



GROVE HOUSE STABLES



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B.H.S. and A.B.R.S. Approved Equestrian Centre
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THE GROVE HOUSE STABLES PONY CLUB

Rules and Guidelines for Pony Club Members

Welcome to the Grove House Stables Equestrian Centre's branch of the Pony Club. We very much hope that you thoroughly enjoy the time you spend with us. In order to ensure the smooth running of our club, I am enclosing a list of guidelines and rules for your use. If you have any queries or concerns relating to these guidelines, please do not hesitate to contact me.

When does the Pony Club meet?

- On each Monday evening between 5.00pm & 7.00pm or on Wednesdays between 4.30pm and 6.30pm, during school term time. Senior members meet 5.30pm - 7.30pm and junior members 4.00pm - 5.00pm. Rallies are held during school holidays.

What should I bring with me when I attend Pony Club?

- Your riding kit (safety head-wear can be borrowed from us if required)
- A4 folder, pen and paper
- Waterproof coat and gloves

What will I do?

- One hour of riding tuition
- One hour of horse care / stable management training

What happens during a pony club rally?

- One hour of riding
- One hour of practical hands-on horse care
- One hour of theory training or unmounted horse-related activities

How should we pay for the pony club sessions?

- Payment for each half term period should be made on the **first session** of each half term. You will receive a letter at the end of the previous term advising you how many weeks are in the next period and the total amount to pay.
- Payment can be made either by cash or cheque (payable to "Grove House Stables").
- **Please place your payment in a sealed envelope, writing the rider's name, date and amount on the front.**
- Payment envelopes should be handed in to the office before the session begins.
- Unfortunately, we cannot accept payment at a later date. If you are experiencing any problems paying for your session either weekly or half-termly in advance, please speak to the proprietor directly.

Can we receive a discount?

- Yes, providing you pay half-termly in advance - each session will cost £2.00 less.

If I am ill or need to go home during a session, how would you contact my parent/guardian?

- Each parent/guardian is asked to complete a "client acceptance form" when you start riding with us. This form gives us the name of your doctor and emergency contact telephone numbers.

What if my Mum or Dad are not going to be at home or available on one of the numbers that you have during a particular session?

- We would ask that a "temporary" contact number is left in the office - clearly stating the rider name.

What if I move house or change my telephone number?

- A new client acceptance form should be completed and left in the office. A member of staff will help you.

What if the weather is bad?

- Only in very extreme circumstances will riding be abandoned. Riding will continue in "normal" wet / windy conditions. However, if it is felt that it would be unsafe to ride, unmounted activities will be arranged and riding will be rescheduled later in the session.

What if I can't attend a session due to illness or unforeseen circumstances?

- Advise the office as soon as possible on 01427 890802. **Prior notification is essential** so that we do not waste time and resources preparing ponies and allocating lesson space.

Do we still have to pay for the session I missed?

- Yes. In order to guarantee your place in the pony club, payment is required. However, if you miss a session, you will be offered a Class lesson at a mutually convenient time within that half term period (i.e. cannot be carried forward into the next half term period). Please note: this offer is only valid where advance notification of absence has been received.

Do you need to know who will be collecting me after the session?

- Yes. We need to know who will be collecting you. If your parent or guardian has asked someone else to collect you on their behalf, please ask them to advise us at the beginning of the session.

Do I need to advise you if I have a medical condition?

- Yes. Details of medical conditions should be given on the client acceptance form. Please remember to notify us of any changes we should be aware of.

Can I wear Jewellery?

- No. For safety reasons no jewellery is allowed.

Do I need a body protector?

- We would recommend that body protectors are worn especially for jumping. For cross-country riding, a body protector is compulsory. Always buy brand new protectors and have them fitted by trained retailers.

What should I do with any money or valuables that I bring with me?

- Preferably do not bring anything of value with you. You are responsible for your own property. If you wish to bring some money to buy a drink or crisps, £1.00 - £2.00 will be more than enough.

Can I bring my mobile phone?

- Mobile phones **must not** be used or carried whilst riding or being in the stable / yard area. This is for safety reasons.

Can I bring my own pony or horse?

- Yes. Please advise us in advance if you are intending to do this.

What exams are available to me as a member of the pony club?

- There are 3 types of tests/exams: Pony Club proficiency badges, Centre awards and Achievement badges.

If I no longer wish to attend the Pony Club sessions – what do I need to do?

- 2 weeks notice and payment is required

I hope these guidelines are helpful to you. If you feel that I have missed any areas off this list, please let me know so that I can include them for new members.

Many thanks