

## **Policy for Visiting Clinicians hosted by Members (Effective 1<sup>st</sup> September 2018)**

1. All visiting Clinicians must first have approval from the MOM to work in Singapore.
2. All visiting Clinicians shall obtain approval from the Head of Riding Academy two (2) weeks in advance.
3. Approval shall be at the sole discretion of Head of Riding Academy under these guidelines:
  - Clinician's lessons must be opened to at least two Livery Owners
  - Only one visiting Clinician shall be approved to teach on the same day
  - Maximum one week allowed for each approval
  - Arena availability
  - Priority maybe given to a jumping clinic if the previous clinics were dressage to balance both dressage and jumping
4. The Host Member shall be responsible for providing the Riding Academy the necessary advertising materials and a clear schedule of the clinics taken by Members.
5. Prior to clinic commencement, the Host Member shall be responsible for the Clinician to sign Club's Indemnity Form and Clinician Application Form, and Clinician shall provide a work pass exemption. Clinics shall not commence until these documents are duly completed.
6. Host Members and Clinicians shall abide by the Club Constitution, Bye-Laws, Riding Academy Riding Section Rules and Regulations, arena usage rules and Covered Arena rules.
7. Bookings and Clinician fees shall be administered by the Clinician or Host Member.
8. Clinician's expenses shall be entirely borne by Clinician.
9. Clinics shall take place in the NEP arena (managed by SPC) as first priority with the exception of the Covered Arena/Top School can be used on Mondays 7am to 7pm and Tuesdays to Sundays between 10.00am to 4pm. Use of the Covered Arena/Top School at other times is subject to availability and approval by the Head of Riding Academy. The host shall be responsible to check with the Riding Academy Management the arena availability and monitor clinics are not interfering with polo or riding school lessons, particularly when it rains.
10. Only SPC approved Clinician shall be allowed to school a SPC stabled horse or teach SPC Members riding a SPC stabled horse in Club's Premises including any other properties leased or managed by the Club (defined in this context as "Singapore Polo Club property").
11. Riders shall ride in their clinics with awareness of other Riders whilst in the covered arena (warnings shall be given to individual Riders not respecting arena protocol).
12. Clinicians and Riders shall pick their horse manure immediately during lesson, or at the latest before they leave the arena. This applies to all arenas.

13. The Club's normal lesson cancellation policy shall apply to any lessons cancelled in lieu of lessons.
14. Clinicians shall provide one lesson per day to the Club Instructors free of charge.
15. School Riders using school horses or ponies may seek Head of Academy's approval to take flat or jump lessons with Clinicians hosted by Members under these guidelines:
  - Approval is subject to suitability and availability of school horses or ponies and arena space
  - Lessons shall be kept to no more than forty five (45) mins and the horse or pony to be returned to the stable within an hour.
  - School horse hire fee shall be applied. Lease holders may only use their lease self-ride in lieu of paying for horse or pony hire.
  - School horses or ponies shall be allowed to jump up to maximum one (1) meter.
16. Livery Owners and approved School Riders shall groom, tack, untack their horse before riding, and after riding shower and dry the horse.
17. All Riders including Livery Owners shall sign the Indemnity Form at Riding Academy Office.
18. Prevailing Arena fees subject to 8% GST charging to Members account shall apply for all the lessons and schooling of horses or ponies hosted in any arena for both Livery and School Riders.
19. Covered Arena rules, please refer to Riding Academy Rules and Regulation [Annexe 1](#).

**Singapore Polo Club**  
**Riding Academy**  
**(Effective from 1 September 2018)**

**Last updated 1<sup>st</sup> January 2023**