



# ALBANY EQUESTRIAN CENTRE USERS GUIDE

## DISCLAIMER

The Albany Equestrian Centre Constitution is currently being reviewed, and this Users' Manual has been prepared in line with proposed changes to the Constitution, which have been approved by the Clubs and the Albany Equestrian Management Committee.

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# Key Contacts

## Emergency Services

St John Ambulance	9841 4212
Police	9892 9300
Albany Fire Station	9841 2122
Albany Hospital (Warden Avenue)	9892 2222

## Veterinarian

(Great Southern Equine Veterinary)	0402 330 437
Farrier (Tony Riley)	0418 449 440

## Stockfeeds

Great Southern Stock Feeds (After Hours Delivery)	9841 5230 0439 811 212
Albany Horsecworld	9842 9255
Albany Saddlery	9841 7883
Albany Stock Feeds	9841 5724

## Who Do I Ring If ...

The pump is not working  
The sprinklers in the indoor are not working  
There is no hot water in the showers  
There is no gas  
The manure pit is full  
I want to ride on the grounds while an event is in progress  
etc

... **Primary Contact: Colin Dowsett (0418-626-900)**  
**Secondary Contact: Jill Compton (0417-660-578)**

# Introduction

## Welcome to the Albany Equestrian Centre

The best place to ride and play with your horse in the Great Southern of WA.

The Albany Equestrian Centre (AEC) is home to the following affiliated Clubs:

- Albany Horseman's Association
- Albany Adult Riders Club,
- Southern Districts Dressage Club,
- Albany Pony Club,
- Albany Natural Trailriders,
- and is hub for the Stidwell Trail.

With over 40 hectares of bushland and cleared grounds, the Albany Equestrian Centre boasts:

Indoor arena (80m x 30m)

Outdoor sand arena (60m x 20m)

Open grounds (hack area, warm up areas. etc)

Cross country course, from EA 45 to EA 105

Enclosed areas (show jumping area, games area, warm up area)

Clubhouse (includes kitchen, hall, toilets, showers).

Horse yards 24 x (4m x 4m) yards; 30 x (3m x 3m) yards; 18 mixed size yards

Round yard

Rolling pen & wash bay

It hosts one-day events, dressage competitions, hacking events, specialist riding lessons, visiting instructors and horsemanship clinics.

The grounds - and the indoor arena - can be booked for individual or groups, for private, affiliated club or commercial use.

All members of Affiliated Clubs are automatic members of the AEC.

Becoming a member of the AEC allows for free casual use of the open grounds for general riding and discount rates for hire of facilities.

The Albany Equestrian Centre hopes that all riders become members of the affiliated Clubs, but if this is 'not for you' you can become a 'Friend of the AEC', or simply a casual ground user.

## **Our Vision**

- To be the place of choice for equestrian events in the Great Southern.
- To provide a high standard equestrian facility to service a wide range of equestrian sporting clubs, groups and users of Albany and surrounding districts.
- To provide an inspiring and safe environment for people to enjoy their horses.

## **Our Mission**

- To foster pride of ownership involvement and interest of user groups.
- To create a management system which will encourage participation and planning and facilitate development.
- To encourage maximum utilization of existing facilities by user groups *and ground users*.
- To co-operate with the user groups in providing facilities.

## **Our Core Values**

The core values of the Albany Equestrian Centre are:

- co-operation,
- communication,
- respect

# Venue & Facilities Use & Bookings

## General Conditions of Use

Members are entitled to ride on the Albany Equestrian Centre grounds at any time provided they do not interfere or impose on a pre-arranged event. (Permission should be sought from the event organisers in this instance). Members incur no cost for general riding, but booking and payment is required for use of indoor and sand arenas.

If a non-member individual wishes to general ride on the AEC grounds, or use the indoor or sand arenas, they need to book and pay a usage cost (includes day member fee)

As a condition of using the Albany Equestrian Centre grounds and facilities, you are required to:

- Follow all directions displayed on signage at the AEC

Agree that you will:

- Abide by the Albany Equestrian Centre 'Code of Conduct' which can be found at: <http://www.albanyequestrian.net/aec-constitution-policies>
- Be aware that casual riding is available ONLY to AEC members. Day memberships are available. Contact: [albanyequestrian@gmail.com](mailto:albanyequestrian@gmail.com)

### Horses & Safety

- Not ride a horse without a safety helmet that conforms to Australian safety design standards and without appropriate clothing and footwear
- Park floats and/or trucks in the designated areas only
- Not leave horses on the grounds unattended

### General Safety

- Not light any fire
- Not bring a dog to the AEC without a lead. Dogs must be kept on a lead at all times
- Must ensure persons under the age of 18 are supervised by an adult at all times

### Insurance & Damage

- Acknowledge that the AEC accepts no liability for the loss of, or damage to, vehicles, or any other goods or articles. Personal Insurance is the responsibility of the booking person or organisation. AEC does not offer any personal insurance to riders.
- Report all incidents, accidents and damages to AEC management

### **Camping**

- If camping, comply with the 'Camping/Overnight Agistment' requirements within this Section

### **Horses & Stabling**

- Stable horses if the horses are staying overnight
- Keep gates to entrances, yards and arenas closed at all times
- Remove all hay, manure and litter from the arenas, yards and parking areas, and place in designated areas
- Not feed, tie up or stable horses in the indoor or outdoor arenas, round yard or roll pen

### **Riding on Competition Days**

- When the grounds are being used for an event, and you are not participating in the event, you are not to use the grounds or facilities without the authority of the organiser

### **Bookings & Keys**

- Make all bookings through the Bookings Manager on [albanyequestrianbookings@gmail.com](mailto:albanyequestrianbookings@gmail.com) for Clubs or on [albanyequestrianbookings@gmail.com](mailto:albanyequestrianbookings@gmail.com) for private bookings
- Use keys and codes to AEC facilities for the intended purpose only, and NOT share with anyone other than the authorised user

### **Arena Dragging & Equipment**

- If used for a club school or competition – the indoor and outdoor arenas must be dragged at the end of the hire session. (Drag chains are located at the rear of the indoor arena)
- Ensure all equipment used is to be put away in the appropriate place - including rails and arena markers



## Hiring the AEC Facilities

The AEC facilities can be hired for use by affiliated clubs, private organisations, AEC members or private individuals.

The indoor arena and other closed sections of the AEC can be booked on an hourly basis for individuals, or daily/half-daily basis for affiliated Clubs.

For all Club bookings and information, contact the AEC Bookings Manager at:

[albanyquestrianbookings@gmail.com](mailto:albanyquestrianbookings@gmail.com)

For private bookings (Albany Equestrian Centre): [albanyquestrianbookings@gmail.com](mailto:albanyquestrianbookings@gmail.com)

### Club bookings / Hire of Facilities

When making a booking – clubs are required to complete and submit the booking.

Cancellation of a booking should be made as soon as possible. Cancellation with less than two weeks' notice will result in a fee of half the normal hire rate per day.

For schools / rallies: clubs must pay a set daily/half-day hire fee.

For competitions: clubs must pay a **ground fee** for competitors, with differential rates for AEC/non-AEC members. Minimum charges apply.

**COST:** Refer to the AEC Fees & Charges at:

<http://www.albanyquestrian.net/aec-fees-charges>

**Club & Casual/Private Booking Forms** are available on the website at:

<http://www.albanyquestrian.net/aec-using-the-facilities>

### **Private or Casual Hire - Hiring The Indoor Or Outdoor Arena Is Simple....**

- Check the calendar to find a suitable, available, timeslot.
- Contact the Bookings manager - email: [albanyquestrianbookings@gmail.com](mailto:albanyquestrianbookings@gmail.com) (affiliated Club events) or [albanyquestrianbookings@gmail.com](mailto:albanyquestrianbookings@gmail.com) (AEC members' bookings)
- Be given your code (Lock box for indoor, combination padlock for outdoor). Each affiliated Club is allocated two grounds keys – these can open the clubhouse, indoor and outdoor arenas, and enclosed riding areas. ("Codes" are not required for Club use).
- You are ready to use the arena!

\* See below for further instructions about using the codes.

## Indoor Hire – Using The Lock Box

- CLUBS should first make use of their keys. Needing use of the lock box facility and process is mainly for casual use. Respect the bookings manager and call for it ONLY in emergencies AND / OR give reasonable notice.
- Punch the code into the keypad of the lock box.
- Press the silver lever at the top and open the front of the lock box in a downward manner.
- Remove the key and unlock the padlock.
- To close the lock box, the code must be re-entered again.
- If a mistake is made, press the middle button on the bottom row –



BE SURE to keep the lock box CLOSED at all times it is not in use – this prevents dust and dampness damaging the mechanism of the box.

## Outdoor Arena Hire – Using The Combination (Bike) Lock

The combination lock is located on the **REAR** gate of the outdoor arena.

How to open the combination padlock:

- Turn the combination wheel to the code as given.
- Pull to release.

How to close the combination padlock:

- Replace the lock.
- Scramble the wheel, so it no longer reads as the code.

## **AEC Bookings Calendar**

View the current calendar and booking forms on the webpage:

<http://www.albanyequestrian.net/calendar>

## **Camping / Overnight Agistment**

We would like to remind those who plan to camp at the Albany Equestrian Centre that:

- There are no powered camping sites. If you wish to have access to power you must bring your own generator.
- Horses cannot be kept in portable float yards overnight. They must be kept in the permanent AEC yards after sunset.
- No horses are to be left on grounds unattended.
- There is no free or unauthorised camping permitted
- All camping must be related to equestrian activity.
- Event camping must be advertised, organised and paid for through the relevant club
- Any other camping must be organised through the AEC Bookings Manager.
- Hot water showers are available.
- No open fires are permitted at any time.

Current camping fees are available at: <http://www.albanyequestrian.net/aec-fees-charges>

## **Closing of Cross Country**

Preceding an event that includes cross country jumping or for general maintenance, the cross country area will be closed to **all** riders and competitors. Please observe the signs placed on the gates advertising if the cross country course is closed

# Facility Management

## Incorporation

The Albany Equestrian Centre Association was incorporated on 18 Jan 1989 Association Number - A823823

## Insurance

**Property Insurance**

**Public Liability Insurance**

The Albany Equestrian Centre has effected public liability insurance through Gow Gates, with its professional indemnity, volunteer cover etc through the Equestrian Australia insurance cover.

## Constitution / Minutes / Finance Reports / Policies

Copies of the AEC Constitution and Policies are available on the AEC website.

Minutes of meetings and financial reports are not on general public display, but may be requested through the AEC committee by any current financial member.

## Register of Members

As a requirement under its Constitution, the AEC is required to maintain a Register of Members.

The membership information is used to compile the Albany Equestrian Centre Register of Members and will only be used in accordance with the AEC Privacy Policy.

## Affiliated Clubs

The Albany Equestrian Centre (AEC) is home to the following affiliated Clubs:

- Albany Horseman's Association
- Albany Adult Riders Club,
- Southern Districts Dressage Club,
- Albany Pony Club,
- Albany Natural Trailriders,
- and is hub for the Stidwell Trail.

## **AEC Management Committee**

The AEC is managed by the Albany Equestrian Centre Management Committee, which works to...

- make decisions on maintenance and development, funding and finance, fee structure and bookings,
- balance and meet the needs of all user groups in a fair, equitable and sustainable way,
- promote the AEC grounds in general.

### **Composition of the AEC Management Committee**

The Management Committee is made up of the Office Bearers and delegates from each affiliated club.

***Office Bearers***, elected at the Annual General Meeting, comprising:

- President;
- Vice President;
- Secretary;
- Treasurer.

#### ***Affiliated Club Delegates***

Each affiliated club has two representatives as members of the Committee, and a deputy to act in the absence of a nominated representative.

All Committee are full members of the AEC.

Any member of the AEC may attend Committee meetings as an observer.

### **Term of Office**

The term of office for all Management Committee members is 12-months or up to the next Annual General Meeting.

### **Voting at Committee Meetings**

Voting on any matter presented to the Committee is limited to two votes from each affiliated Club.

The President does not have a deliberate vote but in the event of equal voting the President exercises a casting vote.

## **Membership of the AEC**

There are three types of membership available:

1. Full Membership – all registered members of affiliated clubs are automatically members of the AEC with full representative and voting rights;
2. 'Friends of the AEC' - on payment of the annual fee those riders who wish to be involved with the AEC, but do not wish to belong to an affiliated club, may become a Friend of the AEC. This type of membership does not hold full representative or voting rights except at the Annual General Meeting and Special General Meetings..
3. 'Casual Members' – to allow day memberships of the AEC. . This type of membership does not hold full representative or voting rights”.

## **Asset & Key Register**

For insurance purposes, clubs are required to submit an updated club asset list of assets held or stored on the AEC grounds at AEC at the AEC AGM, and need to advise of any ongoing changes as they occur throughout the year.

Clubs are entitled to hold 2 ground keys and 2 kitchen cupboard keys.

# Financial Matters

## Fees & Charges

All registered members of affiliated clubs are automatically full members of the Albany Equestrian Centre.

## General Fees & Charges

General Fees & Charges are available on the Association website at:

<http://www.albanyequestrian.net/aec-fees-charges>

## Affiliated Clubs – Levy payments

Affiliated clubs pay an annual levy to the Albany Equestrian Centre based on membership of that affiliated club.

This payment/fee is **NOT** a membership fee, but an **affiliated club levy payment** directed towards the costs of insurances, maintenance and development of the AEC grounds.

The levy is charged on a per person or per family basis.

### Levy Amount Review

The levy amount is reviewed and determined each year, and clubs notified of the levy rate for the following year by 1<sup>st</sup> October each year.

### Levy Payment Dates

AEC clubs are required to submit payments and membership information in MS excel format by:

1<sup>st</sup> March

1<sup>st</sup> May

1<sup>st</sup> Aug

1<sup>st</sup> Oct, and thereafter on a monthly basis to 31 December.

## **Membership Information**

The membership information is used to compile the Albany Equestrian Centre Register of Members and will only be used in accordance with the AEC Privacy Policy.

## **Family Membership**

Family means:

2 x adults plus children under the age of 21 in the same immediate family,

**OR**

Children under the age of 16, from the same immediate family and their OFFICIALLY NOMINATED pony club adult.

## **Other Membership Payments**

*'Friends of the AEC' - on payment of the annual fee those riders who wish to be involved with the AEC, but do not wish to belong to an affiliated club, may become a Friend of the AEC.*

**Casual Membership:** This allows for day memberships of the AEC, which is required for non-members attending AEC (not Club) events, general camping, casual hire, etc.

A schedule of current Membership fees is located at

<http://www.albanyequestrian.net/aec-fees-charges>

## **Exemptions**

### **Multiple Memberships**

Members who are members of more than two affiliated Clubs may apply **directly to the AEC** for a rebate for the third (or more) levy contributions they have made.

### **Non-Riding Memberships**

No levy is payable for Non-Riding members of affiliated Clubs, although their membership detail should be included in the Club's Register of Members, and provided to the AEC.

### **Period of Membership**

AEC membership extends from the point of payment received until the end of January in the following year.



## **AEC "GOLD" Pass User**

The AEC is pleased to offer a 'GOLD' Pass User STATUS to all members.

**BENEFITS:** Unlimited casual use of the indoor and outdoor arena (some conditions apply)

**COST:** Current fees available on the website.

**ENQUIRIES:** [albanyequestrian@gmail.com](mailto:albanyequestrian@gmail.com)

## **Instructors / Commercial users**

All private instructors using the Albany Equestrian Centre grounds for personal, commercial gain must "affiliate" with the Albany Equestrian Centre and pay a fee for this privilege.

Instructors and commercial users must have their own insurance - a copy or proof is required.

Their students will pay normal hire/access fees, if applicable.

Any AEC owned equipment may be borrowed / used by instructors, but club owned equipment will need to be negotiated with the appropriate club people.

- Once registered, instructors and their contact details and relevant information/promotion material can be displayed on the AEC website, newsletters and Facebook pages. Assistance in presenting this information may be available if required.
- Interested parties should contact [albanyequestrian@gmail.com](mailto:albanyequestrian@gmail.com) for more information.
- Current fees are available on the website.

## **Payment options**

### **Direct Deposit**

Payment can be made via direct deposit (details will be sent) or arrangements made to get cash payment to a committee member.

### **Members Bulk Pre-Payment**

You can prepay for use in bulk! And for every 10 bookings prepaid, you get an extra free! What this means for members – simply prepay for 10 usage sessions and get an additional one free. You then book and use the indoor as per normal – your visits will be recorded until all 11 sessions have been used.

# Facility Maintenance & Improvements

## General Maintenance

Any general maintenance required needs to be reported to the AEC committee.

URGENT maintenance must be reported to the President as soon as possible.

Where clubs are able to deal with the maintenance issues, they may do so, but under the following guidelines:

- No payment will be made by AEC funds unless such payment is pre-approved by committee at a regular meeting.
- Clubs are encouraged to contribute to the AEC by funding maintenance or projects. If payment for maintenance is made by AEC Clubs, then a copy of the invoice should be submitted to the AEC committee for recording.
- Special Development Projects undertaken by clubs MUST be pre-approved through the AEC committee. A funding report should be submitted on completion showing incoming funds and outgoing expenses to the project. Volunteer labour (hours) should be included in the report. This allows the Albany Equestrian Centre to monitor contributions from the Clubs over the years.
- Any volunteer labour directed at maintenance or projects should be recorded by the clubs and reported to the AEC committee.
- Record keeping of club expenditure and volunteer hours given to maintenance and development is crucial to budget forecasts and long term planning. Clubs assistance in these matters is much appreciated.

# Policies & Guidelines

Policies are applicable to the entire organization and are primarily intended to set direction, whereas Guidelines show or tell how something should be done, but are not mandatory of the Clubs.

Copies of the Association's Policies and Guidelines are available at:

<http://www.albanyequestrian.net/aec-constitution-policies>

## Current Policies & Guidelines

### Policies:

Code of Conduct Policy

Privacy Policy

Communication Policy

### Guidelines:

Colt Stallion Guideline