

SOP – NUST SADDLE CLUB

General

1. Saddle Club at NUST has been established for entertainment and to enhance the sports activities for students. The club also provides recreational riding facility for Faculty / Support staff. For entry in Saddle Club membership is mandatory. Priority of membership goes to NUST senior students. Membership to selected Faculty / Support Staff, Students and Children will be granted on first come first serve basis as per available capacity in Saddle Club.

Aim

2. To lay down standing operating procedures for routine functioning and maintenance work of NUST Saddle Club.

Management

3. Composition of club management is as under: -
- | | | | |
|----|----------------|---|------------------|
| a. | Patron | - | Rector |
| b. | President | - | Pro Rector (P&R) |
| c. | Vice President | - | Dir Adm |
| d. | Secretary | - | DD Sports |
| e. | Asst Secretary | - | AD Sports |

Membership Procedure

4. Following Procedure will be adopted for obtaining membership of the club:-
- Desirous individual will apply for membership on prescribed form available on CMS/Qalam/Website (form attached).
 - Form will be deposited at Sports Branch in Adm Building along with following requirements:-
 - Subscription charges to be deposited in HBL NUST Branch.
 - 2 x thumb size photographs
 - Photocopy of CNIC/Form-B of individual and Parents/Guardian
 - Undertaking. Children need counter Signature of Parents/Guardian.
 - Separate undertaking will be signed by guardian/parent in case of ride out on the track.***
 - NUST students, faculty/ officers and their children (above 8 years), alumni and RIC/NSTP tenants are allowed to take the membership.

Fee Structure / Rules

5. Fee Structure for different categories will be as under: -

a. **Security (one time): -**

(i)	Students/Children	-	Nil
(ii)	Faculty/ Officers	-	Rs 3,000/-
(iii)	Alumni	-	Rs 5,000/-
(iv)	RIC/ NSTP Tenants (Pakistani)	-	Rs 10,000/-
(v)	RIC/NSTP (Foreigners)	-	Rs 20,000/-
(vi)	Guest	-	Nil

b. **Monthly Fees:-**

(i)	Students/Children	-	Rs.1,000/-
(ii)	Faculty/ Officers	-	Rs 2,000/-
(iii)	Alumni	-	Rs 3,000/-
(iv)	RIC/ NSTP Tenants (Pakistani)	-	Rs 5,000/-
(v)	RIC/NSTP (Foreigners)	-	Rs 10,000/-
(vi)	Guest	-	Rs.200/- per ride

- c. In case a member does not deposit the monthly fee by 5th of every month a late fee of Rs. 100/- will be imposed and if it is not deposited by 10th of that month then membership will be cancelled.
- d. Monthly fee of Rs 250 will be charged for use of riding gear by the members.
- e. The NUST Saddle Club reserves the rights to increase the fees annually to keep pace with the escalating costs.
- f. No fee will be charged in non-riding period (summer season) or when member does not avail riding classes and intimates in advance. The membership will remain valid.

g. Fee will be deposited in **Account No. 22927901792101 HBL H-12 Campus Branch**

Timings

6. Following riding timings will be adhered to and same will be altered with the change of sun rise and sun set timings: -

- a. (i) Morning - 0700 hrs to 0830 hrs
(ii) Evening - 1500 hrs to 1700 hrs

- b. The riding time will be 20-25 minutes per ride.
- c. Riding will not be carried out on Monday. Riding Club will remain open on weekend.
- d. Children of Faculty/Staff will be allowed to ride on weekends only.
- e. The member can take more than 2 classes per week and 1 additional class subject to availability/vacancy of horse.

Gears/ Equipment

7. Purchase of riding gears / equipments is the responsibility of members and not the management. The management can help its members to obtain riding kits and the equipments for riding if the members so desired. Limited sets will also be available in NUST Saddle Club on rent of Rs. 250 per month. Following items are compulsory for riding: -

- a. Riding Helmet
- b. Pattees/Anklets or any type of leg protection.
- c. Shoes with heels (Rubber Spikes Sole Strictly not allowed)
- d. Gloves and Knee guards. (optional)

Rules

8. All sports demands both time and money, the same is true for the riding sports. Some amount of hard work, patience, dedication, gentleness and strength are required as in any other sports. What distinguishes this sport from all other is that a rider is mounted on an animal which has feeling, mood and certainly far greater in strength than the rider. Wrongly tackled animal can lead to serious accident both to the rider and horse. Therefore, with a view to avoid the accident, the saddle school has laid down the rules which must be read and duly accepted in writing by the students / parents / guardians before obtaining membership. The applicant should religiously fill in the questionnaire while submitting their application. The school to ensure that rules given herein are strictly enforced.

a. **The Members-**

- (i) Will be assigned a mount (horse) by the instructor. Members cannot choose the horse themselves.
- (ii) Will wear a riding helmet for every ride. No other substitute will be allowed.
- (iii) Will wear chaps / breeches / riding boots or riding pattees/ anklets.
- (iv) Will not be allowed to carry a whip or spur without the permission of the instructor.
- (v) Will not be allowed to race against each other, unless ordered to do so by the instructor.
- (vi) Will be severely dealt with in case found: -
 - (1) Mistreating or being cruel to his own mount or any other mount.
 - (2) Indulges in exchange or use of foul language.
 - (3) Misbehaving with staff or fellow members.
- (vii) Will not insist to take their horses out of the riding school to riding track unless permitted by the instructor/incharge saddle club and having permission certificate for riding on track duly signed by parents.

- (viii) Members are themselves expected to safe guard their valuable like mobile phones, wallet and watches etc.
- (ix) Will not take his car / motorcycle beyond the prescribed limits into the club and park his vehicle at designated parking area.
- (x) Will sign an under taking for horse riding risks.
- (xi) Will undertake that they will not take legal action in any court of law against the Saddle Club in any manner / matter.
- (xii) Will not indulge in arguments with staff on duty. In case of any complaints, the matter be referred to Secretary

b. **Miscellaneous**

- (i) Any member leaving the University for period of more than two months will inform secretary in advance. Such members will not be charged for period of absence and the next candidate in waiting will be given chance for riding.
- (ii) All members at the time of leaving University will deposit the membership card with Saddle Club.
- (iii) Any member desirous to discontinue riding for any reason will inform the secretary well in time. They will not claim the refund of paid fee.
- (iv) A separate undertaking will be signed by parents in case child wishes to ride out on the riding track.
- (v) No one will be allowed to go to riding track without the permission and presence of riding club incharge.
- (vi) Riding club incharge reserves the right to reject any request of ride out.
- (vii) The club has full authority to dismiss the membership of any rider from the Saddle Club at any time on discipline ground.

Disciplinary Actions

9. The action against any defaulting member can be any of the following: -
- a. Verbal Warning by Instructor.
 - b. Verbal Warning by Secretary Club.
 - c. Written Warning by Secretary Club.
 - d. Suspension from riding for a period of time up to one month after the approval of Vice President of Saddle Club.
 - e. Cancelation of membership after approval of President Saddle Club.

Insurance, Risk, Liabilities and Accidents

10. The management of the NUST Saddle Club or its properties / its personals (Syces, instructors or any staff member or worker) are not responsible for any accident which may occur while the members ride at the Riding Club horses.

- a. Whether the accidents are directly or indirectly caused, the above mentioned persons are not in any way to be held liable for any such incidents.
- b. The management of club has not insured the students for any injury. This aspect must be looked after by the parents and the guardians of the students.
- c. Although the management will take every precaution to ensure the safety of member / rider, but even so, the strength of the animals, the vigor in their inherent characters, can upset and cause simple or serious accidents.

Termination of Membership

11. The membership will be terminated in following cases:-

- a. Non-payment of fee for two months throughout the year.
- b. As a disciplinary action when decided by management.
- c. When ordered by club authorities due to any reason.

Note:- Saddle Club will remain closed on official holidays

