



Albany Equestrian Centre

GROUND & DATES ALLOCATIONS – AFFILIATED CLUBS (2026 V.2)

PURPOSE:

To provide equitable usage of the grounds for all A.E.C. Affiliated Clubs, acknowledging there are five Affiliated Clubs and the AEC itself conducting events, competitions, rallies, clinics and training on the grounds.

PRIORITY DATE:

Each affiliated club will be allocated one priority weekend day per month. This nomination is to be made in writing during the August submission.

CLASH OF NOMINATED PRIORITY DATES:

Where clubs nominate the same priority weekend/day as their priority date for the month, these clubs will, be required to meeting and discuss options with the aim of arriving at a mutually acceptable decision which will meet the needs of both clubs. Where a decision cannot be reached, the AEC Management Committee will make the final determination.

GROUNDS & DATES ALLOCATIONS PROCESS:

The Grounds & Dates Allocations Process takes place over a three-month period in each calendar year – August, September & October.

August (Written Submission)

In August each year, all affiliated clubs are required to submit a written list of all requested dates and areas/facilities requested for the ensuing year.

September Face to Face Meeting

All details received during the August date requests are collated into a draft calendar, highlighting all potential request clashes.

This calendar is considered at the September meeting and clashes either resolved or referred to the respective clubs for determination.

It is essential that all clubs be actively involved in and in attendance at the September meeting.

Where there is a clash in the dates and/or areas applied for, the Clubs will be required to meet and discuss options with the aim of arriving at a mutually acceptable decision which will meet the needs of these clubs, and this decision will be referred to the October meeting.

October Face to Face Meeting

Following input from the clubs (if any) the final draft calendar is presented to the October meeting for consideration and adoption.

Where agreement has not been reached between clubs in resolving 'clashes', the AEC Management Committee will make the final determination which is binding on all clubs.

OTHER USAGE WHEN GROUNDS BOOKED TO ANOTHER CLUB:

Following the allocation of dates and areas, where a Club wishes to use a section of the grounds while the use has been allocated to another affiliated Club, such usage needs to be approved by the Club allocated the grounds prior to any booking taking place.

The final approval rests with the Club already allocated the use of the grounds, although such approval shall not be unreasonably withheld.

Where a club considers its request for a shared use has been unreasonably withheld, the matter is to be referred to the AEC Management Committee which will make the final determination.

VISITING INSTRUCTORS/COACHES:

Bookings are only made for a visiting coach/instructor following their confirmation of their availability.

CO-HOSTING EVENTS:

Refer A.E.C. Policies & Guidelines.

CASUAL GROUND USAGE (MEMBERS):

Refer A.E.C. Policies & Guidelines.

Record of Amendments

| Version | Date | Details of Changes | Comments |
|----------------|---------------------|---|--|
| 1.0 | 7 March 2019 | Original document | Adopted by Management Committee |
| 2.0 | 2 June 2026 | Update to the Grounds & Dates Allocation Process | Adopted by Management Committee |