BALLARAT ADULT RIDING CLUB INC

BOOKING IN FOR LESSONS INFORMATION/GUIDELINES

2023 RALLY C-ORDINATOR

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Congratulations on being a BARC member!

The following provides information on how to book in for lessons.

The process for booking in is the same for both weekend and midweek rallies.

If you have membership for only one type (WE or MWR), you can opt to book in for the other, but an additional fee of $40 per lesson is required to be paid into the club's account at the time of booking. If you wish to book in for 2 lessons at a weekend rally, the fee is $60 (prices at 2022/3).

* Weekend rallies are usually held on the 4th Sunday of each month, with a few exceptions (see club calendar), at the Woady Yaloak Equestrian Centre (WYEC)
* Midweek rallies are held on the second Wednesday of each month at 3 Barns in Smythes Creek
* An "Event" is set up on the BARC members' facebook page, approximately 2 weeks before the rally
* The closing date for bookings is approx 1 week before the Weekend rally date, and about 3 days before the midweek rally date (**BOOKINGS CLOSE ON THE SUNDAY NIGHT (11.59PM) PRIOR TO THE RALLY**)
* To book in, riders need to click on the event, read the information regarding which instructors are available, any additional relevant info, and then do the following:

**FOR WEEKEND RALLIES-**

1. State level riding at for EACH discipline being booked in for
2. Clearly state which discipline/s booking in for (flat/poles/show jumping/cross country - as available) For eg: 1x flat lesson L3, and 1x SJ lesson L4
3. Clearly explain if bringing more than one horse and any requirements to be worked around (eg: need to take one home then return with other)
4. Members may request a preferred instructor. The rally co-ordinator will do their best to oblige wherever possible
5. State if there are time constraints due to work commitments etc. Washing your budgie is not considered a valid reason to request a time, nor is "I don't like riding before 11am" . Start times are staggered each month to make it fair.

**FOR MIDWEEK RALLIES-**

1. State level riding at
2. State CLEARLY any valid time requests (eg: have to drop off or collect children for school run)

* **Weekend rally plans** will be set up on a table and provided for viewing in the week prior to the event. This is the member's opportunity to request a change if they see a problem.
* **Weekday rally times** will be set up on the fb page a few days before the event. Members are requested to acknowledge their time by hitting the like option on THEIR time .
* **IF ANYONE NEEDS TO CANCEL/PULL OUT/CANNOT ATTEND - THEY NEED TO CONTACT THE RALLY CO-ORDINATOR DIRECTLY BY TEXT OR PERSONAL MESSAGE ASAP!! Please do not put a comment in some random place that won't be spotted by the co-ordinator!**
* If you miss booking in by the closing date, please contact the rally co-ordinator **DIRECTLY** by pm/ph/text to see if there is the possibility of being added in to the plan. There is no guarantee of being able to have lessons if you miss the closing date. You are always able to make a request, and you may be able to be fitted in, especially if someone cancels. **Please note that it is YOUR responsibility to keep an eye on the posts on the fb page and to keep track of what is going on.**