and delivery of Club social events, in conjunction with the Yard Manager and Chief Instructor. Assists with provision of posts for the Club's social media, in conjunction with the Office Manager.
5. **Staff.** In addition to the yard Manager and Chief Instructor, the Club employs people to fill the following posts:
- a. Office Manager. (job specification to follow)
 - b. Head Groom. (job specification to follow)
 - c. Groom. (job specification to follow)
 - d. Maintenance Operative. (job specification to follow)

Annex B

POLICIES, PROCEDURES AND AGREEMENTS LIST

Ser	Policy, Procedure or Agreement (a)	Sponsor (b)	Remarks (c)
1	Cleaning and disinfection procedure	Yard Manager	
2	Complaints Policy	Vice Chair	
3	COSHH risk assessment	Chair	
4	Data protection and privacy	Vice Chair	
5	Disease prevention and control	Yard Manager	
6	Emergency plan	Yard Manager	
7	Employment contract	Chair	
8	Employment handbook	Chair	
9	Equality and diversity	Chair	
10	Escape and death	Yard Manager	
11	Extreme weather conditions policy	Yard Manager	
12	Euthanasia procedure	Yard Manager	
13	Feeding policy	Yard Manager	
14	Health and safety plan	Chair	
15	Health and safety policy	Chair	
16	Independent Equestrian Instructor Business Agreement	Yard Manager	
17	Isolation procedure	Yard Manager	
18	Lone worker policy	Vice Chair	
19	Livery Contract: DIY – Main Yard		
20	Livery Contract: DIY – Parsonage Farm		
21	Livery Contract: Working		
22	Monitoring new and young horses	Yard Manager	
23	New staff induction policy	Vice Chair	
24	Pasture management plan	Yard Manager	
25	Risk assessment	Chair	
26	Safeguarding policy	Vice Chair	
27	Staff training policy	Yard Manager	Includes staff training record
28	Transport procedure	Yard Manager	
29	Volunteers policy	Chair	

Annex C

RULES FOR USE OF INDOOR AND OUTDOOR RIDING SCHOOLS

1. **General.** Any member of the Club may use the riding schools for individual exercise, provided it is not required by the Club for lessons, courses or any other charitable activity.
 - a. The Club retains priority for booking the riding schools at all times.
 - b. In periods not allocated on the board in the Club office (note: the Club will transition to using an online booking mechanism as soon as is practicably possible), up to **four** members may use the school concurrently.
 - c. The use of the schools under these circumstances is on a first-come basis.
 - d. Those members or other clients who repeatedly fail to abide by these rules will not be permitted to use the facilities.
2. **Booking.** The following rules for booking the facilities are to be followed:
 - a. To ensure sole and exclusive use of either the indoor or outdoor school, members must book the school in advance, incurring the appropriate booking fee.
 - b. Anyone having or giving a lesson using one of the Club's facilities **must book it**, whether it is a lesson for one person or several. The instructor must have sole use of the facility from a safety perspective because they must be in full control of the environment, everyone in it and all of the activities taking place.
 - c. Having booked a specific facility, the person/organisation who booked it must respect that booking. This means only using it for the duration of the time it has been booked and only using that specific facility. It is not acceptable to book the indoor school and then decide to use the outdoor school just because it is not being used: other users will have made plans based upon the bookings and will be unfairly affected by selfish behaviour such as choosing not to respect the original booking.
 - d. Livery members are advised to check the bookings board for availability. The Office Manager will issue daily updates on WhatsApp until such time as the booking mechanism moves online, at which point everyone will have the ability to see in real-time what bookings have been made.
3. **Before use.** Before use of the facilities the user(s) must ensure they note any damages and general tidiness/cleanliness of the facility and report any issues to the Office Manager.
4. **During use:**
 - a. When sharing the facility, take due care and consideration for other riders, passing left shoulder to left shoulder, or keeping to the inside track to allow other riders to use the outside track for faster paces.
 - b. Lunging or loose-schooling must not take place in the indoor school at the same time as riding.

c. Loose-schooling should only take place in the indoor school and the school needs to be booked for sole use. Only one horse to be loose-schooled at any one time.

d. During inclement weather, the door to the indoor school is to be closed when the facility is in use.

e. No other animals (such as dogs) or infants are to enter either the indoor or outdoor schools.

5. After use:

a. All lighting must be turned off after use.

b. Ensure jumps are cleared away unless there is already a course in place.

c. Any damage is noted and reported to the Office Manager.

d. All litter is disposed of properly.

e. All droppings have been picked.