



Membership Information Pack

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History of Gidgegannup Dressage Club Inc

The Hill's Dressage Association was originally established in 2001 by a core group of dedicated riders whose desire was to form a club that would deliver a high standard of specialist dressage tuition within a friendly, informal atmosphere. The Association grew steadily and gained a solid reputation for providing members with quality tuition and excellent value for money as well as a friendly and supportive environment.

For the benefit of all members, the Hills Dressage Association formed an alliance with the Gidgegannup Adult Riding Club in 2002. A parent entity was created - The Gidgegannup and Hills Equestrian Association, which comprised two clubs; the Gidgegannup Adult Riding Club and the Dressage Division. Although the two clubs remained completely distinct, each providing a particular equestrian focus, several benefits to members were obtained: the containment of increasing costs associated with insurance and the option of dual membership (where membership of one division equates to membership of both divisions, at no extra cost).

By 2013 both clubs had large enough membership to be independent and it was jointly decided that the dressage division and adult riding club split and the Gidgegannup Dressage Club Inc (GDC) was formed.

Rallies

Rally days are held at the Gidgegannup Showgrounds, Old Coach Road, Gidgegannup, generally on the second Saturday of each month from February to November. Since 2017, GDC has also offered weekday rallies, generally on the third Thursday of the month. A club events calendar is provided in our monthly newsletter and on our website (www.gidgegannupdressageclub.com). February rallies are usually held in the morning only due to the warmer weather.

Lessons go for one hour, with each lesson having a maximum of two riders per class to provide more personalised attention from the coach. Riders are welcome to have more than one lesson per rally, either on the same horse or on different horses. Members wishing to ride are required to pre-book and pre-pay through the Club's Rally Co-ordinator.

The Rally Co-ordinator emails members rally booking forms (or posted by special request) about two weeks before a rally. ***Bookings are made by sending the rally booking form and payment through to the Rally Co-ordinator before the closing date***, which is generally a week prior to the rally date. Booking your lesson before the closing date ensures that there is enough time to organise extra coaches if the rally becomes fully booked. It also helps to keep the lessons at a similar ability level - something that cannot be guaranteed if you book late. Phone and email bookings are accepted at the discretion of the Rally Co-ordinator. Riders can nominate their choice of coach and whether they prefer to ride in the morning or afternoon. The Rally Co-ordinator will accommodate your requests to the best of their ability, although the later you book in, the harder it is to cater for specific requests and flexibility is always appreciated.

Rally timetables are emailed to members during the week prior to the rally (or members can request details via phone). Please note that it is the ***member's*** responsibility to ensure they know their lesson time.

Membership Categories & Fees

Gidgegannup Dressage Club Inc offers four membership categories, Full, Associate, Social or Guest. Membership opens in January each year and expires in December. Membership Fees are non-refundable. The club also offers new potential members to come and try a rally as a Guest Member, who can then join as a Full, Associate or Social member. Please see the table below for a summary of the membership categories:

Membership Category	Entitlements	Membership Fee	Lesson Fee
Full	<ul style="list-style-type: none">• Participate in all club activities• vote at AGM• can nominate to join committee• receive newsletters	\$150	\$45**
Associate*	<ul style="list-style-type: none">• Participate in all club events• can nominate to join committee• vote at AGM• receive newsletters	\$100	\$50**
Social	<ul style="list-style-type: none">• Participate in all non-ridden club events• receive newsletters	\$35	N/A
Guest	Attend a nominated rally, if you decide to join club within the same month, \$10 is deducted from the membership fee.	\$10	\$40

* if attending more than half of the rallies, it's more economical to join as a full member

** Ground Work is \$40 per lesson

The club prefers payment via EFTPOS transfer (Bank Account BSB 633 000 A/C 149836496).

Committee Members

Committee members are elected at an Annual General Meeting (AGM) and usually meet on the first Wednesday of the month at 7.00pm. A list of committee members with contact details is given in the Club newsletter, which is circulated monthly via email (usually at the end of each month). Being a Committee member not only gives you the opportunity to input into the running of the club, but also provides the opportunity to get to know other members better. Committee nomination forms are generally circulated 2 weeks prior to the AGM. A list of the past key committee position holders is displayed in the Club room.

Events

The Committee organise a range of events other than rallies during the year. These may include information nights, training days, competitions, social events and clinics. All members (and partners where relevant) are encouraged to participate. Members are informed of such events via monthly

newsletters and the Club's website (www.gidgegannupdressage.com.au). GDC also has a facebook page and access can be arranged via the Club's Media Co-ordinator.

Coaches

Our club was formed to provide a high standard of dressage tuition and all of our coaches are EA accredited coaches. A variety of coaches are engaged throughout the year allowing members access to a wealth of knowledge and experience. Coaches are chosen in accordance to members' feedback. If there is a coach that we don't use but you would like to try, let the Rally Co-ordinator know and we will try to cater for your needs.

Duty Rosters

All members are required to help with event and rally duties. Duties can include setting up the arena's on the morning of the rally, contributing some food (morning tea or lunch), packing away an arena, tidying up the canteen and locking up at the end of the day. Members will be assigned a duty and advised when the rally programme is circulated via email during the week leading up to the rally.

If you have been rostered on for a duty and cannot attend, you need to inform the Rally or Event Co-ordinator as soon as possible so they can assist you in finding a replacement helper. Extra help is always required during training days and competition days so please be ready to volunteer your time at these events (this presents great learning opportunities!).

Canteen

The canteen is open each rally day and provides hot and cold drinks, biscuits, cake and a light lunch. The club only charges for cold drinks via an honour system by placing \$1 in the jar in the GDC fridge. Some food is provided by members who are assigned food duty (may be required to bring along a sweet or savoury dish) and the club also provides some food at each rally/event. Members are asked to indicate on their rally form whether or not they intend staying for lunch. Staying for lunch is encouraged as it is a great opportunity to socialise with other members. The canteen becomes a flurry of activity on competition days so volunteers to help on these days are always welcomed (well - worshipped actually!).

Club Uniform & Presentation

Members are strongly encouraged to wear the Club uniform to rallies, training days, closed competitions and clinics. Club shirts can be purchased from the club (see costs below) and can be worn with cream, navy or white jodhpurs and short or long boots. Club shirts and hats are in stock, but jackets and vests need to be ordered. Payment for uniforms is required at the time of ordering.

The current uniform prices are stated on our website and may change at any time.

Horses are to be neatly presented and gear must be safe and in good condition (and in compliance with the dressage rule book published by EWA). In line with the Club's uniform, it is preferred that saddlecloths are either white or navy. Points are awarded at rallies for presentation which accumulate for our annual

Turn-out trophy (for details of all of the Awards presented annually please refer to Appendix A. Please see the Uniform Co-ordinator for if you would like to purchase any of the above listed items.

Rules & Policies

To assist with the safe and efficient running of club activities, a number of rules were developed for everyone's benefit. Our major concerns are the safety of the rider and the care and comfort of the horse. The Club has prepared a Risk Management Plan to further help keep us safe (Appendix A). We also need to consider other members and the other users of the Gidgegannup Showgrounds. The club is affiliated with Equestrian Western Australia (EWA) and requires all members to be familiar with EA policies. Please abide by the following rules to help ensure the safety of all members, horses and instructors.

1. Membership is restricted to persons of eighteen years and over. The committee has the right to grant or decline any application for membership, without stating a reason for such a decision.
2. A currently EA approved and safety-tagged helmet (tagging is offered at rallies) must be worn when mounted or lunging (e.g. AS/NZS 3838 (2006 onwards), ASTM F1163 (2004a or 04a onwards), SNELL E2001, or VG1 (01.040: 2014-12)). Riding boots can be short or long and club uniform is the preferred attire (cream, navy or white jodhpurs with a short or long sleeved collared shirt (club colours preferred or plain white is acceptable).
3. Lunging of horses can only be done in the enclosed arena near the stable block and handlers must wear a helmet and gloves as per EA rules.
4. If using a stable at the grounds, it must be left clean and free of hay and manure. Manure and hay is to be cleared from around floats where horses have been tethered. Manure and hay is to be either taken home (bring a chaff bag) or deposited in the designated manure pile near the stable block. Please do not place manure at the base of trees.
5. If bringing another horse but not riding in a lesson, please see the Rally Co-ordinator to arrange filling in a disclaimer form.
6. All gates to the arena must be closed when horses are on the grounds and also the main entrance gate from Old Coach Road.
7. No floats are to enter or leave the Gidgegannup Showgrounds via the Toodyay Road entrance (near the agricultural hall) between 9am and 4pm. Floats are to enter from Old Coach road entrance.
8. For safety reasons horses are not to be lead between the canteen and the club house.
9. Children are to be supervised at all times.
10. No horses to be tied to fences or trees. If tying a horse to a float, the float must be hitched to a vehicle.
11. All members should be familiar with the Risk Management Policy of the club (Appendix B).

Appendix A: Description of Club Awards

HIGHEST POINTS RALLY AWARDS Our coaches award riders points each rally lesson for their attitude, level of participation and sportsmanship during the lesson. Points are collated over the year and awards given to those members who have earned the highest points in their respective grades (usually Preparatory to Medium).

TURNOUT AWARD To be awarded the Turnout Trophy you need to be beautifully presented at every rally, so to achieve this Award requires consistent effort throughout the year. It is essential to wear the GDC uniform; gear to conform to EA rules, be in good condition and clean; and horse to be clean, in healthy condition and well presented. Given the points accumulate of the year it also helps to have excellent rally attendance!

NEW COMBINATION AWARD The new combination award is given to a rider and horse combination who have started out as a new partnership since the beginning of the membership year and demonstrate continued improvement.

QUIET ACHIEVER AWARD This Award is presented to a member who quietly demonstrates a professional approach to training their horse, participates in club events but also gets out and about and achieves success in equestrian sports, particularly dressage.

ACKNOWLEDGEMENT AWARD The Acknowledgement Award goes to a member who participates in our rallies, clinics, training days, competitions and social club events, etc. and is a nice person to be around. Past recipients have been willing to share their knowledge, have fun and provide support to others.

CLUB SPIRIT AWARD The recipient of the Club Spirit Award is a consistently supportive, helpful member at GDC events (rallies, special training events, competitions, social events). They are usually the first one to offer help and lend a hand and need to contribute to the vibe of the club – i.e. promote a friendly, supportive atmosphere.

CLUB PATRON AWARD This Award was introduced by our Club Patron, Zoe Harrison, in 2019 to acknowledge a member who has demonstrated the highest level of dedication to the Club. The trophy has a special history in that it is a silver cup that Zoe's late Aunty won in her equestrian pursuits.

PRESIDENT'S AWARD This can be awarded for whatever the President of the day chooses. It is always a tough decision and past recipients have received this award for reasons such as exemplary support to the President during the year of running the Club, someone who goes above and beyond for the sake of GDC, someone who has been inspirational and a role model in the field of dressage. One common theme is that they are considered very special and worthy of such a high level of recognition.

Appendix B: Risk Management Manual for Gidgegannup Dressage Club Inc

GENERAL

- 1) At Club events and other activities, any Club Committee member in attendance on the day, has the authority to make any decision necessary in relation to any matter concerning safety.
- 2) All club activities are to follow the general rules of the EWA which are available on the web at www.wa.equestrian.org.au. This includes the wearing of an EA approved safety helmet (e.g. AS/NZS 3838 (2006 onwards), ASTM F1163 (2004a or 04a onwards), SNELL E2001, or VG1 (01.040: 2014-12)).
- 3) Only those persons who are financial members of the Club may ride at club events.
- 4) Non-EWA members need to sign a “Member Release and Waiver of Liability form” (as per the EWA) prior to riding in any Club organised event. All forms for members (including emergency contact details and waiver/release forms) should be filed.
- 5) All Club members are required to attend an Induction session (*see Appendix C*). This will cover, for example, location of emergency contact numbers, fire extinguishers, first aid kits, toilets, equipment shed layout/requirements, use of stables, location of manure storage area and familiarity with this Risk Management Manual. This form should be kept on file with member’s enrolment forms.
- 6) Inspections of high-risk areas (e.g. spectator areas, canteen/catering areas, horse arena and stable areas) should be carried out as appropriate to identify any potential hazards.
- 7) First Aid and basic Veterinary care kits must be available and well maintained. Example requirement list attached (*see Appendix D*).
- 8) An Incident Report form (*see Appendix E*) must be filled out for all accidents and unusual occurrences for future recommendations. This form should be kept in the Risk Management file.
- 9) This Risk Management Manual is to be reviewed at least once a year by the Club Committee.

VENUE

- 10) Arena area: All gates to the arena and surrounding area must be closed during horse related activities. Fences and gates must be in good repair and the arena surface should be inspected for dangerous objects and hazards on a regular basis. To avoid damage to the drain in front of the canteen, horses are to access the arena via the gate near the gear shed.
- 11) Dressage competitions: The horse warm-up area(s) must be adequate for the number of horses. The number of horses in the warm-up area needs to be controlled to avoid potential accidents. Arenas must use appropriate markers.
- 12) Stable area: All manure must be removed from stables and placed in the designated area. No flammable materials, such as petrol, paint or kerosene may be stored in the stable vicinity. No smoking is allowed near the stables. All utility equipment (shovels, rakes, etc.) must be stored safely. Stables should be inspected on a regular basis for hazards and damage. Any necessary repairs should be identified and carried out as soon as practical.

13) Canteen area: Should be kept tidy and all food scraps removed after each club event. There must be an emergency contact list, fire extinguisher / fire blanket located in the canteen/office building. Fire extinguishers are to be inspected annually and dated by the inspector.

14) Parking: Float parking area should be separate from spectators parking. Horse floats must be parked a sufficient distance from other floats to enable a horse to be tethered to each float and to move around without coming so close to another horse as to permit one horse to kick the other or to damage vehicles. Parking should be organised in a way that does not block the exit for others. There needs to be clear access for an ambulance to the arena at all ridden events.

15) Spectators: Spectators attend at their own risk. To manage this risk, spectator and horse traffic should be kept separate wherever possible. Persons riding or handling a horse must be alert for the presence of members of the general public (including in particular children).

HORSES

16) Any horse that is behaving in a manner considered to be dangerous to any person may be required to leave at the discretion of any Committee member or EWA Instructor in attendance on the day.

17) Horses must be tethered in accordance with good practice (quick-release knot or quick release clip) or placed in secure yards/stables. Horses must have an adequate water supply at all times.

18) Tack must be checked for necessary repairs on a regular basis.

19) In group lessons horses must be kept a safe distance apart in the ring/arena (minimum of one horse's length).

20) In accordance with EA rules horses under the age of 3 are to be assessed by an EWA coach employed by the club prior to participating in ridden activities. They may do pole classes at the Coach's discretion.

21) Stallions may attend upon application and at the discretion of the Club Committee. If in attendance, stallions must be contained in separate yards (away from other horses), may only be handled by an experienced horse person and wear a green disc when being led or ridden in line with EA rules.

PERSONNEL & RIDERS

22) Personnel working around the horses must wear safe (fully enclosed) footwear.

23) Instructors must be EWA qualified with a current insurance policy and senior first aid certificate.

24) When mounted, every rider (including instructors) must wear a correctly fitted EA approved safety-tagged helmet (tagging is offered at rallies) (e.g. AS/NZS 3838 (2006 onwards), ASTM F1163 (2004a or 04a onwards), SNELL E2001, or VG1 (01.040: 2014-12)), and appropriate clothing and footwear.

25) The following forms must be on file for each member: Membership Form, Member Release and Waiver of Liability form (for non-EWA members), next-of-kin contact details and Induction form.

BIOSECURITY

As the need arises members may be asked to provide certain details to the officiating member on the day such as their horse's temperature and a signed statement that their horse is in good health (see further Appendix C).

Useful Emergency Contact Details

FIRE, POLICE AND AMBULANCE (24 hours):	000
POLICE:	131 444
DIRECTORY ASSISTANCE:	1223
WESTERN POWER:	131 351
WATER CORPORATION:	131 375

HOSPITALS:

St John of God Hospital 1 Clayton St Midland Ph: 9462 4000	Royal Perth Hospital Wellington St Perth Ph: 9224 2244
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VETERINARY:

Avon Ridge Equine Veterinary Services (Mobile Vet)	0427 072 095
Belvoir Equine Hospital	9296 6666
Valley Equine Vet Centre	9296 5200

APPENDIX C – GDC Inc Induction Form

I _____ (*Print name*) acknowledge that I have attended a Gidgegannup Dressage Club Inc Induction session on _____ (*Date*) at the Gidgegannup Equestrian Club Showgrounds, Old Coach Rd Gidgegannup.

This Induction session covered (*please tick*):

- Location of emergency contact list (canteen)
- Location of fire extinguishers
- Location of toilets
- Water supplies (including rainwater for canteen)
- Manure & hay storage area (stable and float area to be kept clean)
- Stables (available for free ☺, first in first served) & wash bay
- Float and spectator parking requirements (ambulance access to arena be maintained)
- Equipment shed (shared shed - identify GDC equipment)
- Arena area and set-up of equipment
- Location of First Aid kits (rider and horse) (Club room)
- Office area, including files containing members' forms and Risk management documents
- A copy of the Risk Management Manual, which I agree to familiarise myself with

Member's Signature: _____ Date: _____

Completed forms to be returned to the Club Secretary for filing with your enrolment details.

APPENDIX D – First Aid & Health Information

Recommended First Aid Requirements

Veterinary	Human
Thermometer Scissors Cotton wool roll Pack of gauze swabs Wound dressings (e.g. Yellow Iotion and Jelonet) Ice boots or cooling packs Cohesive Bandages (e.g. Vet Wrap or CoFlex) Saline solution to cleanse wounds (0.9%) Adhesive Bandages (e.g. Elastoplast) Large syringe for flushing wounds Vaseline petroleum jelly Poultice dressing (e.g. Animalintex) Antiseptic solution (e.g. Betadine) Antiseptic cream (e.g. Septicide)	Adhesive plasters / Band-aids Wound closures Non-adherent dressings Gauze swabs Conforming bandages Crepe bandages Tape Alcohol swabs Burns dressing Eye wash Eye pads Hot/Cold pack Forceps Scissors Gloves (disposable) Safety pins Antiseptic Cream Paracetamol Tablets Emergency First Aid book

Listed below are the **indicators of a horse with good health**:

- The horse stands and moves evenly.
- The horse has a confident and alert appearance.
- The horse's skin is loose.
- When the horse is at rest, there is no excess sweating (except in hot weather).
- The horse's eyes are fully open, bright and clear.
- The conjunctiva (membranes) under the eyelids and lining the nostrils are salmon-pink in colour.
- The horse is eating well and chewing normally.
- There is no swelling or heat in the legs.
- The horse urinates several times a day, and the urine is somewhat thick, and colourless or pale yellow.
- The horse passes droppings about eight times a day in the form of damp, brown/green balls
- At rest, the horse's normal rate of respiration (breathing) is 8 to 12 breaths per minute.
- The horse's normal temperature is 38°C. If the horse's temperature rises to or above 39°C, a veterinarian should be called.
- At rest, the horse's normal pulse (heart beat) rate is 36 to 42 beats per minute. Young horses and ponies may have higher rate – up to 45 beats per minute. The pulse can be felt on the artery found underneath and inside the lower jaw bone.

Listed below are **indicators of poor health or injury**.

<ul style="list-style-type: none"> <input type="checkbox"/> Running nose or eyes. <input type="checkbox"/> Bruises, swelling or cuts. <input type="checkbox"/> Lack of appetite. <input type="checkbox"/> Listlessness. <input type="checkbox"/> Bare patches on skin. <input type="checkbox"/> Heat and/or swelling in feet or legs. <input type="checkbox"/> Dry, dull coat. 	<ul style="list-style-type: none"> <input type="checkbox"/> Any unusual lumps. <input type="checkbox"/> Persistent coughing. <input type="checkbox"/> Increased pulse rate. <input type="checkbox"/> Increased temperature. <input type="checkbox"/> Increased respiration rate or flared nostrils when horse is at rest. <input type="checkbox"/> Restlessness.
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APPENDIX E Incident Report Form (Gidgegannup Dressage Club Inc)

Name of Event/Activity: _____

Date of Incident: _____ Address: _____

Name of Organising Club: _____

Name(s) of Persons involved: _____

What happened? (provide drawing if appropriate)

Why did it happen? _____

What could have prevented it from happening? _____

Signature(s): _____

Club Official to complete:

Recommended Action: _____

Date Action completed (if applicable): _____

Club Official's name: _____ Signature: _____

(e.g. Rally Co-ordinator or President)

Position: _____ Date: _____

Please complete and hand this form to the Club Secretary (or Committee member if Secretary unavailable) for filing on the Risk Management File.
