

## **WEC Visiting Instructor's Policy**

This policy identifies the rules and procedures in relation to Visiting Instructors giving instruction to WCEG members on the Waikato Equestrian Centre (WEC) grounds (excluding the indoor arena) at 1340 Pukete Road, Hamilton, RD8, Hamilton.

A Visiting Instructor is defined as any person giving instruction to a member of the Waikato Combined Equestrian Group (WCEG) and receiving a pecuniary advantage for doing so.

The WCEG requires all **Visiting Instructors** to:

1. Obtain and keep current a Visiting Instructor's Membership (no cost). This can be done via the "Join A Club" page on Equestrian Entries. This must be completed at least 48 hours prior to the first time the Instructor wishes to teach a client at the WCEG grounds, but only needs to be completed once per membership year (1 June-31 May). It will stay current for that membership year and may be renewable in line with other WCEG Memberships.
2. Ensure that the client who is receiving the lesson is a current WCEG Member. If the WCEG Member is a Registered Casual Member (RCM), the pre-booking requirements must be followed (eg: the RCM is required to book no later than 6pm on the day before you want to come and ride @ WEC. This time will be strictly enforced. The casual use is to be requested via text to the usual texting number (027 499 5055). The text is to include the RCM's name and the number of horses the RCM is bringing onto site. The RCM will receive a text back either approving the ride or requesting further information. The RCM cannot come on site unless an 'approved' text has been received. Prior to an approved text being sent, the membership status will be checked on Equestrian Entries. If the RCM is not a member, the request will be declined. If the text is received after 6pm, the request will not be answered and the RCM is not approved to ride on site.
3. Complete an Induction with the Centre Manager prior to giving the first lesson. The induction time must be booked at least 48 hours prior and will be conducted in line with the Centre Manager's working hours. Any requests outside this will be refused. The induction only needs to be completed once per membership year unless anything changes in the interim. The Visiting Instructor will be notified in this case.
4. Pay a fee of \$10 per rider per lesson directly to the WCEG Bank Account (03 0314 0183823 01). If you require a GST receipt, please contact the Centre Manager ([admin@horses.net.nz](mailto:admin@horses.net.nz)) to request this. Visiting Instructors who are giving a lesson to current WCEG Graziers are not required to pay the \$10 fee. However, all other requirements are compulsory (eg membership, induction and texting).
5. Text individually with your name, and the name of the WCEG Member you are instructing on your arrival. No collective representation is permitted.
6. Ensure that the WCEG member receiving the lesson also complies with the Texting Policy in that they must text individually; no collective representation is permitted. An adult accompanying a minor must text on behalf of the minor.

7. When you and the WCEG Member receiving the lesson leave the grounds, you must individually text the same number and state “all safe” in the same manner. If you encounter any issues, such as finding a broken equipment, or if you break equipment, or if you had an accident, even if the accident did not result in a known injury at the time, you must report that accident or incident to the same number, with all the details.

All falls, accidents, incidents, or injuries must be reported by text to the Centre Manager as soon as is reasonably possible.

If a rider or Visiting Instructor fails to text their safety on leaving, and fails to respond to reminder texts/calls, the Centre Manager, or other authorised person, will invoke the “Lost Person” Protocol and the police will be notified, depending on the circumstances.

If the RCM or Visiting Instructor requires a dedicated area reserved specifically for the lesson, this must be negotiated and agreed prior to the lesson on a case-by-case basis with the Centre Manager. This may come at an additional cost.

The WCEG Committee reserves the right to review/change this Policy at any time.

March 2021.