

**SINGAPORE POLO CLUB RIDING ACADEMY  
RIDING SECTION RULES & REGULATIONS  
Effective 1<sup>st</sup> September 2018**

**1) Eligibility**

- a) Riders shall be Charter, Regular or Term Members of the Singapore Polo Club “The Club”. With the exception non-members shall be allowed to ride for up to three (3) months after which a Club membership shall be required to continue. Priority for lesson allocation shall always be given to Members.
- b) The Club accepts Riders from age six (6) upwards and a maximum weight of ninety-five (95) kg.

**2) Dress Code for Safety Purposes**

- a) Riders must wear a BHS or ATSM-approved horse riding helmet, proper riding boots, and a sleeved shirt whilst riding. If any Riders are incorrectly or inappropriately dressed, the Club Instructor and Riding Academy Management reserves the right to refuse the Rider to ride for safety reasons.
- b) It is also recommended that Riders wear jodhpurs or leggings, and riding gloves.
- c) Dress code shall be applied for all Riders and Club Instructors, as long as one is mounted on a horse.
- d) Riders riding at beginner level and above can carry their own short whip. Long whips shall be only permitted for Novice Riders upwards. Pony Club Test Riders and Preliminary level Riders shall check whip length usage with their respective teaching Club Instructors.
- e) Leaders for trail rides must wear closed toe shoes; riding boots are best but trainers are also acceptable as there may be some running involved.

**3) Applying for Lessons**

To request for riding lessons, Riders shall complete the “Riding Application and Waiver Form” and submit to the Riding Academy office. Riders shall not be allowed to start riding until the “Riding Application and Waiver Form” has been signed, submitted and approved.

**Riders who wish to have a jump lesson must also have a flat lesson.**

**4) Timeliness for Lessons**

- a) Riders shall only mount their horses five (5) minutes before their lesson or self ride.
- b) The Club Instructor may refuse entry to a lesson if the Rider is more than ten (10) minutes late.



- c) All Riders shall return the horse to the stable no more than fifteen (15) minutes after the conclusion of the lesson or allocated riding time slot (Self-rides). No Rider should be mounted for more than one (1) hour.
- d) "Horses" referred herein are universally referred to as "horses and ponies".

**5) Insurance**

The Club recommends all Riders to take personal accident insurance coverage and to have up to date medical cover prior to riding.

**6) Lesson Types**

a) The Club offers riding lessons that follow the Pony Club and British Horse Society and Equestrian Australia progression systems starting with lead rein lessons (Trails) through to lunge lessons and into group, trio, semi-private and private sessions for beginners, EA & FEI Preliminary, Novice, Elementary, Medium, Advanced, Prix St George, Intermediate 1, Intermediate 2 and Grand Prix riding levels:

- i) Lead Rein Lessons – the Rider shall be led by a parent or guardian. These lessons shall be held either on the jungle trail or in an arena.
- ii) Lunge Lessons - Two Riders shall share one horse in a forty five (45) minute lunge lesson where they shall learn to walk, trot, and canter whilst the horse is attached to a lunge rope.
- iii) Group Lessons – Between four (4) and up to six (6) Riders ride independently in a forty five (45) minute lesson.
- iv) Semi-Private – 2 Riders in a forty five (45) minute lesson.
- v) Private Lessons – forty five (45) minute lesson with one to one rider instruction. Private lessons are not guaranteed and subject to availability. Private lessons may be converted to semi-private or trio lessons if required to meet riding school demands with prior notice from the Riding Academy Management.

b) The Club has a colour level system to help members and Riders track and develop their progress. The color levels shall be graded upon the level in which the Rider is competing at or working towards.

**7) Assessment for Applicants with Riding Experience**

Riders with prior experience shall be required to do an assessment ride with a Club Instructor to determine their level of competency. The assessment ride may take part within a normal lesson with other Riders. Following the assessment, each Rider shall be allocated a colour



level which shall determine the lesson slots available for their level within one week of their assessment.

**8) Lesson and Horse Availability**

- a) The Riding Academy Management shall confirm regular riding sessions once the Rider accepts the allotted time slot for lessons. These riding lessons shall be automatically rescheduled weekly until the Riding Academy Management receives a notification to cancel the lesson.
- b) Riders shall be matched to their “colour” level to the available lesson slots. Riders wishing to sign up for new, ad-hoc or additional lessons shall request in writing to the Riding Academy Management.
- c) The Riding Academy Management shall not manage a waitlist for lessons, Members shall check the lesson availability and sign-up accordingly with the Riding Academy Management. All requests shall be managed on a “first-come, first-to-commit” basis.
- d) All lesson bookings and cancellations shall be directed to the Riding Academy Management in writing.
- e) Horse hire or self rides shall be granted on a case by case basis subject to horse availability and Riding Academy Management approval. All requests shall be directed to Riding Academy Management in writing. Self rides shall only be allowed in Singapore Polo Club ‘SPC’ arenas unless written approval is given by the Head of Riding Academy should the Riders wish to ride in the jungle trail or polo track.
- f) The Club reserves the right to allocate different horses to Riders, with the exception of Lease Riders.
- g) The Club reserves the right to allocate school horses or ponies to lessons more than twice a day, depending on the riding schedule and at the discretion of the Club Instructors.
- h) The Riding Academy Management shall allocate such suitable Club Instructors to teach the respective riding lessons based on the color level assigned to the respective riding lessons. Riders may request to book their lessons based on their “color” level in accordance with Condition 8(b) above. Any requests for specific Club Instructors are strongly discouraged, and shall not be accepted by the Riding Academy Management. This condition is not be applicable to livery owners.
- i) Special lesson slots may be offered to Riders as and when the need arises at 10am & 3pm during competition season and depending on Club Instructor availability.

**9) Cancellation Policy**

- a) Members shall inform the Riding Academy Management if they are unable to ride to avoid the groom unnecessarily preparing the horse for riding. The Club reserves the right to cancel Riders’ regular lessons if they fail to inform the Riding Academy Management of their absence. There is no refund if members fail to turn up for lessons or if bad weather that prevents classes from taking place.



- b) Lessons can be cancelled with fourteen (14) days' notice in writing using the stop riding form. To reserve your regular riding slot during the cancellation period, fifty percent (50%) of the lesson fee shall be charged, otherwise the riding slot shall be immediately made available to other Riders, and there is no guarantee members will be able to have the same slot upon return. Members who fail to give fourteen (14) days' notice for any changes or cancellation of lessons shall be charged in full.
- c) Forward booking of riding lessons shall not be accepted without paying fifty percent (50%) of the lesson fee to reserve the riding slot until the lesson commences.
- d) Any late (less than fourteen (14) days' notice given) requests for a change of lesson time or day or Rider shall be deemed as 'cancellation without notice' and any substitute session shall be deemed as an 'ad hoc lesson' and shall be charged as such. Substitution of Riders for lessons shall not be permitted.
- e) Medical Certificates shall not be accepted to cancel lessons unless the Rider is injured due to a fall off a school horse during lesson in our Club, otherwise the normal cancellation policy applies.
- f) The Club reserves the right to reschedule, cancel lessons or change Club Instructors due to competitions, availability of horses or Club Instructors.

#### 10) **Changes to Club Instructors**

- a) The Club reserves the right to re-assign the Club Instructors from time to time without prior notification due to conflicting commitments of the Club Instructor, for example: competitions, training, illness, leave days etc. The Club is not obligated to offer make up lessons and if the Rider chooses to cancel the lesson, full lesson fees shall apply.
- b) In the event the Club Instructors are on annual leave or on medical leave or are not able to provide instructions on their allotted lesson slots, the Riding Academy Management shall reschedule all affected lessons in the following order of priority:
  - i. Impacted lessons of riding school Riders
  - ii. Impacted private lessons of livery Riders or schooling of Livery Horses
- c) Upon receiving notice by the Riding Academy Management, Livery owners may choose to convert their scheduled lessons to self-ride if they do not wish to accept alternative lesson slot offered by the Riding Academy Management.

#### 11) **Riders compliance**

- a) Riders are not permitted to clip, pull mane, trim tails of Club horses without prior approval from both the Stable Manager and the Head of Riding Academy.
- b) Riders are not permitted to use their own tack (bridles, bits, saddles, girths, boots, bandages etc) on Club horses without prior permission from both the Stable Manager and Head of Riding Academy.



- c) If approval is granted to the Riders' use of certain own tack, such tack may be made available for use by other Riders for the same horse. The Club shall not be responsible for any loss or damage to the Rider's own tacks.
- d) No Club horses shall be allowed to be ridden bareback, in a bareback pad, or in a bit-less bridle/halter without prior approval from the Stable Manager & the Head of Riding Academy.
- e) No Rider shall be allowed to place any school horse loose in any arena or any Singapore Polo Club 'SPC' or National Equestrian Park 'NEP' paddocks at any time, nor should they be seated on the horse in these paddocks. This shall apply to all times whether Mondays, Public Holidays, riding hours or non-riding hours without the prior approval from the Stable Manager & the Head of Riding Academy.
- f) No Rider shall take any hay or hard feed from the feed room to feed any school horses without the prior approval from the Stable Manager & the Head of Riding Academy.
- g) Lease Riders who wish to take their lease horse for jungle 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. Club Instructors may give verbal approval immediately after lessons to their riders to take the lesson horse for jungle or polo track walk.
- h) All school horses shall be returned to stables within the forty five (45) minutes (maximum one (1) hour if there is no back to back lesson) of leaving the stables for either riding lessons or self rides.

#### 12) **Mondays, Public Holidays and Bad Weather**

- a) Lessons are not available on Mondays as the horses will be resting, except when competitions or other activities have been arranged by the Riding Academy Management.
- b) 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. Horse hire fees shall apply. Sign-ups shall be done at the Riding Academy Office.
- c) Where Public Holidays fall on Mondays, it shall remain a rest day for the school horses.
- d) Arena pole work or jumping shall not be permitted during any self rides.
- e) Lessons shall not be cancelled on rainy days. In the event of a heavy downpour and at the discretion of the Club Instructor, stable management and theory sessions shall be conducted. There shall be no refund of lesson fees.

#### 13) **Competitions / Events**

- 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 14d and 14e 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 to other clubs such as Bukit Timah Saddle Club, Singapore Turf Club Riding Center, National Equestrian Center, 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 condition 14c, 14d & 14e 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 the 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.
- i) Only lease Riders shall be allowed to compete in Away shows, Championship rounds for National Competitions and World Jumping Challenge or World Dressage Challenge. In the event that any National competitions are being hosted by our Club, Non-Lease Riders may apply to compete in National competitions in an individual class, this however is subject to horse availability and Club Instructor approval.
- j) 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.
- k) For other normal Away shows, two (2) Riders per horse or pony shall be allowed. Each Rider to participate in 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.

- l) For safety of Riders and Horses, no flash photography is allowed at all times. No individual (Member or Guest) is allowed standing or taking video on the same panel of the arena where the Judge's stand is at Position C during competitions.
- m) 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.
- n) Riders who wish to compete in showjumping must also compete in one (1) dressage competition in the same show.
- o) The appointment of whichever Show Director(s) in a Club competition event shall be at the sole discretion of the Head of Riding Academy.
- p) Notices for events are advertised on Riding Academy notice boards, <https://www.facebook.com/RidingSPC>, and emailed in advance to all riding members through the Club's e-blast. Signup sheets/entry forms are attached to emails or can be completed and submitted to the Riding Academy Office in person.

#### 14) Clinicians and Lessons

##### a) Policy for Visiting Clinicians hosted by Members

- i. All visiting Clinicians must first have approval from the MOM to work in Singapore.
- ii. All visiting Clinicians shall obtain approval from the Head of Riding Academy two (2) weeks in advance.
- iii. Approval shall be at the sole discretion of Head of Riding Academy under these guidelines:
  - o Clinician's lessons must be opened to at least two Livery Owners
  - o Only one visiting Clinician shall be approved to teach on the same day
  - o Maximum one week allowed for each approval
  - o Arena availability
  - o Priority maybe given to a jumping clinic if the previous clinics were dressage to balance both dressage and jumping
- iv. 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.
- v. 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.
- vi. 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.



- vii. Bookings and Clinician fees shall be administered by the Clinician or Host Member.
- viii. Clinician's expenses shall be entirely borne by Clinician.
- ix. 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.
- x. 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").
- xi. 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).
- xii. 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.
- xiii. The Club's normal lesson cancellation policy shall apply to any lessons cancelled in lieu of lessons.
- xiv. Clinicians shall provide one lesson per day to the Club Instructors free of charge.
- xv. 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:
  - o Approval is subject to suitability and availability of school horses or ponies and arena space
  - o 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.
  - o 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
  - o School horses or ponies shall be allowed to jump up to maximum one (1) meter.
- xvi. Livery Owners and approved School Riders shall groom, tack, untack their horse before riding, and after riding shower and dry the horse.
- xvii. All Riders including Livery Owners shall sign the Indemnity Form at Riding Academy Office.
- xviii. Prevailing Arena fees subject to 7% 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.
- xix. Covered Arena rules, please refer to [Annexe 1](#).





**b) Visiting clinicians invited by Riding Academy**

- i. All level Livery or School Riders can sign up for lessons with Club's invited Clinicians.
- ii. Bookings shall be made via Riding Academy Management.
- iii. Clinician fees shall be paid directly to the Clinicians, fees may vary from one Clinician to another.
- iv. No Arena fees shall be charged to School Riders for taking lessons with Club-invited Clinicians. Livery Owners shall pay arena fees as per Riding Academy Riding Fee List, chargeable through Members account.
- v. 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.
- vi. Clinicians brought by the Riding Academy shall be allowed to use covered arena within school riding hours subject to availability of space.
- vii. Jumping lessons are subject to approval by Head of Riding Academy, suitability and availability of school horses or ponies and arena space.
- viii. School horses or ponies shall be allowed to jump upto maximum 100cm.
- ix. Clinics on school horses or ponies shall be only allowed within school riding hours, unless otherwise approved by the Head of Riding Academy.
- x. Approved clinics outside of school hours, School Riders shall groom, tack, untack their horse before riding, and after riding shower and dry the horse. The same applies for Livery Owners to carry out own service outside Syce working hours.

**15) Riders using borrowed Livery Horses, Livery Ponies or Polo Ponies in Club's Lessons**

- a) Riders who ride borrowed Livery Horses, Livery Ponies or Polo Ponies in Riding Academy lessons are not eligible for discounted lesson fees.
- b) Prevailing full fees as in Group, Semi-Private or Private Lessons as per Riding Academy Riding Fee List shall apply.
- c) It is expected that these borrowed horses shall not be scheduled in back to back lesson slots.
- d) The Riding Academy Management reserves the right to ask the borrowed horses to leave the lesson at any point if they are of the opinion it is unsuitable for the group.

**16) Guest Riding Member's Livery Horses**

- a) The Riding Academy Management shall be informed in writing a week in advance of any Guest riding.
- b) Any Guest invited by Members to ride their livery horse(s) shall sign in the "Guest Book" located in the Riding Academy Office.
- c) An indemnity form shall be signed by the Guest at the same time prior to riding. The Club shall not be responsible whatsoever for any injury sustained by the Guest or any loss of his or her personal belongings.

- d) In the event that an indemnity form has not been signed, the Riding Academy Management has the right to stop the Guest from riding.
- e) All Guests may only ride a maximum of six times in any period of twelve calendar months with the permission of the Committee as per the Club's Bye-Laws.
- f) Guests shall observe and comply with the Club's Bye-Laws and all Rules at all times.
- g) Guests shall be accompanied at all times by the Member in the Club's compound.

#### **17) Club Instructors Riding Club and Livery Horses**

- a) Club Instructors may ride and compete on Club horses and Livery Horses for the purposes of schooling or promoting the ability of the horses, or to further their own training at our Club's In House Shows, our Club's hosted Interclub Shows, other Clubs' Interclub Shows, National shows and International Shows.
- b) Club Instructors competing on Club and Livery horses below Elementary level Dressage or 100cm in jumping shall be required to compete Hors Concours 'H/C'.
- c) Club Instructors with approval from the Head of Riding Academy shall be allowed to jump 110cm and above with our school horses.

#### **18) Pony Academy**

- a) The Pony Academy is open to non-members who can attend weekly un-mounted rallies, additional events, summer camps and fun days.
- b) Minimum age to attend Pony Academy is six (6) years old.

#### **19) Lease of Club Horses**

Riders may apply to lease Club horses. The Rider shall submit the Lease Application Form to the Riding Academy Office and agree to all conditions stipulated in the Lease Agreement, and meeting the criteria set herein.

#### **20) Payment for Riding**

Payment for riding assessments, lessons, entries for competitions and any such ancillary charges shall be charged on a monthly basis to a member's monthly Club invoice.

#### **21) Arena Etiquette**

- a) All Riders shall pass each other in the arenas left shoulder to left shoulder with the exception of the Covered (Indoor) Arena, where Riders shall pass right shoulder to right shoulder.
- b) Riders in the Covered Arena shall use the Riding Academy Riding Section half which is the section of the arena closest to the car park.
- c) All Riders shall collect any horse manure before leaving the arena and avoid riding through any manure.

- d) All Riders shall close arena gates after entering or exiting the arenas, clearly announcing “Gate”.
- e) More advanced Riders shall give way to beginner Riders in the arenas and exercise consideration to lessons taking place at the same time.
- f) All Riders, parents and Members shall familiarize and comply with “Covered Arena Rules” posted at the main entrance of covered arena. Kindly refer to [Annexe 1](#) as enclosed.

## **22) National Team or Pre-Team Training**

- a) The Club shall allow SPC Members taking their livery horses to take lessons at National Equestrian Centre ‘NEC’ for the sole purpose of training with the National coach as part of being on the “National Team or National Pre-team”. Arena fees as per the Riding Academy Livery Agreement Annexe 2 ‘Price of Services’ shall be chargeable to the National Coach or Instructor. If the National Coach or Instructor is not a SPC member, these arena fees shall be billed to Member’s account. The lesson shall be conducted in the National Equestrian Park ‘NEP’ arena (managed by SPC), the Rider shall additionally take at least one lesson or schooling per week with SPC Club Instructors and compete under SPC.
- b) Subject to lesson availability, the Club shall allow NEC livery Riders/horses to take lessons with SPC Club Instructors providing they are SPC members and are training for National Team selection. Lessons would be charged at full rate plus applicable arena fees. Priority shall always be given to SPC horse/Rider combinations. Applicable arena fees shall be advised by Riding Academy Management as circumstances arise.

## **23) Use of Spurs/ whips on school horses**

No spurs shall to be used on Club horses during lessons, self-rides or competitions without the Riding Academy’s approval. As a guideline, approval shall most likely be granted for those competing Elementary dressage and above, and jumping 100cm and above.

Excessive use of whips either mounted or on the ground, the Rider can be reprimanded by the Club Instructors and the management.

## **24) Abiding by the Singapore Polo Club Bye-Laws, International FEI and EFA rules and regulations**

All participants in competitions or members of the Organizing Committee for competitions, shall at all times abide by rules and regulations set by the relevant bodies, Singapore Polo Club ‘SPC’, Federation Equestre Internationale ‘FEI’ or The Equestrian Federation of Australia ‘EFA’.



If in any event that the Riding Academy's Management feel that a Rider is not abiding by the Club's Bye-Laws, Rules & Regulations or is mistreating any horse, the Riding Academy Management has the right to ask the Rider to dismount or stop the lesson immediately. There shall be no refund or rescheduling of the lesson.

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

Enclosure: [Annexe 1](#) – Covered Arena Rules

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