



## TERMS AND CONDITIONS OF MEMBERSHIP

### 1. Introduction

The Norfolk Horse Training and Equitation Club ("NHTEC") was formed in 2003, by local horse owners to facilitate and promote ethical horse training to improve the welfare and well being of horses. NHTEC encourages people to develop a better understanding of, and relationship with, equines in an ethological, and more natural and humane way. Members of the club adhere to the principle that all equines must be kept in the optimal conditions for their physical and mental health. NHTEC will be happy to offer advice on all aspects of the Training, care and management of equines.

### 2. Club Activities

NHTEC organises a range of activities for members (including training sessions by arrangement) where various aspects of horse training are practised and explored. The club organises demonstrations and teaching days by visiting equine experts who specialise in different fields of horse-care and training. Some meetings and activities organised by NHTEC are for members only. Where non-members may attend as spectators, or in some other capacity, the publicity advertising that event will make that clear.

### 3. Membership

3.1 Anyone wishing to become a member must complete the appropriate form and forward this together with the current membership fee, to the Secretary of the Club. Upon receipt of which he or she will receive the benefits of membership until such time as his/her full membership is ratified by the Committee.

3.2 All applications for membership are made on the basis that all equines are 'flight' animals thus they are inherently unpredictable, can be nervous and likely to "spook" (i.e. react adversely to unfamiliar objects by jumping or otherwise moving suddenly and without warning) or to exhibit signs of nervousness and anxiety in unfamiliar surroundings; therefore whilst NHTEC (i.e. all members of the NHTEC) will take all the steps that they reasonably can to minimise risk to each other, all members must be aware that handling or being in the company of equines constitutes a risk to their personal safety and they must recognise that they and/or other members of the NHTEC or other people may be seriously injured in the event of a horse-related accident.

3.3 We advise that all members who intend to handle/ride an equine at any event be covered by public liability and personal accident insurance.

- 3.4 The annual subscription shall be payable on the 1st of November each year. Any member whose subscription is more than three months in arrears shall have his or her name removed from the Membership List after written notice to the effect has been sent to him or her. Any member joining the Club on or after 1st September shall pay an appropriate proportion of the annual fee.
  - 3.5 The Committee may expel from membership of the Club any member who has breached any of the rules of the Club, or who has in the opinion of the Committee been guilty of any conduct detrimental to the character, or prejudicial to the interests, of the Club, provided that before expelling him or her the Committee shall call upon that member for an explanation of their conduct and provide a proper opportunity of answering the allegations against them. Conduct, in particular, which leads to a successful prosecution for animal cruelty or neglect will result in expulsion from the club.
  - 3.6 The following categories of annual membership are available:
    - 3.6.1 Adult Membership £35;
    - 3.6.2 Junior Membership £35 (persons aged under 18 years on 1st January at the start of the membership year);
  - 3.7 Additional fees will apply to non-members as decided appropriate by the committee.
4. Procedures applicable in respect of NHTEC meetings and activities including demonstrations by outside visiting experts.
- 4.1 Hard hats, approved to the latest British Standards specification, and appropriate footwear, gloves and other clothing as recommended by the British Horse Society, must be worn by anyone who enters the area into which horses are brought when events and activities are taking place ("the arena"). NHTEC also strongly recommends the wearing of back protectors where ridden work is involved or likely to be involved.
  - 4.2 We ask all those attending to respect our aims with regard to the welfare of horses. We do not permit the use of spurs, draw reins, side reins etc., at any of our events. If the stewards witness treatment of horses that 'offends the eye' those concerned will be asked to leave the premises.
  - 4.3 A line will be marked in the arena, which will be approximately four feet in front of the area where non-participating NHTEC members and non-members, will sit ("the spectators"). No spectator will be permitted to enter this area at any time when the horses are in the arena and it is the intention of the NHTEC and of its members who are handling horses in the arena to keep horses out of this area as much as possible.
  - 4.4 For safety reasons spectators are required to keep to the areas designated for spectators and to keep clear of the areas designated for horses. Areas will be clearly signed and/or roped off. Such restrictions are in place in order to take all possible steps to ensure the safety of all those attending a meeting of the NHTEC.
  - 4.5 At the start of each meeting or event **ALL** those attending must complete the appropriate signing in sheet.

- 4.6 The club provides refreshments at most events and ask that a contribution of £1 be made towards the cost of providing these refreshments. Lunch will not be provided unless previously advertised and booked in advance.
- 4.7 At each meeting of the NHTEC some members will act as club stewards. It will be the club stewards' responsibility to deal with the arrival of horses and to check they are accompanied by the relevant equine passport and vaccination certificate. Club stewards will also be responsible for directing the parking of cars and horseboxes and trailers. All those attending must observe any instructions given by those acting as stewards. Such members will be easily identifiable by means of a badge.
- 4.8 Where a member knows of their horse's tendency to kick or bite or otherwise display aggressive tendencies, such vices need to be identified to NHTEC at the time of booking for an event and also to the steward on the day. If necessary, that horse will be issued with a red ribbon to wear on its tail.
- 4.9 Parents/guardians must assume full responsibility for their children's safety and behaviour. No child under 16 years of age is to be left unattended at anytime at any NHTEC event or meeting.
- 4.10 Any person, child or adult, considered by the stewards to be causing a nuisance will be required to leave the event/meeting.
- 4.11 Stallions may only attend with prior permission from the Committee.
- 4.12 Please take your litter home or put it in the bins provided.
- 4.13 No smoking is permitted at events/meetings.
- 4.14 All dogs must be kept on short leads and under control. The farm dogs are often loose so people bringing dogs must check with stewards on arrival, before removing dogs from vehicles. People with dogs that cause a nuisance will be asked to remove them from the premises.
- 4.15 All those attending an event/meeting of the NHTEC do so entirely at their own risk.
- 4.16 The NHTEC, it's Committee, Members or helpers will NOT be responsible for, or accountable to, any person whatsoever for any damage or loss to the property of any person whatsoever or for any accident or injury, fatal or otherwise, or for any disease, damage or loss that may occur to any person whilst attending any event/meeting of the NHTEC.
- 4.17 All those attending are required to respect that fact that we are only able to function as a result of the generosity of those who let us use their premises/land, please therefore ensure that you leave the premises cleaner than you find them, and clear all droppings. Often the land we use is regularly grazed by horses, therefore, please ensure that your equines are regularly wormed.
- 4.18 Please report any accidents, incidents or damage to a club steward immediately.

## 5. Procedures applicable in respect of booking for an event/meeting

- 5.1 The number of people participating with horses at most events/meetings is strictly limited and places must be booked and secured with payment in advance. On occasions spectator places are also limited, these will be identified in the published arrangements.
- 5.2 Generally speaking, members will be notified of the date the activity is intended to take place and the date by which, at the latest, bookings must be made, including when payment must be received by the NHTEC. Usually payment will be expected in advance of the particular activity or meeting before a place for that member can be reserved. Obviously, in the event of any such event that required pre-payment later being cancelled by the NHTEC such payment will be refunded in full. NB however this may not apply for outside trainers - this will be advertised on their promotional material.
- 5.3 Where payment in advance is received from a member (or attending friend or member of the public) in respect of a particular event or activity and that member is unable to attend the meeting on the day in question (whether or not with his or her horse, depending on the event in question), NHTEC may, at their discretion, refund all or part of the pre-paid fee, depending on the circumstances. Where the pre-paid fee is paid to an outside visiting equine expert, the decision as to whether all or part of that fee should be refunded will be for the expert alone. Vet certificates should be provided for horses withdrawn from any event if applicable.
- 5.4 Acknowledgement of receipt of a booking will be sent as soon as possible, confirming whether or not a place has been reserved.

## 6. Structure of the NHTEC

- 6.1 The day-to-day management and organisation of the NHTEC is in the hands of the Committee and the Annual General Meeting will take place in January of each year.
- 6.2 The Committee can elect sub-committees to arrange special events/activities for the Club, therefore if you are interested in helping out please contact a member of the Committee. The Committee will do all that they can to include new members on to sub-committees, but, for reasons of practical administration, it is not intended that there should be more than five members on any of the sub-committee. All members are, however, encouraged to send any ideas, thoughts, suggestions or comments to any of the Committee members.
- 6.3 NHTEC holds members' details on a database, including their email addresses (if provided) in order to facilitate the distribution of information to members. When applying for membership to the NHTEC prospective members will be asked to sign to indicate whether or not they are content for their details to be held on such a database and for their e-mail address to be held by the NHTEC for the purposes of distributing information relevant to members of the NHTEC. They will also be asked to indicate whether they consent to their e-mail address being supplied to other members of the NHTEC.
- 6.4 Personal information will be held in line with recommendations made by the Data Protection Act. **No information will be shared with Third Parties.** Details will be passed to the BHS Riding Clubs Department. Please contact the membership secretary if you wish to check information we hold. The information that the NHTEC intends to hold in respect of each member is:

- the member's name, address and telephone number;
- the member's age, if that member is under 18 years of age;
- the member's email address;
- the member's emergency contact details.

6.5 The NHTEC will use subscription fees from members to promote the organisation and to help with funding its events, activities and club expenses. The NHTEC is a non-profit-making organisation. The fee of £1 paid for refreshments at any event or meeting is intended to cover the cost of such refreshments. Any money which is not needed to defray the cost of providing such refreshments will be held by the NHTEC in its general account and will be used for the purposes of promoting the Club and for funding the Club's activities and events.

6.6 The NHTEC will keep an account of all its income and expenditure, and such accounts will be open to inspection by any member.

## 7. General

7.1 If you offer or are asked to help at an NHTEC event you must be aware that you will be participating as a member in a voluntary capacity if any tasks are performed, you are in no way whatsoever an employee of the NHTEC or its officers or any NHTEC member.

7.2 All members applying for membership (or renewing their membership) will be required to sign the membership application form to show that they have read and understood the terms and conditions of membership. Parents or guardians of applicants under 18 will sign on behalf of such an intended junior member.

7.3 It is to be emphasised that all safety procedures are there to benefit the members and their horses and to minimise the risk of injury to people and animals, but that, despite the best efforts of the NHTEC and its members, there remains a risk of injury to people and animals where horse-related activities are involved.

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