



# KPC ARENA HIRE AND USAGE GUIDELINES

The guidelines set out in this document governs the KPC  
arena hire and usage practice - Updated: 25 July 2019

## **1. PURPOSE**

- a. To remain competitive, better serve our members and provide our members with the best environment possible to exercise their horse and/or practice for upcoming shows, Kyalami Park Club makes available to our club members access to one or more of our competition and warm up arenas.
- b. Kyalami Park Club permits the use of our warm up arenas during club operating hours and our competition arenas during the selected times that they are made available to our members for hire, as this allows members to ride in an environment that is not their home and enables them to familiarize their horses in the environment where they would most often compete.
- c. All club members and everyone connected with the club should remember that all arena equipment as well as any ground management services provided by the club belong to the club. Their purpose is to facilitate and support our members in making use of our member benefits. All club members have the responsibility to hire and use the arenas and the KPC grounds in a professional, ethical, and lawful manner.
- d. To aid in the abovementioned, the following guidelines have been drafted for arena hire and usage. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Kyalami Park Club's arena hire and usage procedures and set forth general principles when using the club's arenas.

## **2. AUTHORISATION**

Access to Kyalami Park Club's arenas are for members of the club only and no member can hire an arena on behalf of a non-member. No member is permitted to bring with them and authorize a non-member to use an arena as hired by said member. The only variation from this is on training/clinic days (SEE POINT 7).

## **3. PROHIBITED ARENA HIRE BEHAVIOUR**

The hiring of a Kyalami Park Club arenas prohibit the following:

- a) Hiring an arena on behalf of a non-member under the Personal Usage banner
- b) Including a non-member in your group when using a booked arena under the Personal Usage banner
- c) Use of own course designer to build a course without the explicit knowledge and agreement of the Club
- d) Arriving late and then staying past your allocated timeslot
- e) Using an arena that you have not specifically booked via our online system
- f) Joining groups in an arena specifically booked by them without their consent
- g) Changing the course design during your allocated slot

#### 4. ARENA HIRE AND USAGE CONSIDERATIONS

It is important to understand that the preparation and maintenance of our warm up and competition arenas are expensive and labour intensive and that there are reasons why the arenas are closed during certain times, days or hours in a day:

- a) Respect the times that the arenas are closed. They are either being prepared for a show or for an arena booking.
- b) Arenas will **always** be closed for 7 days before a National or FEI show and for 3 days after the same with the exception of the SA Derby and The Easter Festival when it will be closed 14 days before and 3 days after.
- c) Arenas will **usually** be closed for hire 2 days before a recreational or provincial show and opened the Wednesday after the show.
- d) There may not be more than a maximum of 4 horses using the arena in each half hour time slot at a cost of R150.00 per horse
- e) The minimum booking fee per half hour is R150.
- f) **Block bookings / half day or full day clinics take preference if given enough advance notice.**
- g) Arenas are closed between 17:00PM and 8:00AM for raking and watering to ensure that all our members arrive to arenas that are in good condition and well prepared. The arenas are also closed between 12:00 and 13:00 for watering and raking.
- h) Respect the times of other riders and stay within your allocated timeslot.
- i) Arenas are to be used with the course available. All courses are designed and built by the KPC course builder, unless a different arrangement is agreed with KPC for training days/clinics
- j) Riders are expected to pay for replacement / repair of equipment damaged / broken during their training sessions as the rate charged does not cover these costs. This will be on an honesty system. Any rider found avoiding paying for damages will be fined R1000 + relevant replacement / repair costs
- k) All the above fees pertain to jumping arenas or any arenas with fences set up – the dressage arenas may be booked at R100.00 per time per horse.

#### 5. PERSONAL USE

**Definition:**

Hiring the arena for yourself or for a group of members that will be riding with you during the same or different timeslots, is considered personal use, regardless of the number of horses per timeslot booked. This includes half day bookings by a coach for his/her pupils.

**Cost:**

The cost is R150 per horse per 30 minutes, regardless of the number of horses per timeslot, maximum 4 horses per half hour time slot. (e.g. if you book 5 timeslots with 3 horses per timeslot, then it will be 5 x 3 x R150.

Kyalami Park Club reserves the right, at its discretion and without notice, to visit the arena during the time of use to ensure that all members riding are as per the bookings done on the online system and that all participants are members of the club.

## 6. AVAILABILITY OF ARENAS

The availability of arenas is different depending on the time frame and the level of the shows hosted by KPC. Before a recreational or regular weekend event, arenas will usually be open until 2 days before the event and from the Wednesday after the event if equipment does not need to be swapped out. When KPC hosts a National title show or a FEI show, the arenas concerned will be closed 7 days before the beginning of the event and opened 3 days afterwards with This allows for arena preparation as well as erection and dismantling of infrastructure etc. \*\* The exception to the rule will be the SA Derby and the Easter Festival, when arenas will be closed 14 days before\*\* Should a rider and horse combination have a major problem in the main arena at a titled show, the rider/owner should request permission from the show director and the president of the jury before the end of that show to use the arena at the end of the closing day of the show, or the morning after the show. This will not be regarded as normal arena hire policy, although the fees remain the same.

## 7. TRAINING DAY/CLINIC USE

### ***Definition:***

The use of an arena by a Coach for his/her yard or his/her students for a full day from 8:00am to 12 noon and 13.00 to 17:00pm. A coach may choose to bring some students who are not members to a training half day or full day clinic. This is the only time that non-members of KPC may use the training facilities. Should a visiting coach who is not a member of KPC arrange to host a clinic at KPC, the charge will be R500 more i.e. R3500 per half day, and R6000 for the full day.

### **Cost:**

R5500 per day (jumping) or R3000 per half day (jumping): either 8.00am – 12 noon or 13.00 – 17.00

Dressage clinics will cost R2500 for a full day and R1500 for a half day.

If a coach is unsure of how many students are joining him for training, it is recommended that either a half day or full day is booked, rather than hourly time slots.

A coach cannot have more than 4 horses per 30 minute timeslot in the arena. The coach will be sent an indemnity form and each rider must sign the indemnity form to be returned to KPC with the proof of payment for the training day.

### ***Procedure and Payment:***

A request for a half or full day booking is emailed through to [admin@kyalamiparkclub.co.za](mailto:admin@kyalamiparkclub.co.za). The arena will be booked on your behalf. An invoice for the arena booking will be sent through to you, or sufficient tickets must be submitted prior to the beginning of the clinic to cover the cost of the half or full day booking. Payment must be made at least one day before commencement of the training day/clinic.

During this training day/clinic, a coach can bring non-members from his/her yard.

Under no circumstances will it be Kyalami Park Club's responsibility to collect arena bookings fees from anyone attending the training day/clinic. The responsibility will sit purely with the coach hiring the arena for the day.

## **8. DISCLAIMER**

Kyalami Park Club assumes no liability for loss, damage, destruction of any personal items belonging to a member. We strongly discourage members from riding with any valuable items such as cell phones. Every person making a booking to ride at KPC must sign an indemnity against accident, injury, death, loss to animal or human. This indemnity can be signed online when booking arenas. Every coach hosting a clinic is required to ensure that all riders participating in these sessions has signed an indemnity with him. (tick box on booking form)

FEI approved hard hats with correctly fastened harnesses and appropriate footwear with a heel must be worn by every rider.