



CRANLEIGH
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CRANLEIGH SCHOOL EQUESTRIAN CENTRE

HANDBOOK



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Forms included with this Handbook are to be completed and returned to Cranleigh School Equestrian Centre prior to a pony arriving on livery or a pupil taking riding lessons:

- Livery Registration and Records
- Riding Disclaimer
- Code of Conduct

INTRODUCTION

As you have already made the decision to bring your pony¹ to Cranleigh School Equestrian Centre (CSEC) you will know something about the Centre and its facilities. This Handbook is designed to make it as easy as possible for you and your pony to settle in on arrival and to ensure that we have all of the relevant information that will help us to look after both of you effectively.

Cranleigh has over 80 acres of grazing and riding land, including two floodlit all-weather arenas, and its own BE Standard cross-country (XC) track from 60cm to 1 metre. CSEC has the capacity to accommodate up to 40 horses and ponies, and there is a good selection of School owned ponies. We currently have in the region of 90 boys and girls, from both the Senior and Prep School, who ride.

As a pony owner you will enjoy regular lessons with either one of the School's own riding instructors or with one of the other riding instructors who make up the team who run CSEC. You will also have plenty of opportunity to hack out. Riding takes place during activity sessions and is undertaken in addition to the major sports. Riders with their own pony at school can therefore expect to ride between four and five times each week. All riders, whether or not they have their own pony, will have the opportunity to experience the show jumping and XC facilities once they have reached the required standard.

Cranleigh is a member of the National Schools' Equestrian Association (NSEA) and we hope that all our owners will compete for the School in the various competitions that we enter in all disciplines and at all levels, from grass roots to open. In the 2010 National Schools' Championships we were the Open Show Jumping Champions; in 2011 we won the Stonar Junior One Day Eventing Championships and came second in the Junior Hickstead Show Jumping Championships. We also won the NSEA Dressage Championships. 2012 was our most successful year yet, with Cranleigh being crowned NSEA Novice Jumping with Style Champions and Intermediate and Open Show Jumping Champions. In 2013 we were once again the National Dressage Champions and reserve-Champions in 2014. 2015 saw us placed as Reserve-Champions in the Intermediate Arena Eventing with the individual champion coming from Cranleigh too. In fact there is rarely a competition from Grassroots to national level where a team does not return with a placing.

Please do read this handbook carefully as it will help with a number of questions you may have about keeping your horse at Cranleigh.

¹ The words 'pony' and 'horse', when used in this handbook, are inter-changeable.

THE EQUESTRIAN CENTRE STAFF AND CONTACTS

SOPHIE SPEAR is Director of Riding and is responsible for team riders and those wishing to develop their riding to team level standard. She teaches on three days during the week and is responsible for team selection and the organisation of specialist training clinics with outside instructors.

FRAN MITCHELL (BHSAI) is Equestrian Centre Manager. She undertakes the day to day running of the whole Equestrian Centre and works closely with Sophie and Emma with respect to the overall care of all the livery horses at the yard. Fran regularly helps coach all the team and Riding School riders.

EMMA EDWARDS (BHSAI) is the Livery Yard Manager. She has a wealth of experience and invaluable knowledge in the care and welfare of horses and ponies.

NIKKI STANLEY is the Riding School Manager and oversees all aspects of the Riding School, both for the ponies and riders.

ANNA NICHOLAS is our Senior Groom and new to the yard this year. She has a wealth of experience and is very excited to join the yard.

CHRIS ALLISON is the School's Head of Riding and the liaison between CSEC and the wider School community; she works closely with Sophie Spear in co-ordinating riding activities and team competitions.

CONTACTS

Cranleigh School Equestrian Centre
Cranleigh School
Horseshoe Lane
Cranleigh
Surrey
GU6 8QQ

Direct line telephone: 01483 276426

Email:	stables@cranleigh.org to contact any member of staff at the yard or
Sophie Spear	ss@cranleigh.org
Fran MITCHELL	flm@cranleigh.org
Emma Edwards	ele@cranleigh.org
Chris Allison	mca@cranleigh.org
Nikki Stanley	nss@cranleigh.org

LIVERY: KEEPING A PONY AT CSEC

CranleighSchool Equestrian Centre
Horseshoe Lane, Cranleigh, Surrey GU6 8QQ
Tel: 01483 276426 email: stables@cranleigh.org website: www.cranleigh.org

Prior to arrival at CSEC you should ensure that you have filled in and returned the following forms that are included with this Handbook:

- Livery Registration and Records
- Riding Disclaimer
- Code of Conduct

Livery is available both during term time and during the school holidays.

PART LIVERY

This comprises care of your pony by the CSEC staff but you ride and exercise your pony. The cost is:

£120 per week for ponies (14.2 and under)

£130 per week for horses

The above price does not include shoes, vet bills, worming etc. Any supplements must be bought by owners.

CSEC feeds good quality haylage and horse food (Nuts, Mix, Competition Mix and Chaff). If any client wishes their horse to be fed any feed other than what is stocked there will be an additional charge of £10 per week.

Pupils will have ponies brought in and groomed for riding lessons. It is the responsibility of pupils to ensure that tack is cleaned regularly. This will be overseen by staff and, if required, will be done and owners charged. School pupils will get support in preparing for school and NSEA competitions.

EXTRAS

- Livery is charged **termly** in advance. Extras will be charged at the end of each term (If a livery is unable to pay termly a direct debit can be set up with the School on a monthly basis)
- If you take your pony home during the holidays you will be required to pay a retainer for your stable of £10 per week
- If your horse/pony needs exercising at any time this is possible. An additional charge of £20 for riding or £15 for lungeing will be made for this and added to the monthly livery bill
- A month's notice is required throughout the year if you wish to terminate your livery agreement
- Tack cleaning is £10 for a set
- Competition preparation is £20.

BILLING

CranleighSchool Equestrian Centre
Horseshoe Lane, Cranleigh, Surrey GU6 8QQ
Tel: 01483 276426 email: stables@cranleigh.org website: www.cranleigh.org

If you wish your horse to livery at the stables during term time we ask you to commit to a whole term.

Billing will begin and end on a designated date for everyone; we will inform you of this date by email (and this includes half term). We will charge you from and to these dates.

For every day extra outside of these designated dates that a horse remains at livery, you will be charged £15 per day.

If you wish your horse to stay for part or all of the holidays we will bill you accordingly.



WHAT TO BRING FOR YOUR PONY

TACK AND EQUIPMENT: tack and equipment must be suitable, safe, clean and fit correctly. It must be **clearly named**. Tack will be inspected at the start of each term and if ill-fitting or in need of repair or replacement then owners will be asked to replace or repair it as soon as possible.

Please ensure you bring the tack you need for both flatwork and jumping.

GROOMING KIT/RUGS should be **clearly named**. The yard does not have space to store everyone's belongings; a list of what will be required for your horse will be sent to you at the beginning of each term and anything extra can be brought in when required.

STORAGE: all liveries will be provided with a box outside their stable and one in the tack room. We ask for all belongings to be limited to this allocated space. The yard has only limited storage so please bring only the essential items which are emailed to you for the term.

HORSE HEALTH

WORMING: horses will be wormed by CSEC staff on a regular basis with the appropriate wormer for the time of year. Worming costs are added to the 'Extras' livery account.

FARRIER: COOPERS

Coopers, a well-established local farrier, attend CSEC. The farrier attends the school on a regular basis. Shoeing records are kept and ponies added to the weekly list so that they are shod approximately every six weeks. Shoeing costs will be added to the livery account for parents living abroad. For local parents Emma Edwards will email invoices on behalf of Coopers and parents are asked to pay them directly.

VETS: Arundel Veterinary. If you wish to use your own vet while your horse stays with us please inform Fran Mitchell.

It is the responsibility of owners to ensure that vaccinations are kept up to date. CSEC are more than happy to assist but must be informed if a vaccination is due and if owners wish CSEC to book the vet. Horses/ponies must arrive each term with their vaccination certificates/passport as per the livery agreement. A member of staff can call a vet when required.

All medication will be stored in the veterinary cabinet. It is forbidden to bring medication onto the yard unless the vet has prescribed it and then it must be stored in the veterinary cabinet. Staff can organise any other treatments: eg. physiotherapy, back specialists and alternative therapies. Veterinary and alternative therapy costs will be invoiced directly to the owner.

CLIPPING

CSEC offers clipping and trimming throughout the year and owners are billed accordingly.

FIRST AID POLICY AND ACCIDENT POLICY

As CSEC is a potentially high risk area, all staff have passed a 'First Aid at Work' course. There is a first aid box located in the Staff Room. If an emergency arises, a member of staff will either dial 999 or telephone the School Medical Centre or the Sports Centre (where a paramedic is based). A member of staff or a pupil will always stay with the injured person. Accidents and 'Near Misses' will be recorded on the appropriate incident form. A copy of the Cranleigh School Health and Safety Policy (Full – dated August 2015) is available for clients at the Equestrian Centre.

In the case of Fire- the yard has a fire procedure in place and this is held at the yard. All liveries are welcome to read it.

At the beginning of each term there is a Fire drill so all liveries are aware of the procedure.

QUARANTINE POLICY

If you intend to bring a horse from another country to stay at school we do have a quarantine policy that will need to be discussed before agreement to that horse entering the yard. When returning to CSEC each term we do ask for a *Declaration of Health* form to be signed by the owner of the horse/the yard owner stating that the horse has not been stabled with any other horse that has had a diagnosed contagious illness (strangles, ringworm etc).

ISOLATION POLICY

In the case of a horse having a suspected contagious illness there is an Isolation Procedure in place at the yard. In the case that the yard has to shut down the school is not liable for any entries costs that may have been lost by a livery being unable to leave the yard. Full information of the yard's Isolation Policy is available at the yard if you wish to read it.

CODE OF CONDUCT

The following Code of Conduct must be read carefully by all livery owners and the attached copy must be signed and returned with the Livery Registration and Records and the Riding Disclaimer forms.

GENERAL RULES

- A livery agreement must have been received prior to a pony arriving on the yard
- Feet must be picked out every time a horse leaves the stable and stable doors must be closed
- Litter should be placed in bins
- String should be placed in the bin inside the hay barn, not on the muckheap
- To prevent back injuries and to keep the yard tidy, hay and bedding must always be carried in a wheelbarrow
- All gates must be shut at all times, including field gates, even if they were already open
- No smoking in the yard or the surrounding areas (including visitors or parents of livery owners)
- All droppings on the yard are to be picked up along with any hay or mud from picking out feet
- It is the responsibility of the owner of any horse/pony to inform the staff of any illnesses or problems
- A quiet relaxed atmosphere is essential for the well-being of the horses. No running, shouting or screaming
- Correct footwear is to be worn on the yard at all times (no flip-flops, open-toed sandals or soft canvas shoes)
- No child is jump unsupervised. Either a parent or a member of staff must be present.
- No pupil is to ride unsupervised and there must be an adult on the yard if you are riding.

On weekdays in term time the yard is staffed until 6.30pm. At weekends it is staffed from 8.00am to 5.00pm. No one is to be in the yard without adult supervision after 6.00pm (weekends 5.00pm).

RIDING AND LESSONS

The riding lesson schedule for each term is published at the start of term. Riders will generally have two lessons per week which will include a combination of flatwork and jumping. Weather and ground permitting, this can also involve XC sessions. Other riding sessions will involve hacking or riding in the exercise fields. Lessons are charged termly and added to your school fees invoice.

It is the responsibility of the rider to inform the stables in plenty of time if they are unable to attend a lesson for whatever reason (by emailing stables@cranleigh.org). This avoids ponies being brought in and tacked up unnecessarily. Likewise, riders should inform the stables (by writing it in the 'book' which is located in the Reception Office) if they intend to ride outside their allocated riding times.

All riders should adhere to the following:

- any pupil riding at CSEC must have had a parent or guardian sign a Riding Disclaimer
- only the owner of the pony is to ride their pony unless otherwise arranged with a member of staff or parent and clearly stated in the 'book'
- in order to hack in the School grounds (and exercise field) pupils must have written consent from parents (as per the Disclaimer form)
- when hacking, riders must go in pairs or small groups and carry a mobile phone. A member of staff must know where those hacking are going and how long they intend to be. A fluorescent bib must be worn
- if riding in the exercise field, a member of staff must be informed and riders must carry a mobile phone
- no jumping is to take place without adult supervision
- the XC course is not to be used unless as part of a lesson or by prior arrangement
- outside instructors are not permitted during term time unless organised by Sophie Spear.

THE SAND SCHOOLS

Throughout term time the yard is very busy and therefore so is the use of both sand schools. CSEC does have visiting instructors for clinics, and therefore does not permit outside instructors to come in unless organised by Sophie Spear.

At weekends, there is a booking policy for both the Sand Schools if a livery would like to use it. Please be aware that we do encourage children to ride out of the sand school at weekends as long as they are safe. We have the fitness fields at the back of the yard and hacking.



WHAT TO WEAR

When riding, riders must be correctly dressed, to include:

- clean jodhpurs (jeans or leggings are not permitted)
- boots and chaps or long riding boots
- a hat complying to minimum safety standards: BSI Kite mark PAS015:1998, or Snell E2001 with the official Snell label and number, or SAI Global AS/NZS 3838 1998 or AS/NZS 3838 2003
- for XC a skull cap must be worn that does not have a fixed peak
- it is recommended that long-sleeved tops and back protectors are worn for jumping activities. Back Protectors and long sleeves must be worn for XC lessons
- gloves are recommended
- no jewellery is to be worn
- hair must be tied back and, where appropriate; it is recommended that a hair net is worn
- parents are to inform the yard if they require their child to wear either a back protector or air jacket when they ride.



COMPETING FOR CRANLEIGH

INTRODUCTION

Training for competitions takes place throughout the term as part of the lesson schedule. This might also involve training with various discipline specialists from outside School. There will usually be a small extra charge for this, which will be added to the riding account on your termly School fee invoice.

A list of competitions is available to riders each term and can also be found on the NSEA website (www.nsea.org.uk). If there are any dates which riders know they are unavailable for they should inform the Director of Riding and Head of Riding. Team selection takes place well in advance of any particular event. Riders and their parents are informed of their selection by the Director of Riding or Head of Riding. Transport to events is generally the responsibility of the rider and their parents but the School will help if parents do not live locally and it is not possible for them to arrange.

COMPETITION LEVELS²

Grassroots

From poles on the ground through to 70cm to enable anyone between the ages of 4 and 16 years to compete for their school at a very novice level. Our youngest riders, who do not own their own ponies, are able to compete in the grassroots competitions that we run throughout the year on a CSEC pony. For information about any of these competitions please contact the Director of Riding.

Mini

Riders aged 8 to under 14 years on January 1st.
70cm Show Jumping, Jumping with Style and ODE.
Also Prelim dressage.

Novice

No age limit.
80cm Show Jumping, Jumping with Style and ODE.
Dressage at BD Prelim or Novice level.

² Levels in school competitions are not the same as Pony Club classes.

Intermediate

No age limit.

90cm Show Jumping, Jumping with Style and ODE.

Dressage at BD Prelim or Novice level.

Open

No age limit but generally it is Senior School riders who compete at open level.

1.05 – 1.10 metres Show Jumping, Jumping with Style and ODE.

Dressage at BD Prelim, Novice or Elementary level.

Please remember that selection decisions sometimes have to be made on a team basis rather than an individual basis: team entries are paid for by the school.

General purpose saddlecloths, School riding tops and Equestrian Team kit should be purchased from Chris Allison (mca@cranleigh.org). A full list of what is required will be sent to prospective team members before the start of the Michaelmas term and should be available on your arrival at CSEC. The cost of these will be added to your School fees invoice.

If wearing everyday clothes over the top of riding clothes for course walking and preparation these must be School tracksuit trousers, hoodies or waterproof coats. All riders are reminded that they are representing the School at competitions and should be aware that their behaviour, both mounted and unmounted, is a reflection on Cranleigh School.



FINALLY...

...if you have any queries regarding the above please do not hesitate to contact the CSEC staff on 01483 276426 who will be happy to assist with any questions you have.

