

2023

# Code of Conduct



## **Welcome to Redlynch Equestrian Association**

The REA is located on approximately 4.5 hectares of land leased from the Cairns City Council comprising of 2 hectares of riding/training areas, and 2.5 hectares of agistments paddocks. Facilities include:

- ARENA ONE: 70m x 30m sand jumping arena, all-weather surface with irrigation and riding lights;
- ARENA TWO: 60m x 20m sand dressage arena, all-weather surface with irrigation, a 1.2m high fence and riding lights;
- MAIN ARENA: Grass riding arena, aerated, irrigated, and sanded. Large enough to have a 80m x 60m arena, as well as a sizeable warm-up arena beside it.
- ROUND YARD: 20m sand, irrigated and fenced.
- 12 covered horse stalls;
- 30 uncovered horse yards;
- Horse agistment for 17 horses in shared and private paddocks.

The Redlynch Equestrian Association Inc. (REA) is a community “not for profit” organisation located on Rocks Road at Redlynch. The REA was established in 1995 following lobbying of the former Mulgrave Shire Council by the residents of Redlynch Valley for a safe riding facility in the area. The REA was incorporated under the Associations Incorporation Act 1981 on 8<sup>th</sup> August 1995.

The facilities have been established through funding and in-kind assistance from Cairns City Council (and the former Mulgrave Shire Council), revenue raised by membership, agistment, fundraising events, grants and the personal contribution of members.

### **REA Philosophy**

The REA provides a safe, quality facility for members to ride, train, compete, and agist their horses. The REA is also available for hire by other equestrian groups for training days, shows and competitions. The REA provides a safe environment for horses, riders, families and spectators. The REA is inclusive, promotes horsemanship, social interaction, safe horse riding and handling practices.

### **Mission Statement**

The REA is a group of people who enjoy equestrian activities in a fun, social atmosphere. Our aims are to:

- Provide access to safe, first class facilities.
- Provide activities to promote improved equestrian knowledge and skills.
- Promote interest in equestrian activities.

### **REA Code of Conduct**

To ensure the provision of a safe riding and agistment facility, the REA has established a Code of Conduct.

The REA is aware that activities involving horses can never be without risk. The REA Code of Conduct identifies:

- Procedures/rules with which members are expected to comply.
- Relevant safety procedures in place, and
- Appropriate use of various areas of the facility.

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## About

### Structure of the REA

The REA is a community organisation managed by a committee of volunteer members in accordance with the Model Rules adopted by the association on incorporation in 1995 and associated BY Laws adopted by the management committee. As a community “not for profit” organisation the future of the association and its facilities relies on the contribution and involvement of its members whether it be through participating in the management committee, attending working bees, assisting with events or social interaction with other members.

### Management Committee

The management committee consists of a President, Vice-President, Treasurer and Secretary. The management committee is elected at the Annual General Meeting which is generally held within 3 months of the end of the financial year (31 December).

### Committee

Other committee roles that are created to assist the Management Committee include grounds maintenance, grants, induction of members, and events coordination.

### Privacy Statement (Privacy Act 1998)

Personal information supplied by members through the completion of Membership Application Forms, Agistment Application Forms, etc. is needed to ensure their safety during their time at REA. The REA is required to collect this information by our insurance company. The information members provide will not be supplied to any other organisation or used for any other purpose than that for which it is required.

## Membership

### Single Membership

A single member must be over 18 years of age. A single membership allows on the member named on the membership form to use the REA facilities, for the purpose of riding, training, or instructing. **Junior members (members under 18 years of age) MUST have an adult family member or an adult guardian who is a member of REA present when riding or handling horses.**

### Family Membership

A family membership entitles a family (living at the same address) to use the facilities at the REA. Application must be made by a person over 18 years of age, and all family members who will be using the facilities, for the purpose of riding, training or instructing, must be included on the membership form. Once a minor reaches 18 years of age they must become a single membership.

### Social Membership

A social membership enables interested members of the community to support and be involved with the REA. This class of membership does not entitle the member to ride, train or instruct at the grounds, or to apply for agistment. Social Members may visit agisted horses. Social members do not have voting rights. A social member is allowed onto the grounds and allowed to handle horses.

### Visitors

All persons who step onto the REA Grounds MUST be members of REA. There is no non-member visitors allowed on the grounds. The only exception is during competition weekends.

## Spectators

Spectators for the purpose of this document, are members of the general public, unaccompanied by a financial member. Spectators should always remain outside of REA Grounds, at a safe distance from horse related activities.

## Instructors/Coaches

All instructors/coaches must be financial single or family members of the REA, and a copy of a Certificate of Currency sent to the Secretary. If hiring the arena/s, instructors/coaches do not need to be a member of REA but must abide by the Hire of Grounds agreement and conditions.

## Safety at REA

It is imperative that all REA members maintain a high level of safety in the conduct of their horse activities at REA. REA members are responsible for always complying with the rules and regulations of the association and those of Equestrian Australia. Failure to do so may result in injury to yourself, your horse, or others as well as result in disciplinary action, including termination of membership or agistment.

It is expected you wear approved safety riding helmets at all times (as approved by Equestrian Australia):

- Wear appropriate footwear at all times, whether riding/handling/feeding your horse, or visiting the grounds (including agistment paddocks).
- Maintain riding equipment in good order.
- Know your limitations.
- Show due care and consideration for the safety and wellbeing of all members, visitors and spectators using REA.

## Conduct/Behaviour

REA is affiliated with Equestrian Queensland (EQ) and therefore recognises and abides by the rules laid down by our head body Equestrian Australia (EA) and the Federation Equestre Internationale (FEI) guidelines. Please visit [www.equestrian.org.au](http://www.equestrian.org.au) for these rules/guidelines. These rules are updated every six months and REA will enforce any breaches in these rules.

## Code of Conduct of Members

Members/visitors using the facilities at REA are expected to conduct themselves in a proper and reasonable manner. Members/visitors must maintain control of their horse at all times. They must be responsible for the well-being and safety of their horse and pay due regard to all other riders, persons and horses at the REA.

## Code of Conduct of Welfare of the horse

The welfare of horses at REA is paramount. All handling/riding must ensure the health and well-being of the horse. Inhumane treatment of horses will not be tolerated.

Examples of mistreatment include but are not limited to:

- Leaving a horse without adequate food, water or exercise
- Excessive use of artificial aids for example spurs, whips and lunging gadgets
- Working an exhausted, lame or injured horse.

### Code of Conduct of Agistees

It is expected agistees will sign and abide by the Agistment Rules which is reviewed & expected to be signed by agistees annually. The Agistment Rules is a separate document to the REA Code of Conduct.

### Breaching the Code of Conduct

If a member is found to conduct themselves, contrary to the code of conduct, in a manner which puts the health or wellbeing of a horse or member at risk through their actions, their conduct will be reviewed by the Management Committee.

On review of the incident/report the management committee will reserve the right to provide:

- A verbal notification (first instance)
- A written warning (second instance)
- Termination of membership or agistment (third instance).

### Use of the REA Facilities

The REA facilities are available for use by members for riding/training activities on a daily basis. It should be noted

#### Horse Arena Times:

##### Arena One (Sand Jumping Arena)

The 70m x 30m Sand Jumping Arena may be used between sunrise and 10pm. Hire of the lights may be purchased on an honesty system at \$5/hr to members or \$20/hr to non-members/clinics. If you wish to use the lights, please contact the Management Committee and you will be shown the location of the keys.

##### Arena Two (Sand Arena)

The 60m x 20m Sand Arena may be used between sunrise and 10pm. Hire of the lights may be purchased on an honesty system at \$5/hr to members or \$20/hr to non-members/clinics.

#### Main Arena

The main grass arena is available to ride all days. Please ride in the sand arenas if there is excessive wet weather.

#### Round Yard

The round yard is available for use all year round. It is recommended only one horse and one rider/handler be in the round yards at any time. Two horses may share the round yard if under instruction. Spectators should remain outside of the arena at a safe distance.

### Stabling

The undercover stables and outdoor yards are available for hire to members at \$10/day or part-there-of.

### Unloading/Loading of horses

All horses should be loaded and unloaded within the REA Grounds. Day parking is near the day yards or near the undercover stables.

### Access to Grounds

All members will be given the gate code to the grounds.

## Camping

Camping is allowed at REA to members at \$10/night or part-there-of.

## General Information

### Use of Council Common Ground outside REA

The land outside of REA fence adjacent to the tennis courts is Cairns City Council common ground. Horses must not be unloaded from floats or tethered on this common ground. This area is an access area only and riders may ride through however riders are not encouraged to exercise horses in this area. Vehicles should be parked in an orderly manner and not impede access to the tennis courts and/or amenities. Horses must be unloaded in the designated float area within the REA. Members can use the Gazebo on the common ground however the area must be cleaned up after use. This area is not to be used to tend to horses (i.e. farriers trimming or shoeing, vets treating horses, etc). The playground is owned and maintained by Cairns Regional Council.

### Toilets/Showers

The REA has an agreement with the Tennis Club for shared usage of the toilet and change room facilities. A key for these facilities is in a locked key box, please contact the secretary at [redlynch.equestrian@gmail.com.au](mailto:redlynch.equestrian@gmail.com.au) for location and code. Please ensure that these facilities are kept clean and tidy, and the key is returned and locked in its box. Please report any issue i.e. damage or untidiness to the secretary or president as soon as it is discovered.

### Property Maintenance

REA is maintained by Maintenance Contractors. We ask REA members do their utmost best to keep the grounds clean and well-maintained. We request members contact the Management Committee of any maintenance issues and/or requests, and our team in consultation with the REA committee will work towards keeping the grounds to a high standard.

To request work to be done in within the grounds, the committee request the following procedure is to be undertaken:

1. Fill out the REA Maintenance Request Form.
2. Take photos of the task you wish to be completed.
3. Email photos and Maintenance Request Form to our Secretary.
4. This request will be assessed by the Committee and will consult our Maintenance Contract Team to have the task completed in a timely manner.

### Incidents

All incidents that occur at the REA must be recorded in an Incident Report by either the person involved in the incident, a witness or other member (copies available from the secretary).

Incidents may include:

- Serious incidents (near misses) where there is no actual physical injury.
- Incidents which may have the potential for psychological trauma (eg horse bolting).
- Incidents involving property damage.
- Incidents resulting from non-compliance with REA Code of Conduct and/or rules.

## Accidents

Accidents are incidents that result in physical injuries. All accidents must be recorded on the Accident Report (copies available from Secretary).

The committee will review the Accident Reports immediately after the occurrence and take the appropriate action to rectify the cause or minimise the chance of it occurring again, this may include amendments to the Code of Conduct, Rules, etc.

The committee will notify the Association's Insurer of any accidents that occurred. Accident Reports will be maintained by the Risk Management Officer for an indefinite period.

## First Aid

The REA First Aid kit is in the shed at the REA. Should a member suffer any injury or illness whilst at the REA, REA will provide evacuation, first aid, ambulance and medical treatment at the expense of the member. By joining REA, the member acknowledges this.

## Complaints

Complaints are to be emailed to the Secretary. The committee will review the Complaint as soon as practical after the complaint has been made. A written response will be made following consideration of the complaint.

## Hire of Grounds

The REA is available for hire for equestrian activities.

## Cost of hire

The cost is \$200/day, plus \$10/stable/day or part-thereof and \$10/camper/night or part-thereof. Hire of the night lights over the dressage and jumping arenas is also available to clinics and/or non-members at \$20/hour. A \$50 bond is required for use of the Amenities (due to the facilities belonging to Redlynch Tennis Club). This bond will be returned if the Amenities are left in a satisfactory clean manner.

## Procedure to book Arenas

The instructor/hirer of the grounds shall complete and sign a Hire of Grounds form and provide evidence of insurance prior to the event commencing.

## Agistment

Please see Agistment Rules. This includes guidelines on how to apply for agistment at REA, as well as rules for agistees. Agistees are required to sign the Agistment Rules annually before they renew their membership each year.



# Membership Terms and Conditions

## 1. Indemnity

In consideration for being permitted to participate in any way in horse sport activities, I, the undersigned, understand, acknowledge and accept that:

- Horse sports are a dangerous recreational activity and horses can act in a sudden and unpredictable (changeable) way, especially if frightened or hurt.
- There is a significant risk that serious INJURY or DEATH may result from horse sport activities.
- I knowingly and freely assume all such risks, both known and unknown, and I voluntarily PARTICIPATE at my OWN RISK and assume sole responsibility for any injury, death or property damage I may suffer that arises from my participation in horse sport activities.
- I understand and acknowledge the dangers associated with the consumption of alcohol or any mind altering drugs before and during the activities and I take full responsibility for any injury, loss or damage associated with their consumption. I agree not to drink alcohol or take drugs prohibited by law before or during any horse sports activities.
- I agree to follow the directions of any event organiser or official and that any misconduct or refusal by me to follow any direction of any organiser or official can result in the CANCELLATION of my participation in the activities and my immediate removal from my horse NO MATTER where that may occur. I understand that any such non-compliance may result in injury, death and/or permanent disability as a result of my failure to comply. I agree to wear a helmet at all times whilst participating in the sport where this is required under the relevant EFA and FEI rules and regulations, and agree that I am solely responsible for ensuring that whilst participating I wear a suitable helmet at all times where required under the relevant EFA and FEI rules and regulations, and take sole responsibility for my actions.

For Participants of Minority Age (Under Age 18) the parent/guardian with legal responsibility for the participant, acknowledges, understands and accepts ALL OF THE ABOVE and consent and agree to my minor child's involvement or participation in horse sport activities.

The Redlynch Equestrian Association (REA) aims to protect the safety and welfare of its junior participants in our sport.

- Under no circumstances do the REA allow any photographer access to a child for personal or unsupervised photo sessions.
- The REA will not publish the full names of children appearing in any published material without prior parent or guardian consent.
- The REA will only use images of children when so authorised by the children's parent or guardian for publication within our REA Website, Newsletter & Media / Promotion.

- I hereby give permission for photographs of my child to be taken at this event. I hereby give permission for REA to use any photographs in their publications as outlined above.
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## **2. General Code of Conduct**

All REA Members or persons required to comply with the REA Member Protection Policy must meet the following requirements in regard to their conduct and behaviour during any activity held or sanctioned by REA, and in any role held within REA

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- As an affiliated club, be aware of, and maintain an uncompromising adherence to Equestrian Australia standards, rules, regulations and policies that cover the equestrian disciplines the club offers to our members.
- Scrupulously avoid any conduct using privileged information to gain a personal or commercial advantage.
- Operate within the rules of the sport including national and international guidelines which govern Equestrian Sport, the member Associations and the affiliated clubs.
- Do not use your involvement with REA to promote your own beliefs, behaviours or practices where these are inconsistent with those of Equestrian Australia.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under the age of 18 years, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring REA into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of the REA Member Protection Policy.
- Read and agreed to abide by the Redlynch Equestrian Association Social Media Policy.

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## **3. Social Media Policy**

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*(The Redlynch Equestrian Association Social Media Policy is guided by the Equestrian Australia (EA) Social Media Policy and The Communications Council best practice guidelines.)*

Redlynch Equestrian Association (REA) promotes responsible use of social media and requires its members, when posting about the REA and its members or EA or club endorsed, promoted or conducted events or activities, to observe the following guidelines for responsible social media use:

- Defamatory, disrespectful and hateful comments about individuals or organisations will not be tolerated.
- Representatives must not bring EA, Samford Equestrian Club or the sport of equestrian into disrepute.
- The use of obscene language and threatening comments targeted at an individual or organisation will not be tolerated.
- Comments which are contrary to the spirit and integrity of sport will not be tolerated.
- Comments made on social media must abide by EA's Code of Conduct and are in line with EA's Member Protection Policy, specifically:
  - Respect the rights, dignity and worth of others
  - Refrain from any form of harassment of others
  - Refrain from any behaviour that may bring EA, its member Associations or affiliated clubs into disrepute.
- Principles of integrity and privacy and impartiality should be observed when posting online.

#### The Redlynch Equestrian Association

- wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional well being and possessions, to ensure no damage or deprivation is caused to either.
- wishes to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment. (Refer to Australian Sports Commission Guidelines for Harassment-Free Sport)
- wishes to operate in a non-discriminatory environment. Respect the right, dignity and worth of every human being - within the context of the activity; treat everyone equally regardless of gender, ethnic origin or religion.
- promotes responsible use of social media and requires its members, when posting about the Club, its members or EA or club endorsed, promoted or conducted events or activities, to observe the following guidelines for responsible social media use.

REA requires that members must take responsibility for their own words and for the comments allowed on their sites or forums. Redlynch Equestrian Association members will not post unacceptable content, and will delete comments that contain it. Unacceptable content is defined as anything included or linked to that:

- is being used to abuse, harass, stalk or threaten others
- is libellous, knowingly false, or misrepresents another person
- infringes upon a copyright or trademark
- violates an obligation of confidentiality
- violates the privacy of others
- members don't post anything online that they wouldn't say in person.
- Unless it is a positive comment, Redlynch Equestrian Association members should connect privately before they respond publicly. When members encounter conflicts and misrepresentation in social networking sites, they make every effort to talk privately and directly to the person(s) involved– or find an intermediary who can do so–before publishing any posts or comments about the issue.
- Redlynch Equestrian Association will not tolerate personal attacks. When someone who is publishing comments that are offensive, members will tell them so (privately, if possible–see above).
- Anonymous comments are not permitted. Authorized posters may identify themselves with an alias, rather than their real name.
- If there is a link attached to the post, does the link work, ensure you have read the information it links to and judged it to be an appropriate source. If reposting information, check the original poster is an individual or organisation that Redlynch Equestrian Association would be happy to associate itself with.

Redlynch Equestrian Association prefers members not to respond to nasty comments about them, their group, event or site. If posts veer into abuse or libel Redlynch Equestrian Association first considers the use of disciplinary and grievance procedures to resolve issues.

Redlynch Equestrian Association encourages all members to “think before posting”. Members should recognise that even if posting to a private section of a social networking site, comments can appear in public areas through a variety of means and can easily be found. Members should avoid posting something they will regret now or later.

“If in doubt – don't.”

## **Breaches**

Redlynch Equestrian Association reserves the right to remove posts or content on official Redlynch Equestrian Association groups, forums or where Redlynch Equestrian Association or its committee is mentioned or as described here in without consent or consultation if the content is obviously as described above.

Redlynch Equestrian Association has the right to issue the member with a take- down notice. Members who are found to not comply with a take-down notice will face disciplinary action. Serious and/or repeated breaches of this policy could lead to disciplinary action. If any disciplinary action is taken, persons directly affected shall be given the opportunity to participate in those proceedings and the right to appeal against any decision against them.

# FAQ's

- **Q: Do I need to be a member to gain access to the grounds?**
- **A:** Yes, to use the arenas & grounds anytime other than at events you need to be a current member.
  
- **Q: If I have current arena access can I have lessons with my coach on the grounds?**
- **A:** Yes, but only if your coach is a current member of REA **and** has a current certificate of currency.
  
- **Q: Do coaches need to be members of REA?**
- **A:** Yes. Coaches must be current club members **and** have a current certificate of currency.  

The only exception is if the event is run by REA, in which case Equestrian Australia's insurance will cover the event.
  
- **Q: Can I use the arena lights?**
- **A:** Yes the lights are available to all members at a cost of \$5/hr. They are available for clinic hire at \$20/hr.
  
- **Q: I've never been to REA before, where do I park my vehicle/float?**
- **A:** Please park beside the day yards or near the stables.
  
- **Q: Are the stables and yards available for use?**
- **A:** Yes, the undercover stables and outdoor yards are available for hire to members at \$10/day or part-there-of.