



Beas River Equestrian Centre (BREC) - Operational Rules

Objectives:

The objectives of BREC are to provide:

1. a home for the effective and individualised rehabilitation and retraining of the retired racehorses of Hong Kong, creating best possible outcomes for the benefit of each and every horse;
2. facilities for the training, development and education of horses, riders and students of equestrian sports as well as equine care and management using modern and best practice methods;
3. a respectful and positive equestrian community where customer service and welfare of the horse are of paramount importance and all staff strive to exceed expectations;
4. a World-class competition centre which welcomes all levels of horses and riders to participate across multiple disciplines in a safe, professional environment whilst improving the overall calibre of equestrian sports in Hong Kong.
5. the opportunity for as many Members as possible to develop their interest in equestrianism and to access the facilities and services at BREC.

1. Safety

- 1.1 All members and their guests are requested to read and adhere to the BREC Visitor Safety Guidelines (Appendix 1).
- 1.2 All riders must wear an approved protective helmet, which must be properly always fastened when mounted. Riders must wear suitable clothing for riding. This includes boots or shoes with a 1-inch heel, long trousers and/or breeches and a T-shirt with short sleeves as a minimum.
- 1.3 All riders must wear body protectors when using the BREC cross country fences. Riders who do not intend to jump fences with their horses need not wear body protectors, but they are advised to do so, nonetheless.
- 1.4 All riders who ride on the New Land must be considerate to all other users. They should not gallop unless it is safe to do so, and they should ensure their actions will not interfere with or cause other horses or riders to become agitated.
- 1.5 All forms of ball games either mounted or dismounted are prohibited on the New Land without express written consent from BREC management.
- 1.6 No child rider (under the age of 16) may use any of the BREC facilities unless they are accompanied by an adult. Pony Club Members, who have passed their "C" Test proficiency examinations, and Squad Members are exempted from this rule.
- 1.7 No rider under the age of 16 may jump any obstacle at BREC unless under the supervision of a Club Equestrian Coach. Pony Club Members, who have passed their "C" Test proficiency examinations, and Squad Members are exempted from this rule.
- 1.8 The Lower Stables are primarily a specialized retraining unit hence no Member or guest may access unless they have signed a Livery Horse Trial Agreement to take a horse on livery on a trial basis.
- 1.9 The Spelling Stables are primarily a specialized rehabilitation unit hence no Member or guest may access under any circumstances.
- 1.10 Visitors should not hand feed horses whilst in their stables.
- 1.11 No shouting or running is permitted inside the BREC premises.
- 1.12 All accidents involving injury to person(s) or damage to property must be promptly reported to BREC staff and an incident report must be completed.



- 1.13 The Senior Manager Equestrian and/or Senior Manager Operation has the authority to prevent anyone from riding if these Operational Rules are not complied with, or otherwise for any safety reason.
- 1.14 The Equestrian Affairs Department has put in place the “Children and Vulnerable Adults Safeguarding Policy”. All BREC staff have been trained in, and signed a declaration to comply with, this policy’s code of conduct. Members may request to review the policy in full by contacting the Safeguarding Officers, namely the Senior Manager Equestrian and the Head of School Line.
- 1.15 Riders should be familiar with the arena rules and riding etiquette (refer to Appendix 25)

2. Operations:

- 2.1 The opening hours and days will be as approved by the Senior Manager Operation from time to time and may vary during holiday periods. The opening hours will be displayed on the BREC notice board and at the BREC Administration Office. Notwithstanding the displayed opening hours, BREC or parts thereof may be closed at the discretion of the Senior Manager Operation from time to time to be used for internal Club activities or events, for individuals, groups, organisations or for renovation and maintenance works or otherwise. The notice of such closure shall be posted on the BREC notice board.
- 2.2 Livery Members may access the stables outside of the documented opening hours by signing the register kept at the Stables Office or with duty security.
- 2.3 The Senior Manager Operation may designate such times during which no riding will be allowed in order to accommodate horses’ feeding pattern.
- 2.4 Prior to being allowed to ride, all riders must have completed and signed the BREC Release and Indemnity Form and BREC Rider Registration Form (Appendices 3 and 4) obtained via the BREC Administration Office.

3. Horses’ Welfare

- 3.1 No form of abuse to horses will be tolerated. All incidents and complaints thereof should be reported immediately to the Senior Management who will conduct investigations on a timely basis.
- 3.2 Whips may be carried and spurs may be worn but all artificial aids should be used with caution and discretion.
- 3.3 Subject to thorough investigation, anyone found to have consciously caused distress or suffering to a horse within BREC jurisdiction or breached the Equestrian Affairs Department’s Equine Welfare Policy (published on the BREC website) will be reported to the HKJC Membership Services Department for disciplinary proceedings.

4. Smoking

- 4.1 Smoking is permitted only in the designated areas and specifically prohibited within the stable blocks. The location of the designated areas is published on the BREC website.



5. Riding Lessons

- 5.1 All riding lessons must be arranged through the BREC Administration Office. The BREC Release and Indemnity Form (Appendix 3) and BREC Rider Registration Form (Appendix 4) must be completed and returned to the BREC Administration Office to facilitate the booking process.
- 5.2 Charges for riding lessons as, from time to time, approved and amended by the Stewards (or their designated delegate) are available via the BREC Administration Office and on the BREC notice board. Please see BREC Services and Fees (Appendix 2).
- 5.3 Charges for riding lessons will be debited to a Member's account monthly in arrears.
- 5.4 Details of the lessons on offer may be obtained from the BREC Administration Office. Private and semi-private lessons with any Coach are limited to a total of no more than 3 bookings per week other than in the case of livery holders with multiple full livery horses, who may have one additional lesson per horse per week. One private or semi-private lesson with a coach per rider is available on weekends. There is no limitation on the number or timing of group lessons.
- 5.5 Paddocks use will be allocated daily by the Senior Manager Equestrian or his/her delegate, who will designate paddocks for use by the Club's Equestrian Coaches for giving lessons and paddocks for use by Members, who wish to ride without supervision.
- 5.6 A rider may change a scheduled lesson with his/her livery horse into schooling, if not already exceeding a total of 3 schoolings per week.
- 5.7 The Scheduled Lesson Cycle runs from Tuesday to Sunday. Any special request(s) or other change(s) regarding lessons (including but not limited to the change of horse or pony, time of lesson and type of lesson) ("Special Request") should be submitted by 12:00pm on the Saturday before the start of the Scheduled Lesson Cycle. Any Special Request will be evaluated subject to availability of coach and/or horse/pony and any other relevant factors.
- 5.8 Cancellation of lessons – refer to Cancellation Policy.

6. Guests Riders

- 6.1 Members may invite Guest Riders to use the facilities at BREC, by submitting a completed and signed BREC Members' Guest - Riding Authorisation Form (Appendix 12(a)) and payment authorisation for the guest fees to the BREC Administration Office at least 24 hours in advance. Any requests will only be approved once the Club's Equestrian Coach has assessed and approved the rider and signed off the approval form.
- 6.2 While the Members' Guest is riding, the Host Member should be within BREC and the Beas River Country Club ("BRCC") premises at the same time. Otherwise, the Host Member may designate another Member who is within the BREC or BRCC premises and must advise the BREC Administration Office in advance.
- 6.3 The Host Member must advise the BREC Administration Office of his/her Guest Rider's intended arrival time.
- 6.4 Both the Host Member (or another Member so designated by the Host Member if the Host Member is not within the BREC/BRCC premises) and his/her Guest Rider must sign in and out at the BREC Administration Office or Stable Office prior to entering the equestrian centre, the stables or taking part in riding activities.
- 6.5 If not already submitted in advance, the Guest Rider must sign the BREC Release and Indemnity Form (Appendix 3) and BREC Rider Registration Forms (Appendix 4) obtained via the BREC Administration Office.



- 6.6 Guest riders are not permitted to participate in lessons at BREC.
- 6.7 Members of Single Member Status can invite one guest per day on weekends and pay the relevant charge(s). If the Single Member is a livery owner with a nominated guest rider (see Clause 6.9), who rides on this one occasion each week, no guest charge is payable.
- 6.8 A single Member who is a livery holder may nominate a Guest Rider for a term of twelve (12) months to ride the single Member's livery horse on one occasion every calendar week without any guest charge. Nominations must be made using the "Single Member - Guest Rider Fee Waiver Form" (Annex H to the Livery Contract). Nominations may only be changed once during the aforesaid term of twelve (12) months in exceptional circumstances and shall be subject to the prior approval of the Operations/Equestrian Managers. Aside from the payment of the guest charge, other terms relating to Guest Riders under these Operational Rules and other requisite rules and regulations shall apply to Guest Riders nominated by Single Member livery holders.
- 6.9 Save as provided in Clause 6.8, guest charges equivalent to the charge levied for renting a school horse shall be imposed on Guest Riders of all Members (including Single Members) and debited to the relevant Member's account. Details of charges shall be available via the BREC Administration Office and on the BREC notice board (Appendix 2).
- 6.10 Host Members (including such Host Members who are not within the BREC/BRCC premises and have designated another Member under Clause 6.2) are responsible for the conduct, dress code and applicable charges of their Guest Riders. Where a Member has been designated by a Host Member under Clause 6.2, the designated Member shall also be held responsible for the conduct of the Guest Rider.
- 6.11 Host Members shall ensure their Guests Riders will abide by the BREC Operational Rules and other requisite rules and regulations of BREC.
- 6.12 The Senior Managers Equestrian/Operation have absolute discretion, without explanation, to withdraw permission for all or any Guest Rider to access any facility at BREC, even while the Guest Rider is riding or using such facility.
- 6.13 A livery holder inviting a Guest Rider to ride his/her livery horse shall, in addition to this Clause 6, further observe such other conditions relating to Guest Riders as stated in the prevailing Livery Contract (Appendices 10 & 16) and which, in the case of inconsistencies with this Clause 6, shall prevail.

7. Horses at Livery

- 7.1 Any Member who wishes to be considered for taking a horse on livery may do so by first submitting an Application for Livery Horse (Appendix 7). Thereafter, the BREC Livery Allocation Process will be followed as set out in Appendix 8.
- 7.2 Livery trials may only be undertaken on those horses that are considered suitable for that purpose by the Horse Assessment Panel. Horses that are suitable for livery will be published on a list prepared and maintained by the Retraining Unit Officer.
- 7.3 Applications will then be invited for livery horse trial by emailing the Retraining Unit Officer. The Horse Assessment Panel will select prospective livery holders, following the Livery Allocation Process (Appendix 8), to take an approved horse on a two-week free trial basis in accordance with the terms and conditions set out in the Livery Horse Trial Agreement (Appendix 9).
- 7.4 The only exception to this rule is where an owner of a racehorse wishes to take his/her own horse on livery. In this instance, if the horse is deemed suitable for livery by the Club's Equestrian Veterinary Surgeon and the Horse Assessment Panel, and the owner is deemed of a standard suitable for the horse by the assessing Club's Equestrian Coach and the Senior Manager Equestrian signing off the New Livery Holder Evaluation Form (Annex I to the Livery Contracts), then they will be approved for livery and the horse will not be offered to other Members through the Livery Allocation Process.



- 7.5 Following the two-week trial, if the Member wishes to proceed with taking the horse on livery and the Club approves to proceed in accordance with the Livery Horse Trial Agreement, then the Member will be required to sign and abide by the terms and conditions set out in the relevant Retired Racehorse Livery Contract (Appendix 10).
- 7.6 BREC offers a Livery Starter Package (Appendix 11). Further details are on the BREC notice board and available via the BREC Administration Office.
- 7.7 Members wishing to import a non-racehorse to keep on livery at BREC should initially discuss options with their Equestrian Coach and submit a Request for Allocation of Import Horse Stable (Appendix 14) to the Senior Manager Equestrian of BREC in the first instance. Please refer to the HKJC Guidelines and Criteria for the Import of Sport Horses to BREC (Appendix 13) and the "Import Sport Horse Livery Contract" (Appendix 16) for further information.
- 7.8 There may be, from time to time, limited availability to take a Riding School Pony on a Half Livery Basis. This will be at the discretion of the Senior Manager Equestrian and subject to specific terms and conditions. See Riding School Pony Livery Contract (Appendix 17) which is available upon request via the BREC Administration Office.
- 7.9 Members wishing to cease livery ownership are requested to complete and submit the Notice for Termination of Livery Contract (Annex L to the Livery contracts), to the BREC Administration office.
- 7.10 Members wishing to have their livery horse schooled by a Club's Coach can book a maximum of 3 schoolings per week, per horse, with one of these permitted on weekends subject to availabilities. Schooling times will be allocated to facilitate lesson requests. Schooling sessions are not transferable.
- 7.11 Hacking and lunging sessions of livery horses are bookable and BREC Management will assigned them to designated personnel (Supervisors, PT staff and coaches if not already assigned to lessons or schooling) based on availability and operation needs.
- 7.12 In order to optimize the Club's resources based on the operation needs for increased efficiency, horse/staff welfare and service levels to Members, the Senior Equestrian Supervisor may change and re-deploy any designated EA and stable location of the Livery Horse at his/her sole discretion and at any time (Retired Racehorse Livery Contract - Appendix 10-Art.7 & 10)

8. Livery Support Rider

- 8.1 A Livery Support Rider is an experienced and capable rider assessed and approved by Senior Managers Equestrian to help Livery Holders to exercise their horse(s). The list of approved riders is available on request.
- 8.2 Members having a horse on livery may nominate a 'Livery Support Rider' to support and exercise their horse by submitting a completed and signed BREC Members' Livery Support Rider Nomination Form (Appendix 12(b)) to the BREC Administration Office.
- 8.3 The Livery Support Rider may be a Member or non-member. A non-member Livery Support Rider will have no access to members' facilities and does not have member's/guest's privileges. They are to leave BREC after riding.
- 8.4 No Livery Support Rider's fees will be applied to Livery Holders as this is to support the exercise required for their horse(s) and ensure horse welfare.
- 8.5 If not already submitted in advance, the Livery Support Rider must sign the BREC Release and Indemnity Form (Appendix 3) and BREC Livery Support Rider Registration Form (Appendix 4(b)) obtained via the BREC Administration Office.
- 8.6 The Livery Support Rider must sign in and out at the BREC Administration Office or Stable Office prior to entering the Equestrian Centre, the stables or taking part in horse riding.



- 8.7 The Senior Manager Equestrian and/or the Senior Manager Operation have absolute discretion, without explanation, to withdraw permission for all or any Livery Support Rider to access any facility at BREC, even while the Livery Support Rider is riding or using such facility.

9. Tuition

- 9.1 No tuition or coaching in any form by Members or guests or otherwise is permitted other than those provided by the Club's Equestrian Coaches. The Senior Manager Equestrian has the discretion to grant exemptions upon the receipt and approval of a written request.

10. Hire of Horses and Ponies

- 10.1 Beas River Riding School and Competition Pool horses and ponies are available for hire by riders, subject to availability and the approval of the Senior Manager Equestrian or his/her delegate who may approve or reject the application entirely at his/her discretion.
- 10.2 The service charge for hire as, from time to time, approved by the Stewards (or their designated delegate), will be available at the BREC Administration Office and on the BREC notice board (Appendix 2).
- 10.3 Riders must request permission to hire a horse or pony for self-riding by submitting the Horse Hire Request and Assessment Form (Appendix 18) available from the BREC Administration Office. Any requests will only be approved once the Club's Equestrian Coach has assessed and approved the rider and signed off the approval form.
- 10.4 Riders must request permission to hire a horse or pony for competing in BREC Events using the Request for School/Pool Horse and Pony for Competition Hire (Appendix 21) available from the BREC Administration Office. Competition entries will only be accepted once the Club's Equestrian Coach and Senior Manager Equestrian have signed off the approval form.
- 10.5 The Senior Manager or his/her delegate has complete authority over the allocation of horses and ponies to riders and the amount and type of work each horse or pony is capable of carrying out and this work must not be exceeded.
- 10.6 All hire charges incurred by a Member or his/her Guest Rider will be debited to the Member's account.
- 10.7 If a Member wishes to cancel a reservation for horse / pony hire, he/she must inform the BREC Administration Office during working hours at least 72 hours before the scheduled time. Otherwise, a cancellation fee at the rate of 100% of the charge will be levied and debited to the Member's account. Please refer to BREC Cancellation Policy (Appendix 5) for further details.

11. Vehicular Access:

- 11.1 Vehicular access within the stables and equestrian operational areas of BREC are restricted to:
- (i) Vehicles being driven by or in which Stewards or Club Officials are passengers.
 - (ii) Vehicles bearing the Club logo and being driven by a Club employee.
 - (iii) Vehicles authorised by the Club Department Management.

12. Property Damage or Removal

- 12.1 A Member shall indemnify the Club to the fullest extent of the financial liability incurred by the Club in connection with any injury or damage to any person or property caused by himself, his/her family member or guest.



- 12.2 No Member or guest shall remove from the BREC any property of the Club.

13. Complaints & Feedback

- 13.1 A Member who has grounds for complaint concerning any staff, other Member or guest or any services rendered should refer the matter to the Senior Manager Operation in writing.
- 13.2 Under no circumstance shall any Member or guest reprimand or abuse any Club staff on any matter. Any such complaint should be referred to the Senior Manager Operation in writing.
- 13.3 Member feedback is greatly appreciated by Management. This can be shared by completing and submitting Members' Feedback Form (Appendix 19) to the BREC Administration Office, to be followed up by Management accordingly.
- 13.4 Members can request BREC authorised staff to review CCTV footage, where available, by completing CCTV Review Request Form (Appendix 20).

14. Disciplinary Actions

- 14.1 For first time violation by a Member of any of these Operational Rules, other requisite rules and regulations of BREC, or any of the terms and conditions of the Livery Horse Trial Agreement or Livery Contract, a verbal reminder will be issued. Details of the incident will be recorded and reported to the Membership Services Department for record.
- 14.2 For subsequent violations of any of these Operational Rules, other requisite rules and regulations of BREC, or any of the terms and conditions of the Livery Horse Trial Agreement or Livery Contract, a report will be sent to the Membership Services Department for actions, including commencement of Disciplinary Proceedings in accordance with the Club's Articles of Association.
- 14.3 Pursuant to the Club's Employee Code of Conduct, staff of the Club (including BREC staff) are forbidden from accepting any gratuity from Members, except for Laisee during the Chinese New Year and certain other occasions as part of a historical festive or celebratory tradition. We respectfully ask that you do not offer BREC staff with any gratuities and instead, please make any special service requests you may have through the Stable Office, BREC Administration Office or to BREC Senior Management directly.



15. Amendments

- 15.1 **Amendments to these Operational Rules may be made from time to time and notice of all amendments shall be** displayed on the BREC notice board of the BREC Administration Office. Any amendments as displayed on the BREC notice board shall constitute due notice to each Member.

16. Appendices to BREC Operational Rules

1. BREC Visitor Safety Guidelines
2. BREC Services and Fees
3. BREC Release and Indemnity Form
4. (a) BREC Rider Registration Form
(b) BREC Livery Rider Registration Form
5. BREC Cancellation Policy
6. BREC Storm Warning Guidelines
7. BREC Application for Livery Horse
8. BREC Livery Allocation Process
9. BREC Livery Horse Trial Agreement
10. BREC Retired Racehorse Livery Contract
11. BREC Livery Starter Package
12. (a) BREC Members' Guest - Riding Authorisation Form
(b) BREC Livery Support Rider Nomination Form
13. HKJC Guidelines and Criteria for the Import of Sport Horses for
14. BREC Request for Allocation of Import Horse Stable at BREC
15. BREC Horse Import Request Form
16. BREC Import Sport Horse Livery Contract
17. BREC Pony / Riding School Livery Contract
18. BREC Horse Hire Request and Assessment Form
19. BREC Members Feedback Form
20. Request for CCTV Footage Review Form
21. Request for School Horse/Pony for Competition Hire
22. HKJC Specialised Diagnostic Techniques Guidance Notes (ENG Only)
23. Request to not be Allocated a Nominated BRRS Horse/Pony
24. Professional Photography Registration Form
25. BREC Arena Rules and riding Etiquette
26. BREC Stable Etiquette for Visitors

Charlotte Chen
Senior Manager - Operation (BREC)

Date