



**Cedar Grove & District Riding Club**  
**30 Irwin Road**  
**Cedar Grove, QLD 4285**  
**Five Year Facility Plan**  
**Updated March, 2011**

**ABN: 63 130 532 493**



### **Mission Statement**

Cedar Grove & District Riding Group Inc. caters to riders of all abilities and ages in the disciplines of Dressage, Hack and Showjumping. We foster a safe, continuous improvement approach to the development of rider skills in club disciplines and horse management.

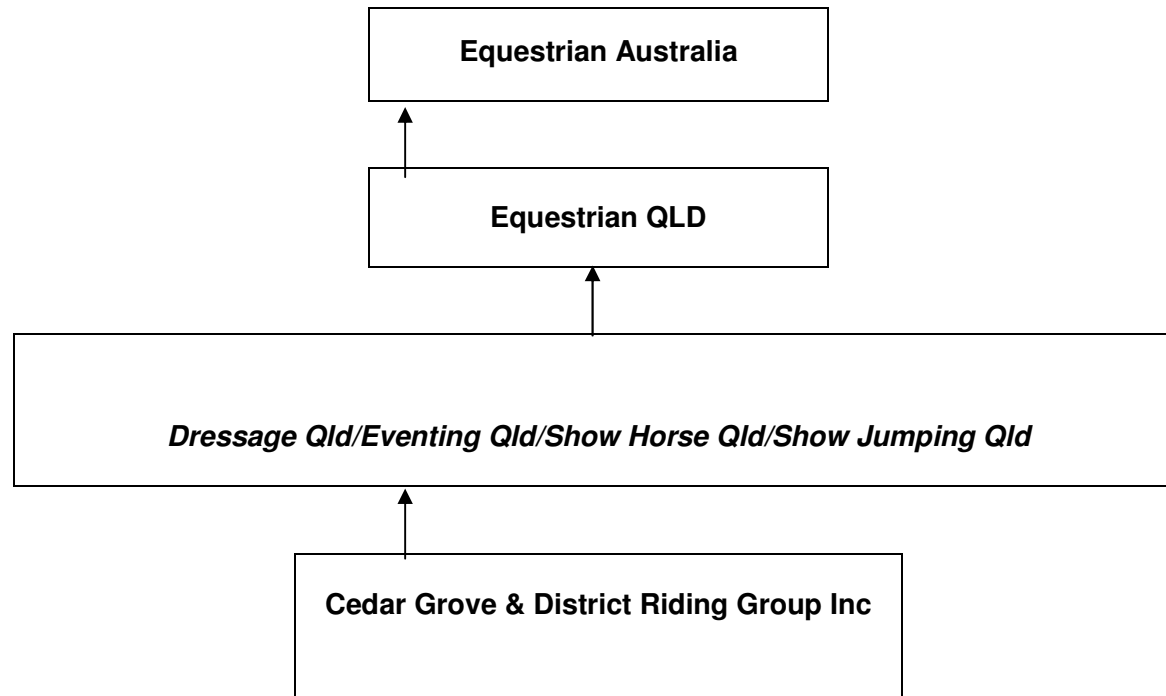
The club conducts training schools and clinics to enhance the skills of members and local riders. We also host internal club member and open competition events in the club disciplines. Club activities and events enhance the profile of the sport in South East QLD area.

The club constantly strives to improve facilities and services to club members. We provide a high quality and safe environment for riders at all levels of the sport, from beginner to advanced.

The club functions under the umbrella of Equestrian Australia (EA) National and Equestrian Queensland (EQ) State Constitutions.



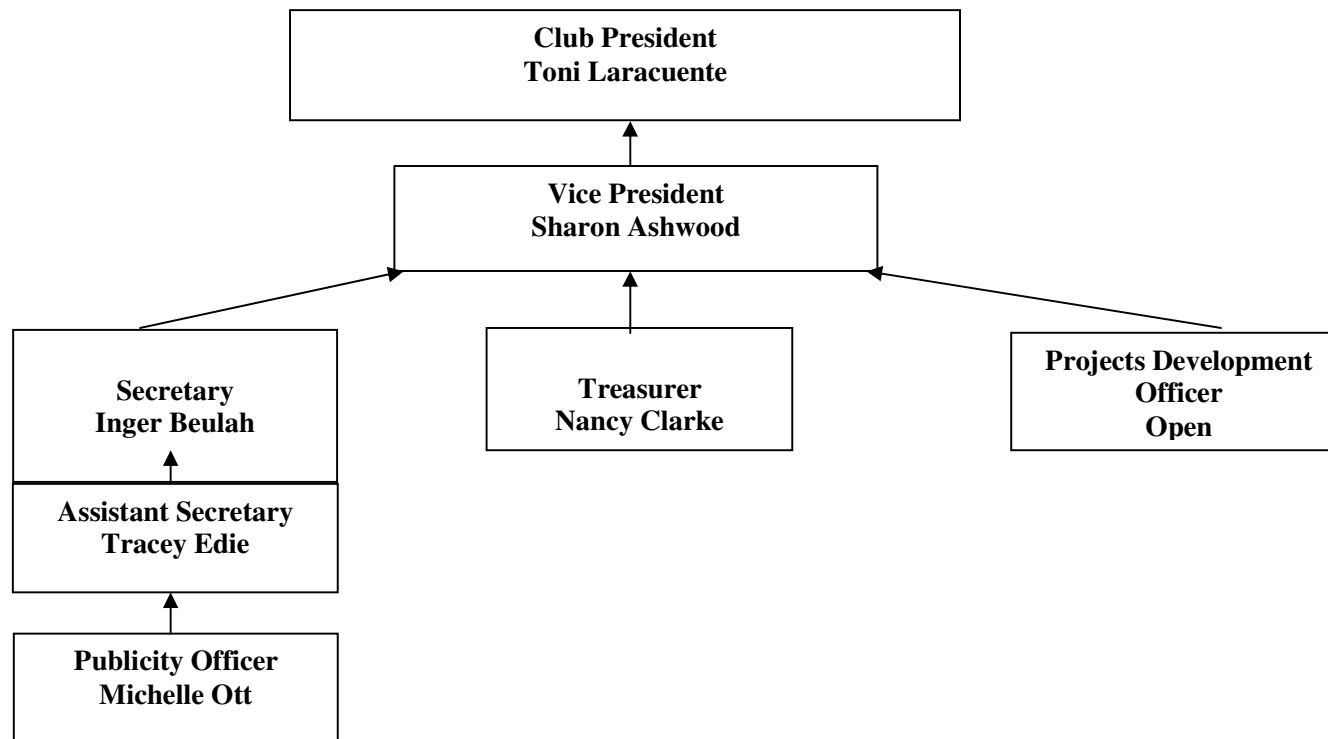
**Organisational Structure**





**Cedar Grove & District Riding Group Inc Organisational Structure**

**Office Bearer Positions**



**The above office bearer committee positions are in place for 2011.**



### **Special Interest Committees:**

Special interest committees are formed with a minimum of two volunteer members, reporting monthly to the CGDRC Committee.

- Dressage: Four members
  - Kay Paulsen
  - Kristen Heffernan
  - Sharon Ashwood
  - Marlene Moriarty
- Show Jumping: Three members
  - Inger Beulah
  - Nancy Clarke
  - Alisha Gent
- Hacking: Currently open

### **Current facilities and services available to members and the equestrian community:**

- Two (2) permanent sand dressage arenas
- One (1) sand training arena (fully fenced)
- One fully fenced sand round yard
- Grassed area for any type of training and/or competition
- 18 day yards and concrete wash bay
- Two biosecurity isolation yards also suitable for stallions
- Club house with canteen/toilets/1<sup>st</sup> aid room/meeting room
- Concurrent committee membership
- Coaches and judges on NCAS on committee and/or members and giving coaching and/or judging for club

### **Goals and Objectives for 2011 and ongoing**

Cedar Grove & District Riding Group Inc is committed to providing the equestrian community with a safe and high quality competition and training environment. Additionally, we will provide safe club facilities and conduct our activities in compliance with the risk management plan and risk management procedures recommended by Equestrian Australia and Equestrian QLD. The committee of the club is aware of its environmental responsibilities and where possible will use recycled water for irrigating the arenas and surrounds.



1. Expand membership by 5% on current 2010 numbers
2. Maintain current facilities and protect infrastructure that has been invested in to date:
  - a. Regular maintenance of dressage arenas (refer to arena maintenance plan)
  - b. Improve grounds maintenance and vegetation control to comply with the fire safety and risk management plan (refer to Risk Management Plan)
3. Increase revenue from events by 10% over 2010 income
4. Maintain and gain new sponsorship revenue from local businesses, the horse industry and equestrian community
5. Identify and access the pool of skills and services that exist within the membership for the benefit of the club
6. Raise the profile of the club in the local equestrian community:
  - a. Attract riders competing at higher levels of the sport
  - b. Attract NCAS accredited judges for open competition events
  - c. Facilitate the positive relationship with other area equestrian sporting clubs such as Park Ridge Adult Riding Club and Logan Village Riding Club
7. Obtain funding for the following projects (in order of priority):
  - a. Installation of PA system in club house (club funded with sponsor money)
  - b. Clearing of new parking area behind biosecurity yards.
  - c. Repair/re-build of driveway (LCC)

### **Potential and Existing Identified Risks (in order of priority)**

#### **2010 High Priority Facility Risks - Identified as needing to be addressed in the immediate term at start of 2010**

1. No official lease from either BSC or now LCC
2. Maintenance program not funded, planned or resourced (either in services or equipment)
3. Kitchen/canteen facilities do not comply with health and safety regulations
4. Equipment containers are leaking and need to be replaced with storage shed

In 2010, all of the above high priority issues were addressed and resolved.

#### **2011 High Priority Risks**

1. Low membership numbers – low revenue from memberships, small pool of workers for events



## **2010 Medium and Routine Priority**

1. Security of grounds and facilities:  
2011 Update: Addressed with additional flood lighting around club house and member education. Will consider use of caretaker in 2011.
2. Limited volunteers: difficulty in attracting support of members for everyday running of the club and events. Committee members get burned out having to constantly do the work with little or no participation from the membership.  
2011 Update: Remains an issue but slowly improving. Worker voucher program established in 2010 and working well.
3. Single point sensitive: no procedure manuals therefore reliant on the knowledge of a few people.  
2011 Update: Addressed in 2011 with the publication of the Members Handbook
4. Limited profile in equestrian community: only known in immediate local area.  
2011 Update: Addressed in 2010 with greater networking and involvement with Equestrian QLD, club sponsorships and successful funding applications to improve facilities and attract more riders to the club. Regular media coverage and paid advertising of events has also addressed this issue. These activities will continue in 2011.
5. Limited experience among the committee members in applying for and achieving grant funding.  
2011 Update: Addressed by club President in 2010 and ongoing in 2011.
6. Loss of members to other clubs prior to arenas being built.  
2011 Update: Addressed in 2010 with arenas being fixed. Open events now at capacity.
7. Possible council requirement for amalgamation with other local equestrian sporting clubs.  
2011 Update: no longer a significant risk. Issue resolved.

## **Action Plan for High Priority Risk Items and Projects**

CGDRG is committed to meeting the goals and objectives of the 2010 - 2014 Facilities Plan and to address the above listed existing and potential risks. In order to achieve this, the following key action items have been identified and will be implemented in 2010/2011:

**Item One: Council Lease on club grounds.** Work with Logan City Council to complete the club lease. This will allow us to pursue funding for special projects and secure the future of the club.



**2011 Update:** LCC no utilizes Memorandums of Use for non-profit community clubs. Issue resolved.

**Item Two: Financial Management.** Implement financial reporting monthly in 2010 (previously only quarterly).

**2011 Update:** Implemented in 2010 and ongoing monthly. Issue resolved and will be maintained.

**Item Three: Upgrade of canteen facilities.** LCC have identified areas which need immediate upgrading to apply with Health & Safety regulations. This will be achieved in 2010 with funding from LCC. **Cost: \$40 000.00.**

**2011 Update:** Completed in 2010 with LCC funding of approximately \$43 000.00. Issue resolved.

**Item Four: Maintenance plan for dressage arenas.** Bunker rake needed for arena maintenance **\$5000.00.**

Regular maintenance must be done to protect the arenas. Refer to the Arena Maintenance Plan. **Cost: \$1500.00**

**2011 Update:** Equipment purchased and maintenance plan is in place. Issue resolved and will be maintained.

**Item Five: Equipment storage shed.** The containers need to be replaced with a storage shed. Club needs to obtain funding via the JCCBF grant. **Cost: \$18 500.00**

**2011 Update:** Grant funding obtained and shed is currently under construction. Will be resolved by end of Q1, 2011.

**Item Six: Arena maintenance equipment.** Bunker rake. **Cost: \$5 000.00**

**2011 Update:** Equipment purchased with club funds. Issue resolved.

**Item Seven: Maintenance on grounds.** Vegetation management plan must be implemented and maintained, both for fire safety and aesthetics of the grounds. **Cost: \$500.00 annually**

**2011 Update:** Maintenance plan is in place and ongoing. Regular grounds maintenance is carried out at least twice per month with volunteer and paid workers, although getting volunteers remains very difficult.

**Item Eight: Construction of training round yard.** Possibly included in grant application or fund raising to be done in first half of the year to build the yard by mid 2010. **Cost \$4500.00**

**2011 Update:** Completed with club and grant funding in 2010.

**Upgrade of parking/yards:** Clearing beyond existing parking area needed to expand parking space and build more yards. 2011/2012. **Cost: Approximately \$4000.00.**

**2011 Update:** to be completed in Q3, 2011 with Logan City Council funds



**Flood lighting:** Upgraded lighting in training arena and/or lighting for two dressage arenas. 2011/2012. **Cost: To be advised**  
**a2011 Update:** Currently on hold

**Low membership numbers for 2011:** Monitor in Q1 & Q2. Mid-year membership drive.

**Summary of Project Priorities and Costs for 2010 - 2014:**

Action Item	Requirement	Priority 1 = Immediate 2 = Medium 3 = Routine/future	Funding Source/ Strategy	Cost	Once only or Annual	Year	Complete?
Council Lease	Completion	1	Committee to pursue	N/A		Q1, 2010	N/A*
Canteen	Upgrade	1	LCC funding	\$40 000.00	Once only	Q1, 2010	Complete 2010
Arena maintenance equipment	New	1	Club funded	\$5000.00	Once only	Q1, 2010	Completed 2010
Arena maintenance	Upgrade	1	Club funded	\$1000.00	Annual	Q1 & Q3 2011	
Jump arena upgrade	Upgrade	2	LCC funding	\$5000	Once only	Q1 2011	
Storage facilities	Upgrade	1	Grant funded	\$18 500.00	Once only	Q1, 2010	Q1 2011
Grounds Maintenance equipment (ride on mower, brush cutter, whipper snipper)	New project, renewable every three years	1	Grant funded	\$8 000.00	Once only	Q1 – 2, 2010	Completed 2010
Maintenance on	Ongoing	1	Club funded	\$500.00	Annual	Q1, 2010	Q1 2011



grounds							
Round yard	New project	2	Grant funded	\$4500.00	Once only	Q2/Q3 2010	Completed 2010
Flood lighting to sand arenas	Install	3	Grant funded	\$TBA	Once only	2011 on	On hold
Parking/ yards	Additional	3	LCC, Club or grant funded	\$TBA	Once only	2011/12	Q3 2011
Covered Arena	New Project	3	Grant	\$150 000.00 to \$200 000.00 (estimate)	Once only	2012/13/14	

\*Council Lease: No longer applicable. Memorandum of use is now used by LCC.