

General

- The purpose of this policy is to accommodate a comfortable, safe and enjoyable stay for all Campers.
- All Campers must comply with this policy.
- The Club has taken all reasonable precautions to ensure the Health and Safety of all using the Camp Site. For these measures to be effective, everyone must express due diligence to avoid and prevent accidents from occurring.
- Instructions from the Site Stewards and Secretary must be adhered to at all times.
- Anyone failing to comply with this Policy will be asked to leave.

Your Stay

- You are reminded that:
 - o It is a privilege, granted by Southwell Racecourse, for us to be allowed to stay on site for the duration of Camp Week
 - o Rufford Hunt Pony Club Camp is a **Camp for Children** and as such their needs must be prioritised at all times
 - o It is the responsibility of parents or guardians to ensure children are supervised at all times, whilst on the Camp Site. (Please ensure that you sign out your children each evening so that we may be sure who we still hold responsibility for. A Book will be located within the Dining Hall for this purpose.)
- Please work in harmony with fellow campers and respect each other's privacy.
- We ask that all members of your party, and any guests, conduct themselves at all times in a manner with due regard to the health and safety and the enjoyment of others.
- Please be aware that Racecourse staff will be undertaking their daily tasks for the duration of our Camp and as such we must do everything we can to be accommodating to them - and to ensure that we do not restrict them in any way.

Your Booking

- Bookings for the Camp Site may only be made using Horse Events
- NO bookings will be taken by any other method
- The Club will accept your advance booking on the understanding that you provide the correct information at the time of booking. If information is deemed incorrect when you arrive on site, the Club reserves the right to refuse the booking if it cannot be accommodated.
- All bookings will be confirmed once accepted
- When you are placing your booking, we will ask that you provide:

- Details of the type of outfit you are bringing e.g. caravan, horse box, motorhome, tent etc
- An accurate outfit size, along with any ancillary equipment you intend to use during your stay e.g. awnings, pup tents etc
- Specify details of who your party will include
- An indication (if applicable) of other campers you may wish to camp alongside. We will do our best to accommodate your requests but cannot make any guarantees
- Any other information that you think we will need to take into account of in your booking

Welcome and Check-In

- Check-in and Pitching will be on the followings days between the timeslots indicated:
 - Full Camp: Saturday 27th July between 12 and 2 pm
 - Mini Camp: Monday 29th July between 4 and 6 pm

If you are unexpectedly delayed on the day then please call the Site Stewards directly.
- Access will be via Racecourse Road and a Directional Map will be supplied with your booking
- No outfits should be pitched on site at any other time, without prior agreement with the Site Stewards, in order that Safety and Security risks may be managed accordingly
- **On arrival, you must report to the Site Stewards before siting.** Admission is at their discretion and anyone not reporting to the Site Stewards in advance of pitching may be asked to move or leave the site.
- In the interests of security, all Day Visitors must report to the Secretary – Mrs Diane Shephard - immediately on arrival at site. Entry and subsequent parking will be at the Secretary’s discretion.
- All Camp Site pitches will be located on grass. In the event of poor ground conditions, alternative siting may be required. We will endeavour to contact you in advance should this occur but no responsibility can be accepted if this is not possible.
- Please familiarise yourself with the site’s fire instructions, equipment and location as soon as you arrive on site.

Pitching

- You will be allocated a numbered pitch in advance of arrival based on the information you have provided with your booking. We will do our best to accommodate any preferences; but we cannot guarantee these due to management and safety issues.
- The Site Steward will show you to your allocated pitch and answer any questions you may have.
- In terms of your pitch, please note:
 - Your outfit must be parked/erected in the position as instructed by the Site Stewards in order to help to protect your safety.
 - All loose equipment must be stored within the confines of your allocated pitch
 - We would prefer that Units were not left unoccupied overnight during your stay, however, if this proves necessary then please advise the Secretary.

Vehicular Movement Restrictions

- In the interests of the safety of users of the Camp Site, all vehicles must be removed to the allocated Parking Area (excepting Horseboxes used for accommodation and Motorhomes) once pitching has taken place.
- No vehicle may enter – or move within - the Camp Site until Departure at the end of Camp without prior consent from the Secretary.

Period of Quiet

- Noise must be kept to a reasonable level at all times so as not to disturb the enjoyment of others. **A quiet period from 9.00pm to 7am must be observed.**
- **Bedtime for children should be no later than 9pm**

Services

- NO ELECTRIC HOOK UPS are available on site
- Toilets and wash basins are available for use in the Canteen area
- There are NO SHOWER FACILITIES
- Water is available on the left of the lawn in front of the Canteen
- Chemical toilets must be emptied in Men's Toilets located at the South side of the Grandstand.
- Please ensure that you collect your rubbish and do not leave any on site.

Generators

- Generators may be used but please be considerate to others. They **must be switched off between the hours of 9pm and 7am**. We reserve the right to ask you to refrain from using them if they cause a disturbance.

Camp Fires and Barbecues

- Camp fires, fire pits and barbecues are not permitted as the risks associated with them are too great.

Dogs

- Dogs are welcome – with prior consent - but you are responsible for their behaviour. They must not be allowed loose on site and must be kept on a lead no longer than 2 metres
- Please exercise dogs off site
- You must ensure that dogs do not foul the site and you are responsible for clearing up after them.
- If it is deemed that a dog is creating a nuisance, or causing a disturbance or danger to others, then you will be asked to remove it from site
- Dogs are strictly forbidden from the Canteen area and the Dormitories

Departure

- For all campers, this will be on:
 - o Saturday 3rd August

- No outfits should be removed from Site at any other time without prior agreement with the Site Stewards in order that Safety and Security risks may be managed accordingly

Accidents and First Aid

- If an accident occurs on the Camp Site, please alert the Secretary or a Committee Member.
- The nearest Accident & Emergency is: Newark Hospital
- If the incident is minor, non-urgent medical assistance may be arranged.

Liability

- Rufford Pony Club will not accept responsibility for any loss or damage to the property of users of the Site, including personal belongings, cash, jewellery and motor vehicles, however caused during their stay.

Queries or Complaints

- The Site Stewards, supported by the District Commissioner and Secretary of the Rufford Hunt Pony Club, are there to ensure that you have a comfortable, safe and enjoyable stay.
- Any cause for query or complaint must be addressed to the Secretary.