



**APPLICATION FOR QUARTER LEASE OF RIDING SECTION HORSE**

The applicant must read and agree to the accompanying Terms and Conditions before submitting the lease application form.

Name of Applicant:.....

Membership No:..... Birth date:.....

Handphone: ..... Email:.....

Name of Horse/Pony:.....

**Your Riding Schedule**: - please mark our riding schedule below. For lessons state the Instructor in the appropriate box and for your self ride(s) indicate "SR" where appropriate:

	Tues	Wed	Thurs	Fri	Sat	Sun
7:00 AM						
7:45 AM						
8:30 AM						
9:15 AM						
4:00 PM						
4:45 PM						
5:30 PM						
6:15 PM						

NB: Your riding schedule can be a mix of **AM or PM**.

I CONFIRM I HAVE READ AND UNDERSTOOD ALL THE TERMS AND CONDITIONS FOR FULL/HALF/QUARTER SHARE LEASE AND WILL COMPLY WITH ALL THE RULES AND REGULATIONS OF THE RIDING SECTION.

Signature:..... Date: .....

**FOR OFFICE USE ONLY**

Horse Name:.....

Commencement Date: .....

Head of Department approval: .....

## **APPLICATION FOR QUARTER LEASE OF RIDING SECTION HORSE OR PONY**

All applications shall be made using this form and the signed form shall be submitted to the Riding Academy Office for approval.

### **SELECTION CRITERIA**

1. Candidates shall discuss their lease application with their Club Instructor prior to filling in their lease request. The Club Instructor shall be able to advise which horse or pony is suitable and a weekly plan can be drawn up to ensure the best combination for a successful application.
2. Candidates must be polite, constructive, helpful, kind and responsible to horses and ponies, Club Instructors, Club staff and Club members.
3. Candidates shall have stable management knowledge, and is capable of handling and ensuring the horse's and pony's welfare during the lease period. They shall be able to confidently groom, wash down, tack and untack the horse or pony.
4. Riders under the age of 21 shall have prior written consent from their parent or guardian.

### **TERMS AND CONDITIONS**

1. Each application is for one Rider, one horse or pony.
2. Allocation of horse or pony shall be at the discretion of the Riding Academy Management.
3. The Club has absolute discretion to amend the terms and conditions of this agreement at any time.
4. The Club Constitution, Bye-Laws, Riding Academy Riding Section Rules and Regulations, Covered Arena rules shall be adhered to by lessees and Members at all times.
5. A quarter lease includes three (3) rides per week. The quarter lease includes two (2) group lessons and one (1) self-ride per week. Riding is for one (1) hour (inclusive of a jungle trail or polo track walk). The leased horse or pony is not guaranteed for any additional ride requests. Lease package fee is listed in the Riding Academy Riding Fees list.

6. Lessons must be either 2 flat (dressage), or 1 flat (dressage) and 1 jump lesson per week. Any alteration to this is at the discretion of the Club Instructors. All leased lessons shall be taken with Club Instructors unless otherwise approved by the Head of the Riding Academy.
7. Self-rides shall be permitted for flatwork in the Singapore Polo Club 'SPC' arenas. No pole work or jumping is permitted during self-rides. Lease Riders 14 years and below must be supervised by a parent or guardian for all self-rides. Lease Riders who wish to take their lease horse for a jungle trail or polo track walk are required to seek one time written approval from the Head of Riding Academy covering the duration of the lease under the rider/horse combination.
8. At the discretion of the Riding Academy Management, some leases may not be allowed to do self-rides until the combination is deemed secure and confident enough that the lessee can ride independently. In this instance, the self-ride should be taken as a lesson until the combination is being reviewed. Kindly refer to the prevailing Riding Academy Riding Fees List for ad-hoc lease lesson fees.
9. Additional Ad hoc lessons shall be subject to the availability of the horse or pony and at the discretion of the Club Instructors. There is no preferential rate for non-permanent additional ad-hoc lessons for Lease Riders.
10. One (1) group lesson can be upgraded to a semi-private lesson at the applicable rates. Group lessons cannot be substituted or upgraded for private lessons.
11. Lease holders may only use their self-ride in lieu of paying for horse or pony hire for Clinics, Clinicians can either be invited by Club or Member. Lessees shall obtain prior approval from the Head of Riding Academy for lessons to be taken with Member-invited Clinicians.
12. Lease holders may use their leased lessons or self rides that fall on competition days and Club's in house training show in lieu of competition horse or pony hire.
13. No riding on Mondays and Public Holidays, unless riding is being offered and approved by the Head of Riding Academy for Public Holiday that does not fall on a Monday. Riders who have been assessed subject to Riding Academy's offer and approval shall be permitted to have a self-ride (flatwork only) in SPC arenas for forty five (45) minutes on a Public Holiday. Provided they can groom, tack, untack their horse before riding, and after riding shower and dry the horse. Arena pole work or jumping is not permitted. Horse hire fees shall apply.



14. No subsidy or compensation shall be given for missed lessons or self-rides. Substitute self-rides or leased lessons shall only be offered in the case of a clash with competitions as per point 12.
15. In the case of a weekend or weekday, where self-ride or leased lesson are cancelled due to competitions, the Rider shall be offered a substitute self-ride or leased lesson the following week. If the self-ride or leased lesson, whichever applies, is not taken within one week of the show, it shall be forfeited.
16. Horse hire fees shall apply if the competition day does not fall on the day that the lease covers. Refer to the Riding Academy Riding Fees List.
17. Should the lease horse or pony be lame or unable to be worked for whatever reason, a temporary replacement of a school horse or pony shall be given for scheduled leased lessons and self-rides. However, if the horse or pony is unable to be worked for over 2 weeks, the horse or pony shall be assessed in order for the lease to continue.
18. Lessee's must not organize vet treatment, provide supplements, or provide other treatment for the horse or pony without prior approval from the Head of Riding Academy. Any approved treatment shall be at cost to the lessee.
19. The Club reserves the right to revoke or cease the lease of horse or pony at any time and to revise share fees from time to time without prior notice, for whatever reasons it deems fit.
20. Lessees must submit a stop riding form if they are unable to attend their lesson. The normal cancellation policy stated under the Riding Academy Rules and Regulations shall apply for the cancellation of lease and leased lessons and if lessee would like to maintain his or her lease whilst being away.
21. Lease fees shall only be prorated for absences of more than 7 days straight within the month. It has to comprise of at least two (2) group lessons and one (1) self ride to qualify for this pro-rate.
22. Lease horse or pony shall be schooled based on the same need and priority as any other school horse or pony (ie. Keep the horse or pony safe or sound for members). Additional schooling to improve the overall performance or competitive level shall be at the lessees' cost as per the Riding Academy Riding Fees List.
23. To discontinue the lease, the lessee shall give one (1) month written notice.

24. Lessees or his/her parents or guardians shall not nominate a substitute Rider to take on their lease horse or pony during their absence, the horse or pony shall continue to do daily scheduled lessons as normal.
25. Only the Lease Rider shall be allowed to mount the horse or pony during leased lessons and leased self rides. Any siblings, parents or guardian shall not be allowed to ride or school the horse or pony.
26. Lease riders are required to return the horse or pony back to the stable immediately after their lesson should there be back to back lessons assigned to the said horse or pony.
27. If the Rider is unable to come on any day for some reason, the horse or pony may be reassigned for other lessons as appropriate.
28. Lessee shall not take the horse or pony outside the Club grounds without prior approval from the Head of Riding Academy.
29. In the event that the lessee is witnessed mishandling, abusing, or doing anything unacceptable to the leased horse or pony, or not complying with the rules herein the Riding Academy Management has the right to reprimand the Rider and stop his or her riding immediately.
30. The Club and its Management has the sole discretion of fixing schedules and allocation of horse or pony.
31. Lease combination shall be actively encouraged to compete at Club shows or training shows at their appropriate level – combination shall enter and compete in at least one (1) dressage class to be able to compete in a jumping class in the same show hosted in our Club.
32. To be able to move up to the next level in competitions, lease combinations shall be required to achieve either over 63% in dressage or two (2) clear jumping rounds at the previous height.
33. Quarter lessee shall have priority to ride the horse or the pony for one (1) class per show in both dressage and jumping.
34. In the case where two (2) or more lease combinations are competing at the same level in the Inter-Club show hosted by our Club, the Club Instructors shall then decide on a suitable format for either alternating competitions between Riders on start lists for

both combinations to have appropriate time for warming up and resting the horse or pony between classes. Two (2) Riders per horse or pony shall be allowed a maximum of up to two (2) events each day, with exception to the following at the discretion of the Head of Riding Academy:

- a. Horse or Ponies can be competed in Jumping three (3) times provide all classes are below 60cm
  - b. Horses or Ponies can be competed more than two (2) times in 20x40 dressage arena
35. During Jumping warm-ups, for safety reasons, no Riders shall be allowed to jump over poles or fences in the absence of Warm-up Club Instructors in the Warm-Up arena.
36. Lease horse or pony shall not be permitted to jump more than one (1) meter in training or competitions without approval from the Head of Riding Academy.
37. Horses or ponies on leases shall be allowed to compete in Inter-Club shows hosted by Bukit Timah Saddle Club, Singapore Turf Club Riding Centre and the National Equestrian Centre subject to the Approval from the Head of Riding Academy and on the basis of:
- a. School Horse Hire fees and Groom charges shall apply to Riders taking part in competitions respectively as per the Riding Academy price list, both hosted by our Club and Away shows, as applicable.
  - b. Float charges shall be advised by Riding Academy Management for each Away show.
  - c. School Riders on lease who have attained the stipulated achievements (please refer to 37d and 37e below) in our Club's hosted Inter-Club competitions with the same horse or pony may take that school horse or pony to Away competitions, subject to the Terms and Conditions in the Lease Agreement and approval from the Head of Riding Academy.
  - d. For Jumping (80cm and above), the combination must have cleared in at least two (2) competitions and with 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> placings in Inter-Club shows hosted in our Club. Achievements at our Club's in house training shows shall not count towards placings.
  - e. For Dressage Competitions Novice and above (20x60 arena), the combination must score in at least two (2) competitions scoring 60% and above with 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> placings in Inter-Club shows hosted in our Club. Achievements at our Club's in house training shows shall not count towards placings.
  - f. For those who satisfy conditions 37c, 37d & 37e above, approval shall still be required from the Head of Riding Academy depending on Club usage of horses or ponies for lessons especially during weekends and ability of the Rider handling the horse or pony at Away shows. The Club reserves the right to reject applications and requests without assigning any reason whatsoever.



- g. All competition applications for Away Shows including that to the National Equestrian Centre must be applied through the Riding Academy Management.
  - h. During competition day or warm up, if the Club Instructor feels that the Rider or horse or pony is not suitable or in proper condition to compete, etc. the Club Instructor has the right to remove the Rider from participating in the competition (In-house or Away show). Riders shall bear any costs and responsibilities incurred.
38. For big event Away shows and including any of that our Club may be hosting National Dressage Challenge, National Jumping Challenge, World Dressage Challenge, World Jumping Challenge, only one (1) horse or pony per rider shall be allowed to compete on that school horse or pony, priority shall be given to the Rider who has achieved higher accumulative results in that class in the past Inter-Club competitions. With approval from Head of Riding Academy, school horses shall be allowed to jump 110cm and above for championship entries in the World Jumping Challenge, permissible solely with coaching under our Club Instructors.
39. For other normal Away shows, two (2) Riders per horse or pony shall be allowed. Each Rider to participate only one (1) class each (either Dressage or Jumping) that falls on the same day. Horse or pony are allowed upto two (2) events each day, and participating in the same class is allowed.

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

**Last updated 27<sup>th</sup> August 2018**