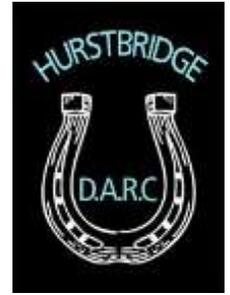


# HURSTBRIDGE & DISTRICT ADULT RIDING CLUB

## *WEDNESDAY & SATURDAY RALLY DUTY*

### *TASKS TO BE COMPLETED*



The Rally Co-ordinator will open the clubhouse or if you have been asked by the Rally Co-ordinator to open the club house, they will have given you the key to do so. The door to unlock is at the rear of the clubhouse under the verandah.

It is ideal that you arrive as close to the start of the rally as possible so that you have time to get things organised, particularly if you are riding in the 10.00 am lesson. You will need to allow time to set things up and saddle your horse.

Please bring 2 litres of milk and provide morning tea for riders. Morning tea can consist of anything you are happy to bring. Examples of some of the food people bring to share: cakes, slices, cheese and biscuit platter, antipasto platter, dips, sausage rolls, scones, just to give you a few ideas.

#### ***PRIOR TO THE START OF RALLY:***

*Open all the security shutters (switches are on the walls).*

*Please keep back door closed at all times.*

*Turn on the lights.*

*Get out the tea/coffee, sugar, cups from cupboards and place on the bench along with the morning tea.*

*Fill the kettle.*

*Take out the wheelbarrow and rake/pooper scooper and place in front of the arena.*

*Take out the mounting block and place at the front of the arena.*

*During winter, switch on the heaters (switches on the wall), these operate on a timer.*

#### ***DURING THE RALLY:***

*Provide hot drinks for the instructors throughout the morning or water if required. Offer them some morning tea too.*

#### ***AT THE CONCLUSION OF RALLY:***

*Clear the arenas/grounds of any remaining manure, although riders are expected to remove their own horse's manure.*

*Empty wheelbarrow and return to clubhouse with rake/pooper scooper.*

*Return mounting block to the clubhouse.*

*Wash and dry dishes and wipe benches. Tea towels are located in the kitchen drawers.*

*Sweep clubhouse floor, including toilets and passageway. Please also sweep external toilet floor.*

*Ensure toilets and basins (including external toilet) are clean (cleaning products are located in shelving in small storage room in clubhouse or under the kitchen sink) (Spray and Wipe under kitchen sink)*

*Empty bins in toilets (which should only have used paper hand towels in them) into the yellow bin, just leave the bin liner in the bin, no need to replace that.*

*Take the bin liner from the kitchen bin and place it in the red wheelie bin and replace the bin liner. New bin liners are located in one of the drawers in the kitchen. We don't want to leave any food items in the bin as we will have an ant problem!*

*Please place any recyclable items (eg. milk containers) into the yellow bin.*

*Ensure the lights are turned off.*

*Close the security shutters and leave the clubhouse via the back door. You will need the key to close this door. Please do not slam the door.*

*Ensure the gate to the grounds is locked if you are the last to leave.*

**Thank you for your help.**

**HDARC COMMITTEE**

**February 2019**