



**Bukit Timah Saddle Club**

# **Regulations**

ROS: 72/50 SPO GST: M4-0001908-8 UEN S61SS0105J  
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## 1.00 DEFINITIONS AND APPLICATION

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<b>“AVA”</b>	means Agri-Food and Veterinary Authority.
<b>“BTSC” or “Club”</b>	means Bukit Timah Saddle Club.
<b>“BTSC Approved Instructors”</b>	are Instructors employed or endorsed by BTSC to provide instruction.
<b>“EFS”</b>	means Equestrian Federation of Singapore.
<b>“Facilities”</b>	means the facilities used by the Club and/or made available to its Members and Guests from time to time including the Clubhouse, offices, stable yards, lunging rings, sand arenas and heath track.
<b>“Freelance Instructors”</b>	Ordinary Members who are authorised to teach Livery Horses based on the rates determined by them but subject to the levy charges imposed by BTSC from time to time.
<b>“Groom”</b>	means a syce, stable assistant, equestrian assistant, groom or any other person employed by the Club to care for any Horse.
<b>“Group Lesson”</b>	means a lesson of riding instruction provided by the Club from an Instructor for at least three or more Riders.
<b>“Guest”</b>	means any person that is not a member of the Club including a guest, friend or invitee of any member, a fee-paying guest participating in competition or any person who is a Rider under the Club’s public riding programme (including their guests, friends or invitees).
<b>“Horse”</b>	means any School Horse or Livery Horse.
<b>“Horse Owner”</b>	the person acknowledging ownership of the Horse and responsible for all payments due to the Club in relation to that Horse.
<b>“Instructors”</b>	BTSC Approved Instructors are instructors employed or endorsed by the Club to provide instruction. BTSC employs full time, part time, freelance and visiting clinician instructors from time to time. These instructors are engaged by BTSC to provide coaching, horse schooling, competition warm up and competition preparation services.
<b>“ISP”</b>	means Instructors Schooling any Private Horse.
<b>“Location”</b>	means 51 Fairways Drive, Singapore 286965 or such other

	locations as the Club shall occupy from time to time.
<b>“Livery Horse”</b>	any Horse owned by a Member and, in accordance with the Regulations, has been accepted by the Club for livery.
<b>“Lunge Lesson”</b>	means one Rider participating in a lesson of riding instruction from an Instructor with its Horse on a lunge line.
<b>“MC”</b>	means the Management Committee of the Club, from time to time.
<b>“Member”</b>	means an individual admitted by the MC to the Club, as defined in the Constitution.
<b>“PCS”</b>	means the Pony Club of Singapore.
<b>“Policies and Procedures”</b>	any further ‘guidelines’ set by the MC and/or General Manager in respect of the Club.
<b>“Provisional Member”</b>	any person who has applied to be a Member whose application has not been confirmed.
<b>“Private Horse”</b>	a horse or pony not owned by the Riding School that fulfils the requirements as stipulated in the Rules and Regulations (including Horses that are ‘spelling’ at or in isolation on the Club’s premises).
<b>“Private lesson”</b>	means a lesson of riding instruction provided by the Club from an Instructor for a single Rider.
<b>“Rider”</b>	means any person authorised or permitted to ride a Horse at the Club including a Member, Guest or member of the public.
<b>“Riding School ”</b>	is the part of the Club designated for School Horses and, <i>inter alia</i> , providing lessons and tuition.
<b>“Riding School Manager”</b>	the person designated from time to time by the Club to perform this role.
<b>“Rules”</b>	mean the Constitution of BTSC in force from time to time.
<b>“Regulations”</b>	the regulations of the Club as set out in this document as may be amended or superseded from time to time by the MC.
<b>“School Horse”</b>	a horse or pony owned by the Club.
<b>“Semi Private lesson”</b>	means a lesson of riding instruction provided by the Club from an Instructor for two Riders.
<b>“STC”</b>	means the Singapore Turf Club.
<b>“Visiting Clinicians”</b>	visiting instructors organised by the Club and permitted to conduct clinics and coaching at the Club.

Unless otherwise stated or the context otherwise requires the (a) singular means the plural and (b) masculine includes the feminine.

## **2.00 CLUB**

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### **2.01 Application and Knowledge of Rules and Regulations**

All Members must comply with the Regulations.  
Members must ensure that they are familiar with the Rules and Regulations.

### **2.02 Regulations**

The Facilities are for the use and enjoyment of Members and Guests who shall comply with the Regulations and any Policies and Procedures. The Regulations shall be available in electronic copy format or, upon request, in hardcopy format. Any Member or Guest who fails to comply with Rules, Regulations, Policies and Procedures shall be subject to such disciplinary action as is determined at the discretion of the MC to be appropriate, including suspension of all rights and privileges as a Member or Guest in accordance with the Rules.

### **2.03 Suspension, Waiver and Amendment of Regulations**

The MC may from time to time as it considers appropriate:

- (i) suspend the operation of the Regulations upon such occasions and/or upon such terms; and/or
- (ii) make such amendments to the Regulations,

### **2.04 Opening Hours**

BTSC shall be open on all days of the week except on designated rest days and on Public Holidays.

Where a Public Holiday falls on a designated rest day, the Club may be closed on the immediately following day where so determined by the Club.

### **2.05 Clubhouse**

The Clubhouse may from time to time be sublet and may be open to the public. Opening hours shall be as established by the MC.

The use of the Member's verandah (or such other areas as the MC may designate from time to time) shall be for the sole use of each Member and Guests accompanied by such member provided that Guests shall not be permitted to use such verandah or other areas so designated if they are not accompanied at all times by the relevant Member(s).

### **2.06 Notices**

Members shall comply with all notices displayed by the Club on notice boards at the Club premises.

No Member may, without permission from the General Manager, display any notice at the Club premises.

## **2.07 Correspondence**

### **(i) General**

All correspondence must be addressed to the General Manager or the Club Secretary at the Club's address.

Members must promptly advise BTSC not less than 14 days prior to any proposed change of postal address and/or e-mail address. BTSC shall not be responsible for non-delivery of any document (including any notice or statement of account) for any reason whatsoever.

### **(ii) Correspondence with Government organizations and associations**

Members shall not send communications (including letters and e-mails) on matters representing or concerning BTSC (or which purport to be made on behalf of BTSC) to any Government organization or association (including Singapore Land Authority, any statutory body or ministry) other than in the case of communications to the National Sports Association (Equestrian Federation of Singapore). Members who consider that any such matter should be raised with such Government organization shall give details in writing to the MC who shall take such action (if any) as it deems fit to do so. A breach of this requirement will result in the Member being subject to disciplinary proceedings.

## **2.08 Equestrian Federation of Singapore and Pony Club of Singapore**

The Club is a member of the EFS and is associated with the PCS.

The Club shall make its facilities available to these two organisations according to the discretion of the MC and upon such terms and conditions as the MC may determine.

## **2.09 Club Crest**

The MC shall authorise the use of the Club crest and only on the authority of the MC may it be used in any manner (including on apparel).

## **3.00 CLUB STAFF**

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### **3.01 Discipline and Complaints**

The employment, dismissal and allocation of duties for all BTSC employees shall be within the authority of the General Manager and/or the MC.

Members and Guests under no circumstances shall be permitted to reprimand BTSC employees.



No Member shall in any circumstances, make a request of any BTSC employee that would require such employee to do anything which would result in non compliance by such employee or Member with the Rules, Regulations or Policies and Procedures.

Any Member who has a complaint with respect to a BTSC employee must, unless the matter is of a routine nature, submit such complaint in writing to the General Manager. The MC, in its sole discretion, shall deal with such complaint including taking such disciplinary action as it considers appropriate (if any).

Members should direct complaints and issues of a routine nature in the first instance to the General Manager.

### **3.02 Operational Hours**

The operational hours of the Administration Office, Riding School Office and the normal hours for riding will be displayed from time to time on the BTSC website and/or the Member's notice board located on the Club's premises.

### **3.03 Grooms' Hours**

All Horses should be returned to stables not later than 15 minutes before the end of the normal riding hours in the morning period and afternoon period to enable the grooms to have sufficient time to care for their Horses before going off duty.

Any Rider who brings his Horse back later than such 15 minutes will be responsible for washing and grooming the Horse and ensuring that it is fed. Overtime may be charged to the Member if the Groom is required to attend to the Horse after the normal riding hours at the rate specified from time to time by the General Manager and for a minimum period of one hour.

### **3.04 Ramadan (Puasa)**

Members may be required to restrict their riding hours during Ramadan, in order to give those Grooms that are Muslim the opportunity to meet their religious commitments, which may involve fasting throughout daylight hours for a period of one month.

### **3.05 Grooms Rest Days**

Grooms will not be required to work on the Club's designated rest day and on Public Holidays and shall be entitled to a day off in lieu for any Public Holiday that falls on a Club rest day.

## **4.00 GENERAL**

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### **4.01 Compliance with BTSC Rules, Regulations and Policies and Procedures**

All Riders must at all times comply with the instructions of the Instructors.

All Riders must at all times comply with the Rules, Regulations and Policies and Procedures. Disciplinary action may be taken against any Rider that refuses to comply with any of the Rules, Regulations and/or Policies and Procedures which could lead to suspension from Club privileges for a period of time and/or suspension from the Club.

All Members and Guests (including Riders) must at all times be respectful towards Instructors, Grooms, other Riders and other employees.

Each Member and Guest shall look after and treat with care all property (including Horses, BTSC equipment, buildings, saddlery and the like) and if it fails to do so causing damage, loss or injury to such property it will be responsible for the cost of repair, replacement (where appropriate) and any associated costs such as veterinary fees and expenses.

#### **4.02 Responsibility of Parents**

Parents or designated guardians are responsible for the conduct and safety of their children.

A Member shall ensure that persons under the age of fifteen years whose parent or guardian is that Member or a Guest of that Member must not be on the Club premises outside normal riding hours, unless accompanied by them or their parent or guardian. Parents must ensure that their children, if riding, know when and where they are permitted to ride. Should both parents be overseas the Club must be notified of the name and contact number of the child's guardian.

#### **4.03 Guests**

A Member is responsible for the behaviour of its Guests at the Club and their compliance with the Rules, Regulations and Policies and Procedures and shall indemnify the Club in respect of all losses, damages, costs and expenses suffered or incurred by the Club as a result of the acts or omissions of such Guests.

#### **4.04 Security**

Members are required to carry a current Membership Card, which must be shown upon request by BTSC staff or any member of the MC.

Members and their Guests should lock their cars and not leave any valuables inside. No valuables should be left in the changing rooms or other Club areas. BTSC shall have no liability for any loss or theft of any property of the Member or any of their Guests.

#### **4.05 Parking**

All vehicles must be driven along Fairways Drive, the access road to the Club and the BTSC car park in accordance with the applicable speed limit which in the case of such access road and car park shall not exceed 10 km/h. Drivers of all vehicles must give way to Horses at all times and ensure that Horses have priority in all areas of the Club, access roads and public car park areas.

Members are required to register their vehicles with the administration office. Members must display a valid BTSC car park sticker on their front windscreen.

Members and their Guests, (including their drivers) must ensure that they take adequate care at all times in order to avoid danger to Horse and Rider (including in particular when reversing) and shall not use their vehicle horn at any time.

Vehicles may not be parked on the Clubhouse side, stable yards, and/or adjacent to the Rolling Box or sand arenas.

Parking is at the vehicle owner's own risk. Neither BTSC nor any officer or employee shall accept liability for any damage to the vehicles caused by whatsoever reasons.

Vehicles may not be driven on the driveway next to stables, or through the Heath Track to the arenas, with the exception of emergency vehicles, authorized officials or persons permitted to do so by the General Manager when there are competitions or other events organised by the Club.

#### **4.06 Bicycles, Skateboards, Roller Skates/Blades, Football, etc.**

Skateboards, roller skates, scooters and the like must not, at any time, be ridden in the stable yards, car parks and/or any areas where Horses frequent. Bicycles shall only be permitted to be ridden in such areas as a means of transport to and from the Club and should be parked in the designated areas for parking bicycles in the Club car park.

Football, ball sports and all other games may not be played on the Club premises.

#### **4.07 Dogs**

For the general safety of Horses and Riders, Members and their Guests who bring their dogs to BTSC must adhere strictly to the following conditions:

- (i) Dogs must be kept under control and on a lead at all times.
- (ii) Dogs must not enter the stable yards at any time.
- (iii) Whilst at the Club or in the vicinity of the Club, dogs must be kept quiet and if they bark excessively, they must be removed.
- (iv) Dogs are not to be walked at any time in the vicinity of Horses or at any time when a BTSC competition is in progress.
- (v) Should any dog defoul the Club premises or surrounding areas, it is the responsibility of its Owner to promptly remove and dispose of the offending substance.

A failure of any Member or its Guests to comply with any of these requirements could result in such Member's dog being barred from the Club premises for such length of time as the Club may determine.

#### **4.08 Smoking**

Smoking shall only be permitted in designated areas and shall not be permitted in the stable areas or such other areas as the Club may designate from time to time.

#### **4.09 Video Recordings and Photographs**

Video recordings of any BTSC meetings are intended to be used solely as a record of the business transacted at the meeting and shall remain the property of BTSC. Members shall have no entitlement to a copy of such recordings or to view such recordings.

The taking of photographs and videos of Lessons shall be subject to the prior approval of the

relevant Instructor.

## **5.00 MEMBERSHIP**

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### **5.01 Application for Membership**

Applicants for any category of membership shall be required to complete an application form for membership of BTSC.

This form shall be signed by the applicant with one proposer and one seconder. Only Ordinary Members may propose or second applications. Securing the signature of a proposer and seconder shall be no guarantee that the application will be approved: approval is entirely at the discretion of the MC.

The entrance fees, deposits and all other amounts payable in respect of the application and enrolment as a member of the Club must be included with the relevant application form for membership.

No application for membership shall be accepted and such membership shall not commence until all sums which the applicant is called upon to pay have been received and the application is approved by the MC.

### **5.02 Provisional Membership**

From the time the applicant's completed application form has been acknowledged in writing by or on behalf of the Club, to the later of:

- (i) the date such application is confirmed by the Club;
- (ii) the date of payment of all sums which are required to be paid to the Club in respect of such membership,

the applicant shall be a Provisional Member.

Monthly subscriptions may be due from the date of the commencement of Provisional Membership. If the Provisional Membership is rejected, monthly subscriptions for the period from such date of commencement until the date of the rejection, shall be pro-rated. A Provisional Member shall be entitled to ride at BTSC subject only to such restrictions as the MC may impose from time to time.

A Provisional Member shall:

- (i) have no entitlement to vote or attend meetings of Members of the Club;
- (ii) not be permitted to introduce Guests or Visiting Members to the Club; and
- (iii) not be permitted to own or lease a Horse until its application for membership has been confirmed.

### **5.03 Approval / Rejection of Membership**

The MC shall be responsible for approving all applications for membership of the Club.

The MC has the right to refuse membership to any applicant after considering the application and without giving any reason therefor.

Any applicant whose application for any membership category has been rejected by the Club may re-apply for membership only after a period of one year from the date of the rejected application. If an applicant has a second application for membership rejected then the Club will not consider or entertain any further applications for membership.

Upon approval of the application, notification will be sent to the Member and its name and address shall be entered in the Register of Members of the Club.

If the application for membership is rejected any expenses incurred by the Club whilst a Provisional Member will be deducted from their deposit and only the balance of such deposit (if any) returned.

#### **5.04 Membership Categories**

The following categories of membership of the Club are currently available as set out in the Rules. Further categories of membership may be established from time to time by the MC.

(i) **Honorary Membership**

Regulations for Honorary Memberships are set out in the Rules.

(ii) **Ordinary Membership Category A & B (Family or Single)**

Applicants for Ordinary Membership may be required to meet a minimum of three members of the MC and/or any Membership Sub-Committee, on a date to be notified to the applicant.

Applications for Ordinary Membership will be displayed on the Club's notice board.

The decision on whether such application is approved or rejected shall take place within one month of the date of the displaying of the candidate's application on the Club's notice board.

(i) **Social Membership**

The Regulations for social membership are set out in the Rules.

(ii) **Corporate Membership**

Regulations for Corporate membership are set out in the Rules.

(vi) **Term Membership**

Regulations for Term membership are set out in the Rules.

Application for Term Membership need not be displayed on the Club's notice board.

Term members who wish to renew their membership for another year may notify the Club in writing and are not required to submit an application form. The renewal of their term membership is, however, subject to MC approval.

Members who upgrade from Term Membership to Ordinary Membership purchased from the Club shall be entitled to a credit worth 50% of the annual term fee paid for each year of Term Membership that such Member has completed up to a maximum of 3 years or lesser of (i) 36 months immediately preceding the date of their application for Ordinary Membership and (ii) the period of their Term Membership. The credit will be applied directly to the purchase cost of an Ordinary Membership purchased from the Club.

**(vi) Visiting Membership**

Regulations for Visiting Memberships are set out in the Rules.

Members ordinarily resident in Singapore who have children who visit Singapore for a limited period each year, may apply for Visiting Membership to allow their children to ride at the Club. Each case will be considered on its merits by the MC.

**5.05 Register of Members**

The Secretary shall maintain an up-to-date Register of all Members in each category of Membership.

**5.06 Guests**

Members must request permission of the General Manager if they wish to invite guests.

No person who has been suspended or expelled from the Club may be introduced as a Guest. A Member who has invited a Guest is responsible and liable for its Guest including any liability such Guest incurs to the Club.

Persons ordinarily resident in Singapore may not be introduced as a Guest of the Club more than four times per calendar year.

Non-residents of Singapore may be invited as Guests for a consecutive maximum period of two weeks once in any one calendar year, without permission from the Club. Additional periods and for periods longer than two weeks require prior approval from the Club and will be subject to visiting membership fees.

**5.07 Membership Status**

**(i) Absent Membership**

An absent Membership is available where the following conditions are satisfied and the Club approves such membership:

- (a) the Member concerned must not be ordinarily resident in Singapore;
- (b) the Member must be in good standing;

- (c) an absent status fee must be paid at a rate to be determined by the MC;
- (d) no person keeping a Horse at the Club may be an absent Member;
- (e) absent Members shall have no entitlement to vote;
- (f) upon return to Singapore an absent Member may apply for reinstatement to the membership category which it held prior to becoming an absent Member in line with the current policy as determined by the MC; and
- (g) Members may be absent for a maximum of 5 years and thereafter their membership shall lapse and they shall have no entitlements whatsoever with respect to the Club.

(ii) **Resignation**

Any member may resign as a Member of the Club upon expiry of one month's advance, written notice given to the Club. Any such Member shall be liable for all amounts payable by it up to the date of resignation and following expiry of such one month period it shall cease to have any rights with respect to the Club.

(iii) **Suspension**

The MC may suspend a Member for a certain period of time on disciplinary grounds including for non-payment of amounts, non-compliance with Rules, Regulation or, Policies and Procedures or causing damage to property. Suspended members shall not be allowed to ride on the Club's grounds or to use any Facilities but shall be required to continue to pay all membership dues (including monthly subscriptions and livery charges) during the period of such suspension.

(iv) **Termination / Expulsion**

In addition to the provision in the Rules, any Member who has:

- (a) resigned or died,
- (b) been convicted of a serious criminal offence,
- (c) been expelled under the Rules, Regulations, Policies and Procedures, or
- (d) is reasonably believed to have left Singapore to avoid authorities and/or legal proceedings,

shall automatically cease to be a Member.

Any Member on ceasing to be a Member forfeits all rights and entitlements with respect to the Club (including its property, funds, etc.) and shall only be entitled to receive the balance of any amount, held by the Club after deduction of all amounts owing to the Club by such Member up to the date of such termination.

**5.08 Transfer**

All transfers of membership are subject to MC approval in accordance with the Rules, Regulations and/or Policies and Procedures.

The transferor must submit to BTSC a completed transfer application form together with the transfer fee and the transferee must submit to BTSC a membership application form. Should the membership application be rejected the transfer fee shall be refunded.

A transfer fee, as determined by the MC from time to time, shall be payable to the Club in respect of any transfer of Ordinary Membership or Corporate Membership.

Any Ordinary (Family) membership may be transferred to any child or sibling of such Ordinary Member without charge, subject to approval by the MC.

#### **5.09 Closure**

The MC may close any or all membership categories of the Club, should it deem such action necessary.

#### **5.10 Members /Riders Conduct**

All Members and Riders should conduct themselves in a civil and courteous manner at all times when on the Club premises. Their behaviour should be such as to not adversely affect the enjoyment of other Members of the Club. Members and Riders should not use abusive and/or vulgar language, shout or used raised voices or behave in an aggressive, unbecoming or obscene manner towards anyone.

All Members shall ensure that they conscientiously maintain good conduct at all times and shall be responsible for the proper conduct and behaviour of their family members and Guests.

#### **5.11 Disciplinary**

The MC has the right to take disciplinary action against any Member who violates BTSC's Rules, Regulations and Policies and Procedures. Such action shall include the issue of a formal warning, suspension or expulsion of a Member from the Club, where the MC reasonably considers that the behaviour and/or action of a Member is such as to adversely affect the use and/or enjoyment of the Club by other Members, their Guests or members of the public, brings the Club into disrepute or attracts adverse publicity to the Club.

If the MC determines that any Member should be expelled from the Club, the MC shall notify the Member in writing of the basis of its determination and the Member thereafter will reply within fourteen (14) days of such notice giving his explanation of the circumstance leading to the MC's determination.

If the MC is not satisfied with such explanation, the MC has the right to require such Member to appear before them in person.

The MC shall be entitled, in its sole discretion, to expel the relevant Member following the appearance of such Member (or in default of such appearance) or after considering the Member's reply to the notice of expulsion.

#### **5.12 Mediation**



The MC may mediate on disputes between Members occurring on BTSC's premises.

If a dispute arises, and a Member lodges a written complaint against another Member, a Disciplinary Panel (comprising independent Members) shall be convened by the MC where it considers this necessary to hear and recommend actions to be taken. The MC will determine the disciplinary action to be taken (if any) against the relevant Member based on the Disciplinary Panel's recommendations.

### **5.13 Exclusion of Liabilities**

Neither BTSC nor any of its officers, employees or servants shall be liable to any Members, Guests or members of the public for any loss of and/or damage to any person or property due to any cause whatsoever whilst entering, being present on or leaving BTSC's premises (including death or injury howsoever caused whilst riding any Horse at BTSC's premises and whether the Horse is owned by the Club or by another person) and whether such loss of and damage to property and/or death or injury occurs by reason of any negligence on the part of any Member, officer or servant of the Club.

## **6.00 ACCOUNTS**

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### **6.01 Entrance Fees and Subscriptions**

Members shall pay to the Club an entrance fee upon joining as a Member and monthly subscriptions in an amount as determined by the MC from time to time.

All subscriptions shall accrue from the date of commencement of membership and thereafter on the first day of each month and shall be payable in advance.

### **6.02 Deposits**

Members are required to pay a refundable deposit to BTSC upon becoming a member ("**Deposit**"). The amount shall be as determined from time to time by the MC.

The Deposit is security against the payment obligations of the Member and will be applied by the Club against outstanding amounts due by a Member as the MC so determine. The Deposit will only be returned to the Member after all fees are paid in full.

Notwithstanding any Deposit held in a Member's name, the provisions of Rule 5(G) of the Constitution and Regulation 6.04 shall still apply, subject to the discretion of the MC.

Members who allow their accounts to be overdue beyond the time for settlement on more than three separate occasions in any period of twelve consecutive months will be required at the discretion of the MC to increase their Deposit to such amount as the MC determines.

In addition to the Deposit, Members who have a Livery Horse at BTSC are required to provide a livery deposit with the Club as determined by the MC.

Livery deposits will be refunded when the Member ceases to have a Horse stabled at the Club and all amounts due and payable to the Club by the Member (whether in respect of livery or otherwise) have been settled in full. If the Member fails to pay any amounts due and payable

to the Club, the Club shall be entitled to apply such livery deposit to such amounts due.

The Deposit and any livery deposits will be returned only once the Member ceases to be a Member and after the deduction of all amounts due and payable by the Member.

### **6.03 Monthly Statements**

Members shall be provided with a statement monthly or such other frequency as the MC may determine from time to time with respect to the costs, fees and expenses incurred by the Member.

All amounts (including fees, costs, subscriptions, etc.) shall accrue daily and will, unless otherwise specified be payable monthly within thirty (30) days of the date of the monthly statement of account. No Member may make any adjustments or alterations to its monthly statement, which must be paid in full. If any Member disputes any amount in any monthly statement it must promptly notify the Accounts Department in writing stating clearly the grounds for contesting any item in the statement. All decisions made by the MC in respect of disputes on monthly statements shall be final and binding.

### **6.04 Overdue Accounts**

Any Member who fails to pay any amount that is due and payable, within 30 days from the date of the monthly statement of account, shall be notified by the Club via a 1st reminder letter requesting payment in full. In the event payment is not received in full within 15 days from the date of the 1st reminder letter, a final reminder letter shall be sent by registered mail to the Member, along with the latest monthly statement of account. The Member is required to pay all overdue amounts within seven (7) days from the date of the final reminder.

A late payment fee of 2% per month on the outstanding amount and a reminder fee of S\$30 shall be charged to the Member when a final reminder letter is issued. Late payment fee and reminder fee at such rate shall be determined by the MC and is subject to change from time to time at the discretion of the MC.

In the event payment is not received in full within seven (7) days from the date of the final reminder letter, the Member will be automatically suspended. A Notice of Suspension will be posted on the Club's notice board and sent by registered mail informing the Member of the suspension. The Club shall take appropriate actions to recover any outstanding amounts due from the Member, including any legal fees and related expenses incurred by the Club.

Any Member, and his/her family, who is suspended shall be prohibited from taking part in the Club or Interclub competitions. He/She will not be allowed to ride on the Club's grounds or to use any facilities at any time and shall not be entitled to vote at any meeting. Any Member that has been suspended may be reinstated upon receiving full payment of all outstanding monies by the Club and by providing an acceptable explanation to the MC in writing. All decisions made by the MC shall be final and binding.

Any Member that has been suspended for a period of three (3) months shall be considered expelled from the Club and shall cease to be a Member. He/She shall only be entitled to receive the balance of any amount held by the Club after deducting all amounts owing to the Club up to the date of such cessation.

## **7.00 HORSES AND RIDING**

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### **7.01 Riding Hours**

Normal riding hours shall generally be Tuesday to Sunday (inclusive) from 7.00 am to 11am am (morning period) and 3.30 pm to 7.00 pm (afternoon period) or such other hours as the MC may determine.

### **7.02 Feeding**

The feeding of Riding School Horses is directed by the Riding School Manager. It is not permissible to give any extra food, vitamins or change of feed, without the consent from the Riding School Manager.

### **7.03 Veterinary Treatment**

Any Member, Guest or public Rider shall promptly notify any Instructor employed by the Club of any injury to any Riding School Horse including lameness, cuts, loose shoes, etc.

Except in the case of an emergency, no Member may arrange for any veterinary treatment of a Riding School Horse without the prior approval of the General Manager/Riding School Manager.

### **7.04 Saddlery**

All Riding School saddles and equipment shall be kept at BTSC. No saddles or equipment may be changed or removed with prior agreement of the Riding School Manager.

### **7.05 Riding Rules**

All Riders must strictly comply with the Rules, Regulations and Policies and Procedures.

Any Rider in breach of any of the foregoing may not be permitted by the Club to ride for a specified period until such time as the Club reasonably considers that such Rider will comply with such Rules, Regulations and Policies and Procedures.

### **7.06 General Safety and Behaviour while Riding**

Riders must comply with the following:

- (i) All Riders must wear a properly secured hard hat of an approved type (except during official dressage tests/events/competitions when alternative hats approved by the Riding School Manager may be worn).
- (ii) Boots with a small heel (such as Jodphur boots or long riding boots) and a sleeved shirt must also be worn by all Riders at all times when riding. Exceptions to this are solely at the discretion of the Riding School Manager.
- (iii) Dress for competition will be as directed.

- (iv) Show consideration for other Riders and Members at all times.
- (v) When passing one another, always keep to left shoulder to left shoulder except on the road with vehicular traffic when Riders shall ride in the direction of the flow of the traffic.

#### **7.07 Authority to Ride**

Other than Riding School lessons, no one shall be permitted to ride at BTSC unless deemed competent by the General Manager/Riding School Manager.

#### **7.08 Riding by Visiting Members, Guests, Public Riders and Competitors**

All Riders on Club premises must sign a letter of indemnity in such form as the Club may prescribe.

Visiting Members, Guests and public Riders who ride School Horses will be required to pay at the rates for riding determined from time to time by the MC.

Costs incurred by a Guest of a Member riding a School Horse will be charged to the account of such Member.

Guests of a Member riding Livery Horses may be charged at a rate determined by the Club from time to time.

#### **7.09 Restrictions on Riding Areas**

Horses may only be ridden in areas designated by the Club as identified on the Club Notice Board.

#### **7.10 Arenas**

Priority will be given to Riders taking part in lessons.

Riders crossing the Heath Track to and from the arenas must ensure that the track is clear.

Riders after passing through any gate must ensure that it is closed.

#### **7.11 Lunging Rings**

Riders may use the lunging rings for no more than 30 minutes at any one time.

The lunging rings are available to Members on a first come first served basis but use by Members is not permitted at the times reserved by the Riding School, which shall be displayed on the Riding School lesson schedule on the Club notice board or on the information board in the vicinity of the Riding School office.

Lunging by Members is permitted only in the 2 circular lunge arenas (Hell and Purgatory) and Heaven arena. If these areas are full, lunging may take place in Terra provided that there are no Riding School lessons taking place.

Member lunging is not allowed in Paradise arena or on the Heath track without prior approval of the General Manager/Riding School Manager.

### **7.12 Paddocks**

Due to the limited number of paddocks, all Livery Horses shall be restricted to a maximum of one (1) hour per day.

Horses under "Spelling" and "Isolation" shall be restricted to a maximum of 1 hour per day and will only be permitted, and shall have priority over other Horses, in the Valley paddock.

### **7.13 Rolling Box**

No Livery Horse(s) must be left in any rolling box unattended.

Members must remove their Livery Horse droppings from the rolling box and if they fail to do so, their entitlement to use the rolling box may be suspended.

### **7.14 Heath Track**

Riders are required to follow the Heath Track policies posted on the Club notice board.

## **8.00 RIDING SCHOOL**

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All Riders are required to be familiar with the Riding School policies as determined from time to time.

### **8.01 Riding School Horses**

The Riding School Manager will determine the allocation of the School Horses.

### **8.02 Riding Lessons**

All Riders taking lessons at the Riding School must give 2 weeks written notice of cancellation in writing of their withdrawal from lessons and if they fail to do so they must pay for the cost of the lesson. There is no refund if Riders fail to turn up for classes or if bad weather prevents classes from taking place. In the event of bad weather, 'Stable Management' or 'Riding Theory' classes will be conducted in lieu of the Riding Lesson.

Riding School lessons will not be held on Public Holidays unless the Club otherwise specifies in which event prior advance notice will be given to the Members on the Club notice boards and/or via e-mail.

The Riding School has the right to change at its discretion any lesson (including the instructor, lesson format, number of riders in a lesson and/or timing).

Members who are unable to attend a regular weekly lesson after providing the required cancellation notice, for more than 2 weeks but wish to continue the lesson at the same time following such 2 weeks can do so upon payment of a reservation fee per lesson specified from time to time by the Club. Members who do not pay such reservation fee will have no guarantee that they will be able to continue in the same lesson at the same time in subsequent weeks.

If any Member shall have paid a reservation fee, this shall be refunded if the Riding School changes the lesson time in respect of which such fee was paid.

Any Rider arriving late for a lesson may at the discretion of the Instructor be prevented from joining the lesson.

The Riding School Manager shall determine the number of participants in a riding lesson.

Riders enrolling in jumping lessons on a School Horse shall be required to enrol in at least one flat lesson a week on a School Horse or a Livery Horse.

A Member must withdraw from a jumping lesson if the Riding School Manager considers that the competence of the Rider or the ability of the Horse is unsuitable for that lesson.

Members may ride School Horses outside a lesson as a self ride if approved by the Riding School Manager and taking into account the Members riding ability, the availability of a suitable Horse and welfare of the Horse.

The Riding School Manager shall have the authority and discretion to approve the use and allocation of any School Horse in competition.

All Group Lessons will be of 45 minutes duration and all Private Lessons, Semi Private Lessons and Lunge Lessons will be of 30 minutes duration. Private Lessons may be of 45 minutes duration from time to time at the discretion of the Riding School Manager.

If only 1 or 2 Riders turn up for a Group Lesson, the lesson will be of 30 minutes duration.

No Rider shall ride a School Horse longer than 45 minutes without the permission of the Riding School Manager and if it does so without such permission, the Rider may be suspended from further riding.

Allocation of Instructors employed by the Club, lesson times, class sizes for all riding lessons will be determined by the Riding School Manager and may be changed at any time. Members taking Private Lessons, Semi-Private Lessons or Lunge Lessons may request a specific Instructor or School Horse, but the allocation cannot be guaranteed.

### **8.03 Instruction**

Riding Instruction at BTSC may only be given by BTSC Approved Instructors.  
The fees charged by Freelance Instructors is subject to approval of the Club.

The fees payable for all lessons shall be charged to the Members account by the Club. Members shall not pay any Instructor directly (including Freelance Instructors and Visiting Clinicians) unless otherwise authorised to do so by the General Manager/Riding School Manager. No other person or member shall be allowed to coach, school or warm up BTSC riders and horses inside the BTSC arenas or at competitions anywhere in Singapore without the prior written consent of the General Manager.

### **8.04 Leasing of Riding School Horses**

Only Members may lease School Horses. The Riding School will allocate School Horses for leasing, subject to such policies and fees as determined from time to time.

#### **8.05 School Horses Hired for Competitions etc.**

Members may hire a School Horse to compete in in-house and inter-club competitions upon payment of a Horse hire fee at the then prevailing rate. The hiring of Horses for competitions is subject to approval of the General Manager/Riding School Manager. The cost of hiring School Horses for such competitions does not apply to leased Horses ridden by the lessee.

Leased School Horses may be entered into competition at the Club as the lessee determines but the Riding School Manager must approve the entry of a leased School Horse into a competition at any other venue.

#### **8.06 Special Programmes**

From time to time BTSC may see fit to support, conduct and host Special Programmes including for Non-Members. The Riding School Manager and/or General Manager will determine the content and execution of the Special Riding Programmes.

### **9.00 PRIVATE LIVERY**

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All livery owners are required to comply with the current livery Policies.

BTSC shall offer stable accommodation and livery facilities to privately owned Horses subject to BTSC Rules and Regulations and payment of the prevailing costs, fees and expenses in force from time to time.

Admission of any Horse to BTSC as a Livery Horse is at the sole discretion of the MC based upon the recommendations of the General Manager/Riding School Manager.

#### **9.01 Certification of Horse Ownership**

Any Member who wishes to have its Horse accepted as a Livery Horse must provide evidence to the Club that it is the true and lawful legal and beneficial owner of the Horse and if it fails to provide such evidence the Club may reject its application to be a Livery Horse. Livery Horses that are co-owned must be co-owned by Members provided that one Member agrees at the time of entry into the Club to assume full responsibility for the Livery Horse including liability for all costs, fees, charges payable from time to time to the Club.

The transfer of a stable to a Member that co-owns a Livery Horse is not permitted. Once a Livery Horse is sold or transferred to another Member or a third party (and the Livery Horse leaves the Club) the stable shall be reallocated at the sole discretion of the Club. If a Member co owns a Livery Horse, it must apply for a stable as per the Regulations if it wishes to take responsibility for such Horse.

#### **9.02 Stable Application and Conditions**

**Eligibility:** Only Cat B Ordinary Members are entitled to have Livery Horses.

Category A Ordinary Members and Term Members may apply to have a Livery Horse subject to them converting their membership to Category B Ordinary immediately upon the approval of their application for livery. Only when such membership conversion has been finalised is

the applicant entitled to have their name placed on the Stable Waiting List.

A Member may only apply to have and keep a Livery Horse at the Club if it is the owner of the Horse. No Member may have more than 3 Livery Horses per membership. Applicants will be considered on a case-by-case basis and subject to the discretion of the Management Committee based on a number of factors that they determine. BTSC has the right to deny any application for livery. No horse is allowed entry to the Club without prior permission from the Management Committee.

**Application:** A Stable application form must be completed by all those applying for a Horse to be a Livery Horse including if such Horse is a replacement for an existing Livery Horse of the Member. As long as the BTSC livery section is at full capacity, priority for waitlisted stable applications will be given to horse and rider combinations with experience at novice level dressage and 100cm showjumping.

Any Member who has amounts due and payable to the Club that have not been paid, will not be eligible for allocation of any stable for any Horse applying to be a Livery Horse and may have his name removed from the Waiting List.

**Approval:** The MC has the sole discretion to approve any Member applying to have a Livery Horse.

**Livery Agreement:** The Member whose application for its Horse to be a Livery Horse has been approved must enter into a Livery Agreement with the Club in the form prevailing at the applicable time.

**Certification:** All Livery Horses must comply with the required certification according to prevailing laws, including AVA Rules and Regulations in force at the relevant time.

All Horse passports for Livery Horses must be provided to the Club as a condition to admittance to BTSC. All Livery Horses must have an up to date veterinarian certificate from a vet approved or accepted by the Club.

**Delivery:** Where a Horse is confirmed that it will be admitted to the Club as a Livery Horse the fees and charges for the Livery Horse shall commence on the date specified by the Club. Members must comply with the agreed delivery date and time frame for all Horses as determined by the General Manager.

No Member's Horse may be delivered to BTSC without prior authorisation of the Club. Any such Horse arriving at the Club which has not been approved shall be removed immediately from BTSC by the Member and if it fails to do so, BTSC shall take such steps with respect to such Horse as it deems fit, including transfer to another riding facility, humane destruction or otherwise. Such Member shall fully indemnify BTSC in respect of all claims, costs, damages, and losses suffered or incurred by BTSC in taking any such action including its costs fees and expenses incurred in transferring or otherwise disposing of the Horse.

BTSC shall be entitled, at its absolute discretion, to refuse to accept a Horse at BTSC for any purpose.

It is the Member's sole responsibility to correctly identify its Livery Horse on arrival at the Club and to arrange for its collection from BTSC at the end of the livery arrangements. A Member



shall indemnify BTSC against any cost, expense, loss, damage or claim whatsoever and howsoever arising out of, in connection with or resulting from the delivery to, or collection of the Livery Horse from BTSC.

**Overdue Accounts:** Members shall be required to ensure that all amounts due and payable to the Club at the time of termination of the livery arrangements with the Club are settled in full and a failure to do so will prevent the Livery Horse from being removed from the Club. Each Member acknowledges that the Club shall have a lien on its Livery Horse until payment of all amounts due to the Club by such Member are settled in full.

For any Member with a Livery Horse who has outstanding amounts due to the Club and has been served a notice of Suspension, BTSC shall have the right to take possession and control of the Livery Horse and take such steps as it considers necessary in its discretion to recover such amounts (including using the Livery Horse for lessons in the Riding School or disposing of the Horse). Any amounts recovered in excess of such outstanding amounts shall be credited to the account of such Member as an accrued deposit to be set against future amounts due by such Member to the Club.

### **9.03 Proficiency in Riding**

Any Member wishing to apply for its Horse to be a Livery Horse must satisfy the Club that it has the acceptable level of proficiency to ride and train such Horse.

### **9.04 Allocation of Stable**

Stables for Livery Horses shall be allocated by the Club at its absolute discretion.

Any stable allocated for a Livery Horse may be changed from time to time and no Member may transfer the stable allocated for its Livery Horse to another Member.

The General Manager has the right to require a Livery Horse to move to another stable where circumstances necessitate including in the case of an emergency and will notify the Member concerned unless it is not practical to do so (in the case of an emergency).

No Member may under any circumstances move a Livery Horse from one stable to another without the prior approval of the General Manager.

### **9.05 Livery Deposit and Charges**

Members applying to have a Horse to be a Livery Horse, (including Members on the waiting list for a stable) will be notified by the Club of the designated stable once it is available. A deposit in an amount determined by the MC from time to time shall be paid to the Club by such Member in accordance with the applicable regulation. If a Member fails to provide a deposit within the required period of payment it will lose its entitlement for a Livery stable and will have to reapply at a later date.

If a Member has been notified that its application to have its Horse become a Livery Horse has been accepted and a stable has been allocated, it shall be entitled to reserve the stable for up to 3 months upon payment of the deposit for the stable within the required time period and payment of the full livery charges within the time for payment each month for the 3 month period. If at the expiry of the 3 month period the Member's Horse has not arrived at the Club then unless there are reasons justifying a delay (which reasons the MC will assess in their

absolute discretion) the Member's application for a Livery Horse will be terminated and deemed to be withdrawn and the Member shall not be entitled to a refund of any charges paid to the Club except the deposit (after deduction of any outstanding amounts due).

#### **9.06 Riding and Care**

Livery Horses must be ridden a minimum of 3 times per week and cared for properly. Failure to ride in accordance with this requirement or to properly care for a Livery Horse such that the Club considers that the health and wellbeing of the Livery Horse is adversely affected could result in termination of the livery agreement for the Livery Horse in which event the Livery Horse would be required to be removed from the Club at the Member's cost and expense, subject to payment of all outstanding amounts due and payable to the Club as required by the Rules, Regulations and Policies.

If for any reason, a Member is not able to ride its Livery Horse regularly due to injury, suspension, vacationing, etc. it must inform the General Manager and make suitable alternative arrangement to exercise the Livery Horse that are satisfactory to the General Manager and if it fails to do so, the MC may authorize the riding of the Horse by others (including Instructors) and charge any costs to such Member.

Grooms are at no time permitted to ride any Horse at BTSC.

Only Instructors and Ordinary (Cat A and Cat B) Members are allowed to ride Livery Horses. Guests of Members and non Members are not permitted to ride any Livery Horse, unless they have received prior approval from the Riding School Manager and/or General Manager.

#### **9.07 Horse Health / Veterinary Management**

All veterinary fees incurred in respect of a Livery Horse are for the cost of its Owner. Should the Riding School Manager consider that veterinary treatment is required for any Livery Horse it shall notify the relevant Member and such Member shall promptly arrange for such treatment to be carried out. If such Member fails to do so within a reasonable time the Club shall be entitled to authorise the carrying out of such treatment and recover the costs from such Member.

#### **9.08 Farrier**

The Club may provide the services of a full time farrier engaged from time to time by the Club, to the Members with Livery Horses at such cost as the Club may determine. Members are encouraged to utilise this farrier but shall be permitted to use a freelance farrier approved from time to time by the Club. The cost of the services and materials of the farriers (including the freelance farriers) shall be invoiced to the Member by the Club.

#### **9.09 Storage of Private Saddlery and Feed**

The Club does not provide any saddlery for Livery Horses.

Each Member who owns a Livery Horse(s) shall provide all equipment at its own cost (including saddlery) required for their Livery Horse.

Members may keep personal saddlery and equipment in a designated storeroom or cupboards. BTSC takes no responsibility for loss or damage to such personal belongings.

Members will be restricted to the use of common storage space according to demand.

All storage must be placed in properly secured BTSC approved containers in an orderly manner. Members will be required to remove their belongings from any areas if they are considered by the Club to be untidy, unhygienic or an eyesore to the BTSC environment.

No dumping of personal belongings is permitted. Members will be required to arrange for clearing of their discarded cupboard, containers, etc. from BTSC premises themselves. If any member fails to remove any items (including, equipment, discarded items, rubbish etc) after being requested to do so, BTSC will remove such items and the relevant Member shall be liable for the costs of such removal and disposal.

#### **9.10 Feeding on Club Rest Day and Public Holidays**

The Club shall be responsible for feeding all Livery Horses on a daily basis (including Public Holidays) and the Club's day of rest, provided that the timing for feeding may change from time to time.

Members must notify the club employee in charge of feeding if it wishes to change the feeding time on the day of feeding in which event, provided that Club employee is so notified in a timely manner, the feed will be left adjacent to the relevant Horse's stable and the Member concerned will be responsible for feeding the relevant Livery Horse at such time as it sees fit.

#### **9.11 Absent Ownership**

If a Member is absent for any period of time, such Member must notify and advise the Club of any provisions in place for the care and wellbeing of its Horse and the Member who is responsible for providing this care.

Absent ownership is not allowed for any consecutive period of over three months in any period of twelve months, unless the MC gives special permission.

#### **9.12 Termination of Ownership, Removal and Disposal of Horses**

Any Member wishing to cancel the livery arrangements with respect to any Livery Horse must give at least 1 months' written notice to BTSC or pay one months costs fees and expenses for the Livery Horse if it wishes to remove the Livery Horse before the expiry of such one month.

The MC may at any time give a Member one month's notice to remove a Livery Horse from BTSC, without giving any reason thereof.

Any Member who is required by the Rules, Regulations and/or Policies and Procedures to remove a Livery Horse from the Club but fails to do so within one month from the required date of such removal shall be liable to pay twice the prevailing cost, fees and expenses payable for Livery Horses from expiry of the period of one month from such required date.

If a Member is suspended or expelled from BTSC or ceases to be a Member for any reason and fails to remove its Livery Horse(s) by the time required by the Club, the Club shall be entitled to dispose of any such Horse in such manner as it considers appropriate, including humane destruction thereof.

#### **9.13 Death of Horses**

If a Livery Horse dies or is euthanised, the Member shall give up its stable as soon as practicable provided that such Member may keep the stable if it continues to pay the full amount of livery for such stable for a period of up to 3 months, subject to BTSC approving the replacement Horse.

## **10.00 SPELLING AND ISOLATION**

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### **10.01 Spelling**

BTSC may provide spelling facilities to Private Horses subject to the terms and conditions established from time to time by the MC.

The minimum spelling period shall be 1 month. The facility is offered to owners of Private Horses at a fee to be decided by the MC from time to time.

### **10.02 Isolation**

BTSC shall provide an isolation facility in accordance with AVA Regulations to owners of Private Horses subject to the terms and conditions established from time to time by the MC.

The facility is offered to Members and non-Members at a fee to be decided by the MC from time to time. The full payment shall be made in advance before the Private Horses are allowed admission to BTSC.

### **10.03 Identification and Verification**

It is the owner of the Private Horse's sole responsibility to correctly identify the Private Horse on delivery to, or collection from BTSC and such owner shall indemnify BTSC against any cost, expense, loss, damage or claim whatsoever and howsoever arising out of, in connection with or resulting from such delivery to, or collection of such horse from BTSC.

All Private Horses allowed admission to BTSC must comply with the required certificates according to AVA Rules and Regulations. The Horse Owner of any Horse admitted for spelling and/or isolation will be required to undertake, and/or as and when upon request by the Club, to furnish a veterinarian certificate to confirm that its horse is not suffering from any illness, disease or injury.

### **10.04 Refusal to Accept a Horse**

BTSC shall be entitled, at its absolute discretion, to refuse to accept a Horse at BTSC for any purpose. If a Horse is delivered to BTSC without authorisation, its Owner shall remove the Horse from BTSC within the date specified by the MC. Failing which, the Private Horse may be disposed of in any manner whatsoever deemed fit by BTSC, including humane destruction. All fees incurred shall be for the account of the owner of the Horse.

### **10.05 Own Risk**

While on BTSC premises, any Private Horse admitted for spelling and/or isolation shall continue to be at the sole risk of its Owner in respect of any loss, injury or death resulting from any accident, illness, disease, theft, acts of God, civil commotion or misadventure of any description whatsoever.

BTSC shall not be liable or responsible in any manner whatsoever for any injury, illness, or disease sustained or suffered by any Private Horse whether or not resulting in death.

#### **10.06 Veterinary Services**

The Owner of any Private Horse must provide BTSC with details of an attending veterinarian who will be contacted in the first instance when veterinary services are required. All veterinary charges shall be submitted directly to the Owner.

In the event of any emergency in which the Owner's veterinarian is unavailable, BTSC is empowered to treat the Horse in such manner and at such time as BTSC, in its absolute discretion, deems necessary and proper for the welfare of the Private Horse. Such care and treatment shall be at the Owner's expense.

#### **10.07 Visiting Owners**

The owner of a Private Horse in isolation or spelling shall be entitled to have access to the designated stabling area between 7.00 a.m. to 7.00 p.m. Horses that are taken into the isolation area at the Club premises are only permitted to be ridden, hand walked or turned out in designated areas.

#### **10.08 Lien**

BTSC shall have a lien on any Private Horse admitted into isolation or spelling until payment of all monies due from its Owner have been received and may enforce its lien in such manner as it considers appropriate.

The Owner is deemed to have consented to the sale or disposal of its Private Horse pursuant to any enforcement of any lien the Club has in respect of such Horse and shall have no claims whatsoever against BTSC for any cost, expense, damage or loss sustained or suffered as a result of and/or arising from the sale or disposal of the Horse.

#### **11.00 SUB-COMMITTEES**

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The MC may establish and dissolve from time to time any Sub-Committees it convenes to assist with the efficient operation and/or management of the Club and determine from time to time the scope of each Sub-Committee's powers, responsibilities and duties.

Sub-Committees are advisory in nature and may make recommendations to the MC, but they have no executive authority.

Sub Committees may include but are not limited to the following categories:

- (i) Membership
- (ii) Finance
- (iii) Livery
- (iv) Riding
- (v) Estate
- (vi) Advertising / Sponsorship
- (vii) Discipline