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# **Armidale Equestrian Centre Management Body (EMB) Guidelines**

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**Adopted by..**

**Armidale Horse and Pony Club  
Armidale Riding Club  
New England & District Showjumping Council  
Riding for the Disabled (NSW) New England Centre**

**Date:** \_\_\_\_\_

## Guidelines

This document represents an agreement between

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# **Armidale Riding Club New England & District Showjumping Council Armidale Horse and Pony Club Riding for the Disabled (NSW) New England Centre**

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### **Purpose of the Guidelines**

To formalise the establishment of the Armidale Equestrian Centre Management Body (EMB) and to establish guidelines for its operation.

The EMB is a Council established to oversee the development and management of the Armidale Equestrian Centre. The Council was originally made up of representatives of the Armidale Riding Club, New England & District Showjumping Council, Armidale Horse and Pony Club, New England Western Performance Horse Group (resigned 1999). Riding for the Disabled (NSW) New England Centre was admitted in 2009.

### **Description of established body**

The Council will be made up of 2 representatives of the above parties of the agreement (hereafter referred to as the User Groups) specifically, the Armidale Riding Club, New England & District Show jumping Council, the Armidale Horse and Pony Club and Riding for the Disabled (NSW) New England Centre.

In addition to the above, a Chairperson and Secretary will make up the body.

The Chairperson will be a representative of one of the User Groups and will be appointed at the Annual General Meeting of the EMB. The role of Chairperson will rotate between User Groups annually. The Chairperson will be able to represent and vote as a User Group representative at EMB meetings but must clearly state to the meeting who they are representing.

The outgoing Chairperson will become the Secretary for the following year. The general management of the EMB will be undertaken by the Chairperson assisted by the Secretary.

The User Groups will have equal rights and input with **unanimous decisions** required for changes to be implemented.

Representatives from other equestrian disciplines may be added to the EMB following a meeting of the Council, and a unanimous agreement being passed.

## **Objectives and scope**

The EMB has been established to undertake the management of the Armidale Equestrian Centre and to facilitate cooperation and collaboration between the various user groups.

The main functions of the EMB are:

- To oversee the Armidale Equestrian Centre user ground fee rates and the payment of the fees by user groups;
- To ensure that the facilities at the Armidale Equestrian Centre are maintained in a safe and satisfactory condition for use by the User Groups;
- To ensure that the running costs associated with the Armidale Equestrian Centre are paid including electricity, water and maintenance;
- To ensure that general maintenance is undertaken as required, including mowing, electrical and plumbing;
- To facilitate consultation with user groups in relation to any major repairs or improvements to the facility;
- To ensure cooperation between user groups in relation to shared usage of the Armidale Equestrian Centre and to provide a forum to resolve disputes in relation to ground usage, facility upgrades etc;
- To facilitate regular meetings of the User Groups;
- Other duties as directed by a meeting of the User Groups; and
- EMB and User Groups must adhere to the terms and conditions within the current "Deed of Licence" agreement with the Armidale Dumaresq Council.

## **The role of the Chairperson and Secretary**

The Chairperson will be elected for a term of 12 months and roll in to the position of Secretary for a further 12 months at the completion of their term.

In addition to implementing the Objectives and scope above, the functions of these positions also include:

- Maintain accounts and make payments for the EMB;
- Utilities may be paid after consultation between Chairperson and Secretary without prior approval of the EMB;
- Arrange and oversee any general maintenance of the facilities;
- Disseminate relevant information to the User Groups;
- Coordinate and facilitate discussion on major repairs and improvements to the facilities with the agreement of all User Groups. Repairs and maintenance under \$250 can be approved by Chairperson and Secretary.

- Chair meetings of the User Groups quarterly (plus under special circumstances);
- Maintain minutes for all EMB meetings;
- Request User Groups provide Armidale Dumaresq Council with the required Certificate of Currency for their individual insurance cover annually;
- Other duties as directed by a meeting of the user groups.

### **The Role of the User Groups**

The User Groups agree to adhere to these guidelines. Specifically the User Groups agree:

- to ensure that they maintain sufficient and current insurance coverage and to provide a Certificate of Currency of their insurance policies to Armidale Dumaresq Council annually;
- to be open and transparent in all dealings with other User Groups, the EMB and any other relevant authorities;
- to consult with other User Groups (through the EMB) in relation to shared ground usage, major repairs and maintenance of the Armidale Equestrian Centre;
- to pay any EMB user ground fees within a reasonable time frame;
- to leave all facilities in a neat and tidy condition following their events, including removal of rubbish from club house and amenities block and ensure they are locked and secure;
- to be responsible for damage to the facilities that occurs at one of their events and to arrange and pay for any repairs to facilities as a result;
- to provide the EMB with updated and preferred contact details for their organisation as necessary;
- User Groups will meet collectively at least four times a year to discuss the management of the Armidale Equestrian Centre. These meetings will be convened on the last Wednesday of January, April, July, October and under special circumstances at the Armidale Equestrian Centre club house (or other venue as agreed);
- a User Group may call a special meeting by notifying the Chairperson in writing;
- the User Groups are required to nominate their representatives at the commencement of each meeting;
- notify and encourage their Club Members adherence to ground usage rules;
- User Groups will have exclusive use of the grounds as follows:
  - 1<sup>st</sup> Sunday – New England and District Showjumping Council
  - 2<sup>nd</sup> Sunday – Armidale Riding Club
  - 3<sup>rd</sup> Sunday - Riding for the Disabled (NSW) New England Centre
  - 4<sup>th</sup> Sunday – Armidale Horse and Pony Club

## Resources and facilities

The Armidale Equestrian Centre has the following resources and facilities:

- Weatherboard Club House incorporating communal area and two (2) lockable office rooms. The office rooms are currently allocated to the Armidale Riding Club and Armidale Horse and Pony Club for their exclusive use;
- Canteen including older style kitchen;
- Colour bond shed including open undercover storage area and three (3) lockable storage sheds. The following User Groups are currently allocated one (1) lockable storage shed for their exclusive use: The Armidale Riding Club, The Armidale Horse and Pony Club and The New England & District Showjumping Council;
- Brick amenities block incorporating toilets only;
- Three (3) full size (60m x20m) sand dressage arenas;
- Metal Round yard;
- Wash bay, concrete base, timber rails;
- Square post and wire fenced Area; and
- Loading ramp x 2

## Permitted/excluded uses of Facilities

### General Grounds

- People using the grounds MUST be a member of one of the user clubs. This includes people providing instruction outside of Club days.
- Camping is not permitted overnight on the grounds.
- Horses must be appropriately secured at all times when on the grounds.
- Where horses are tied to fences, railings, etc a breakaway system is to be used.

### Arenas

- Jumping or jump training is not permitted in the arenas.
- Lunging is not permitted in the arenas.
- No riding permitted in the arenas when there is excessive water logging.
- Parking within 20m of the arenas is not permitted. *This is roughly in line with the drums.*

### Round Yard

- Horses not to be left unattended at these facilities.

- Riders get preference to the Round Yard over people using the facility just to tie-up horses. Any horses tied up in the round yard, must be removed, in a timely manner, if someone wishes to ride in there. It is the responsibility of someone wishing to ride in the round yard to ask for horses tied up to be removed.

### **Club House**

- No horses permitted in area around the club house.

### **Financial arrangements**

The EMB's funds are derived from User Group ground usage and member fees.

The EMB has a savings account with the Greater Building Society. All User Group fees are to be deposited to this account. This account is to be used to pay all of the running costs for the Armidale Equestrian Centre.

Ground User fees will be invoiced in January

Ground Usage - (to be set by EMB)

Member Fees - (to be set by EMB)

Fees as at 1 January 2015 are:

**\$6.00 per member**

**\$40.00 per day for usage of the grounds**

These fees will be reviewed annually.

Riding for the Disabled (NSW) New England Centre – will receive a 50% discount on fees due to the group only using the facilities for half of their allocated day. They also do not have access to any office space or storage facilities. This arrangement will be reviewed annually as RDA continues to grow their organisation.

A minimum of 2 quotes are required for any purchase or repairs exceeding \$250.

### **Communication and exchange of information**

Communication between the EMB and the User Groups may be undertaken via mail, email or telephone with email being the preferred communication method unless otherwise specified by a User Group.

### **Review and evaluation**

These Guidelines will be reviewed as required.