



AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION

CODE OF CONDUCT

June 2010

ATHRA CODE OF CONDUCT

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ATHRA CODE OF CONDUCT

1. INTRODUCTION

- 1.1 The riding of horses in natural areas is a source of pleasure and enjoyment for many people. When riders conduct themselves responsibly, follow the ATHRA Code of Conduct, horse riding can be a safe and appropriate low impact means of enjoying and appreciating Australia's natural environment. Our aim is to educate, preserve our heritage and promote safe and environmentally responsible trail horse riding in Australia.
- 1.2 The Code was compiled by the National body, accepted by the State Branches, and as a condition of affiliation, adopted by the clubs and their members. Our aim is to educate and enable Clubs to develop and formalise their risk management assessments, where applicable.
- 1.3 The primary activity of all ATHRA affiliated clubs shall be trail horse riding.
- 1.4 At all times when attending ATHRA sanctioned events, members shall conduct themselves in a manner consistent with the family ideals of ATHRA and legislation relating to sexual harassment and equal opportunity.

2. RISK MANAGEMENT

- 2.1 We believe that risk management is an integral part of the preparation for and the running of trail rides. Along with our Insurance Broker, Affinity Risk Partners, we have developed a Risk Management plan. This plan includes a risk and hazard analysis based on the organisation and considers the key issues for the clubs to address. This Code has been updated to include these additions
- 2.2 It is important that a member charged with the responsibility of a group of horses and riders has a thorough knowledge of the Code of Conduct and complies to it. A risk assessment is expected to be undertaken prior to all ATHRA events or activities. This will help to ensure a safe and successful ride.
- 2.3 While incidents cannot always be avoided, ATHRA believes that with education, usage of this Code and careful planning using a Risk Management Strategy, risks can be significantly minimized.
- 2.4 This Code, pre-ride checklist, pre-ride talk or briefing, site and activity specific risk assessments, post-ride or event summaries are all a part of the overall strategy to identify and manage risk that could impact ATHRA.
- 2.5 Special attention has been paid to non-horse related risks to ensure that all contingencies have been addressed wherever possible.
- 2.6 All clubs and members are encouraged to ensure risk management remains a priority of this organisation.



3. ATHRA RIDE RULES

- 3.1 Each club may have additional rules consistent with the Code of Conduct, but the following are part of the Code and must be adhered to. All ATHRA members should make themselves familiar with these rules and conduct themselves so as to do justice to the noble art of horsemanship and the promotion of ATHRA and its ideals.
- 3.2 Each Club must conduct a minimum of four trail rides annually as a condition of affiliation with ATHRA.
- 3.3 A club shall notify the State Branch where it is reasonably anticipated that any planned trail ride or event will attract 80 or more participants. Such notification to reach the State Secretary at least 6 weeks prior to the event and shall include the club contact details. The Branch shall liaise with the club to ensure that sufficient and appropriate safety protocols are in place.
- 3.4 Each club secretary must file the Ride Attendance Register, Ride Visitor Details form if applicable, the Pre-Ride (Schedule 3) and Post-Ride (Schedule 4) forms for each ride or event and make details available to ATHRA National and/or the State Branch if required.
- 3.5 Ride Coordinator/Trail Boss to have a thorough knowledge of the Code of Conduct and ability to follow the rules/guidelines as set out.
- 3.6 At all times horses are the responsibility of their riders and as such, it is ATHRA's recommendation that horse's feet are adequately conditioned and/or shod to ensure the soundness and safety of the horse.
- 3.7 All horse riding equipment should be regularly checked, well maintained and correctly fitted. This is the responsibility of the owner. Halters are only permitted where horse and rider have demonstrated effective control.
- 3.8 It is recommended that riders wear full length trousers and sleeved shirt. Suitable footwear, which prevents foot sliding forward through the stirrup iron, must be worn.
- 3.9 Trail Boss/Ride Coordinator/Trail Ride Leader must ensure that all participants understand the commands that will be used through out the ride.
- 3.10 All attendees must obey reasonable instruction from an official at all times.
- 3.11 During a ride keep the rider in front of you and the rider behind you in sight at all times.
- 3.12 Keep your horse out of kicking distance of other horses.
- 3.13 Permission must be obtained to ride in front of the Lead Rider or behind the Drag Rider.
- 3.14 Do not pass riders at a speed that may excite their mount.
- 3.15 The ride must not be left without the knowledge and permission of an official.
- 3.16 When on roads, normal road rules apply. High visibility or reflective garments to be worn by selected members.
- 3.17 All gates are to be left as they are found. Respect private property.
- 3.18 Juniors under 16 are to be supervised by a parent or nominated guardian.

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- 3.19 Riders under 18 must wear a regulation helmet that complies with AS/NZS 3838:1998 En 1384 or ASTM F 1163, and should be less than five years old. When buying a helmet check date of manufacture, as this is the date used to determine age of helmet.
 - 3.20 A state approved first aid kit (see <http://www.stjohn.org.au/leisurekits/>) and an effective communication link (ie satellite phone, mobile, two way radio) must be carried by a nominated person.
 - 3.21 No dogs allowed on rides.
 - 3.22 Details of all riders participating on a ride must be recorded in the Ride Attendance Register.
 - 3.23 A record must be kept of any incidents or accidents that occur on a ride. An Incident Report (Schedule 6) must be completed in full (front & rear of form) by the Ride Co-ordinator or Trail Boss and filed by the Club Secretary with the Pre and Post Ride reports and the Ride Attendance Register. All forms are to be forwarded to the ATHRA Insurance Officer in the event of a claim. The State Branch should be advised of serious or life threatening matters at the earliest opportunity.
 - 3.24 During a ride the blood alcohol level of a rider must not exceed .05 to comply with State road rules. No drinking of alcoholic beverages permitted whilst mounted.
 - 3.25 All stallions used on ATHRA sanctioned trail rides, drives or events shall be clearly identified with a blue ribbon on his head gear and in his tail so as to be clearly recognised as a stallion from the front and rear. Stallions shall be identified to all participants at the pre ride briefing.
 - 3.26 Horses, where a fee has been paid for use, are not permitted either daily or weekly.
 - 3.27 Changes to any riding conditions eg swap of horses or tack, are not permitted during the ride until authorised by the Trail Boss/Ride Coordinator.
 - 3.28 In all cases where the duration of a Trail Ride, Charity Trail Ride, Special Event or Education Session will exceed 48 hours, all riders and/or harness participants must be members of an ATHRA club.

4. HARNESS DRIVING RULES

- 4.1 Each individual ATHRA club shall have the discretion to allow harness vehicles to participate in their club activities or otherwise.
- 4.2 Harness vehicles may only be used in ATHRA sanctioned trail rides/drives when suitable and safe tracks are available.
- 4.3 The provisions of **Rule 3 (ATHRA RIDE RULES)** in this Code of Conduct shall be read and interpreted so as to apply to all horses, drivers and passengers in participating harness vehicles.
- 4.4 All drivers and passengers must comply with ATHRA membership rules.
- 4.5 The minimum age of a driver shall be 16 years.
- 4.6 Junior members (under the age of 18 years) shall wear an approved safety helmet at all times whilst in the vehicle. It is strongly recommended that all members wear an approved safety helmet whilst participating in any harness related activity.

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- 4.7 Two or four wheeled vehicles may be used, provided they comply with Australian Road Rules regarding the use of horse-drawn vehicles on public roads, and are otherwise in a safe and operational condition. ATHRA strongly recommends that effective brakes be fitted to all vehicles.
- 4.8 All vehicles shall comply with Australian Road Rules which currently state that a person must not drive an animal-drawn vehicle at night, or in hazardous weather conditions causing reduced visibility, unless the vehicle is fitted with and displays:
- (a) a white light fitted at or towards the front on each side of the vehicle that is clearly visible from at least 200 metres from the front of the vehicle; and
 - (b) a red light fitted towards the rear of each side of the vehicle that is clearly visible from a distance of at least 200 metres from the rear of the vehicle; and
 - (c) a red reflector fitted at or towards the rear on each side of the vehicle that is:
 - (i) not more than 1.5 metres above ground level; and
 - (ii) clearly visible for at least 50 metres from the rear of the vehicle when light is projected onto it by another vehicle's headlights on low beam.
- 4.9 The driver of a harness vehicle should inspect the vehicle and all harness equipment before each drive or event to ensure it is in a safe and serviceable condition. The Trail Boss shall have the discretion to exclude a vehicle from a drive or event if of the opinion that the vehicle, or harness equipment, may present a safety risk.
- 4.10 For safety reasons it is recommended that each vehicle have a driver and passenger, both of whom must be capable of handling the horse in an emergency. A harness vehicle shall not carry more passengers than its design will allow.
- 4.11 Where a harness vehicle is not designed to carrying a passenger, the Trail Boss shall have the discretion, (based on the drivers experience and ability to handle the horse alone in an emergency), to exclude that driver from the trail ride/drive or event or otherwise.
- 4.12 It is strongly recommended that one person remain in the vehicle in control of the horse at all times whilst participating in any trail ride/drive or event.
- 4.13 ATHRA rules relating to Accredited Ride Officials shall apply. Harness participants are required to have a designated Trail Boss, Lead Driver, Drag Driver, First Aid Officer and Drive Stewards as per the rules for trail rides, if at any time during the trail ride/drive the vehicles and ridden horses separate and take a different route.

5. THE SIXTEEN ENVIRONMENTAL RULES

- 5.1 The following "Sixteen Environmental Rules" and other rules in the Code of Conduct were formulated to help minimize the impact of horses on the environment and to promote safe and environmentally responsible trail horse riding.

The Sixteen Environmental Rules

- 5.2 Only allow your horse to eat weed free feed at least 48 hrs prior to entering bushland areas. Weed free feed includes clean chaff, pellets and cracked, rolled or steamed grains. Never take meadow hay as it often contains weed seed.

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- 5.3 Undertake some basic education in weed identification, and possibly even assist land managers in quickly identifying and eliminating new outbreaks of problem species.
 - 5.4 Members should become familiar with and put into practice the “**ATHRA Guidelines to Combat Phytophthora**”. (Refer to the ATHRA website or Schedule 8).
 - 5.5 Always be observant and avoid unduly disturbing unstable or erosion prone soils and vegetated sand dunes. Avoid disturbing coastal birds nesting in soft sand and ride between the high and low tide water marks when you have reached the beach.
 - 5.6 Rather than risking damage to fragile creeks, streams and riverbanks, select firm, stony crossings. Use bridges wherever possible and when safe to help limit erosion and ensure good water quality.
 - 5.7 Do not to allow your horse to defecate or urinate during stream crossings. Stop prior to entering the water to allow your horse to rest, relax, and (hopefully) to eliminate waste PRIOR to crossing. By not allowing your horse to stop or dawdle in the water you may also help prevent contamination.
 - 5.8 Carry and use canvas or collapsible buckets, and/or pump and hose, where possible to water and wash horses. Wash horses at least 50 meters away from watercourse.
 - 5.9 All ATHRA members are to utilise supplied facility yarding where it is logical and appropriate. Members should be conscious of the space they take up within the yards to ensure efficient and shared use of the available area.
 - 5.10 Always camp horses well clear of watercourses – at least 50 metres, unless camping areas or yards provided by the governing authority are constructed / situated contrary to this rule.
 - 5.11 Avoid horses denuding vegetation especially during stays of more than one night by regularly relocating nightlines and portable yards.
 - 5.12 Use tree protectors and suitable length stops to prevent damage to trees caused by nightlines and horses.
 - 5.13 Where possible make nightline length 15 metres or more to reduce concentrated impact.
 - 5.14 Avoid horses not already familiar with each other being yarded together. This will avoid conflicts in establishing a new social order.
 - 5.15 Dispose or disperse manure from overnight camp sights.
 - 5.16 Remove all rubbish from campsites, don't bury it as feral animals may dig it up. Where possible remove unsightly litter left by others. What you take in take out.
 - 5.17 Always be friendly and civil to other bushland users. You should always take the initiative in avoiding any potentially dangerous situations involving your horses and the general public.

6. HORSE HEALTH

- 6.1 ATHRA supports the wellbeing of all horses.
- 6.2 Further, ATHRA recommends to its members that sufficient preparation be put into a horse's training and conditioning before being used in any ATHRA activities or pursuits. Members

have a responsibility to regularly monitor the health status of their horses and to ensure that they do not take a sick or ill prepared horse to a ride or event.

- 6.3 As a general rule, ATHRA supports and recommends the following guide (Australian Government, Rural Industries Research & Development Corporation – RIRDC) for horse wellbeing, training and nutrition. ATHRA actively encourages its members to view this site accordingly.

<http://www.dpi.vic.gov.au/dpi/nreninf.nsf/childdocs/-89E7A8DAFEA417624A2568B30004C26A-B49A42716C4DB484CA256BC70081154C-F0449D27F10A077E4A256DEA0027A91C-2A4B4909B1C42DD5CA256F3100093943?open>

- 6.4 Additional details can be found on the RIRDC site link, which ATHRA believes is a valuable resource for additional information.

<http://www.rirdc.gov.au/programs/hor.html#top>

7. CHARITY TRAIL RIDES (“CTR”)

- 7.1 Where a club holds a fund raising trail ride for charity, regardless of the membership status of participants, the following procedure must be adhered to.

- 7.2 Such rides must be organised and run by an ATHRA club and must comply with ATHRA’s current Code of Conduct. As from the 1st January 2008 all charity rides must have an accredited Trail Boss and Ride Coordinator in control

- 7.3 Club must complete a CTR submission consisting of, but not limited to CRT form (Schedule 1), the risk strategies developed for the event, a copy of the ATHRA waiver to be signed by each participant, list of emergency contacts (eg doctor, police, SES, vet etc) and the Pre Ride check list.

- CTR submission to be forwarded to the State Branch at least 6 weeks prior to the event. State Branch must check the submission, make a recommendation and forward without delay to the ATHRA Insurance Officer.
- A non-refundable administration fee of \$30, payable to ATHRA National, must accompany the CTR submission.

- 7.4 Prospective members, (also referred to as Day Members), may participate in Charity Trail Rides providing they are made aware of ATHRA Ride Rules & the Code of Conduct and are conscientiously monitored regarding safety and behaviour issues by ride officials.

- 7.5 Prospective members may participate in Charity Rides exceeding 48 hours duration but may only participate on a maximum of 2 days regardless of the hours involved. **Note:** Rules 9.1 and 9.2 are not applicable to Charity Rides.

- 7.6 In all cases where the duration of a Charity Trail Ride will exceed 48 hours all riders and/or harness participants must be members of an ATHRA club.

- 7.7 Any horse, where a fee has been paid for its use, is not permitted on CTRs.

- 7.8 The names of all participants (listed as either a member or a visitor) must be recorded on the Ride Attendance Register. (A non member of ATHRA is deemed a visitor.) Full details of all visitors (or prospective members) must also be recorded on the “Ride Visitor Details” form.



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- 7.9 For each ride visitor, an administration fee of \$7 shall be forwarded to the State Branch within 4 weeks of the event, together with the relevant "Ride Visitor Details" form and Ride Attendance Register. The State Branch shall retain \$4 and forward the balance of \$3 to the National Treasurer six monthly.
 - 7.10 Clubs may charge an additional fee over and above the \$7 administration fee for each visitor.
 - 7.11 As from 1st July 2010, visitors fee have increased to \$20 per ride per visitor. Further, this fee is now payable directly to ATHRA National Treasurer. Clubs may charge an additional fee over and above the \$20 fee for each visitor. From the 1st of July 2010 this rule overrides 7.9 and 7.10.
 - 7.12 In the event of no visitors participating in a CTR, the club secretary shall file all ride forms with club records and make available to the State Branch and/or ATHRA National if and when called upon.
 - 7.13 For every ten riders (minimum) a ride steward shall be appointed. The steward should be conversant with the ATHRA Code of Conduct and be sufficiently competent. Members with accredited training are preferred. Each steward should wear a vest or similar garment which makes him/her easily identifiable.

8. SPECIAL EVENTS ("SE")

- 8.1 A "Special Event" is defined as any ATHRA affiliated club sanctioned event other than a Trail Ride, Charity Trail Ride or Education Session. Special Events must be organised and run by an ATHRA club, conducted in compliance with the ATHRA Code of Conduct, and be under the control of an accredited Trail Boss and/or Ride Coordinator.
- 8.2 Events in which ATHRA members participate, which are not organised or under the direct control of an ATHRA club, are not covered by ATHRA's insurance policies.
- 8.3 When a club intends holding a Special Event the following procedure must be adhered to.
- 8.4 The club must complete the Application to Conduct a Special Event consisting of, but not limited to the Application form Schedule 1, Pre-Ride Checklist (Schedule 3), the risk strategies developed for the event, a copy of the ATHRA waiver to be signed by each participant as a condition of entry, and a list of emergency contacts such as doctor, vet, ambulance, police, SES etc.
- 8.5 The SE application must be forwarded to the State Branch at least 6 weeks prior to the planned event. A non-refundable administration fee of \$30, payable to ATHRA National, must accompany the SE application.
- 8.6 The State Branch must check the application, make a recommendation, and forward without delay to the ATHRA National Insurance Officer together with the \$30 administration fee.
- 8.7 The ATHRA National Insurance Officer shall notify the State Branch and club of approval or otherwise within 14 days of receipt of the SE application and fee.
- 8.8 Any horse, where a fee has been paid for its use, is not permitted at Special Events.
- 8.9 The SE is to be organised and run following the Risk Management Strategy outlined in the SE Application.



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- 8.10 Prospective members (also referred to as Day Members) may participate in Special Events providing they are made aware of the Code of Conduct and are conscientiously monitored regarding safety and behaviour issues by event officials.
 - 8.11 Prospective members may participate in Special Events exceeding 48 hours duration but may only participate on a maximum of 2 days. **Note:** Rules 9.1 and 9.2 are not applicable to Special Events.
 - 8.12 For each ride visitor, an administration fee of \$7 shall be forwarded to the State Branch within 4 weeks of the event, together with the relevant Ride Visitor Details form and Ride Attendance Register. The State Branch shall retain \$4 and forward the balance of \$3 to the National Treasurer six monthly.
 - 8.13 Clubs may charge an additional fee over and above the \$7 administration fee for each visitor.
 - 8.14 When the duration of a SE exceeds 48 hours all participants must be members of an ATHRA club.
 - 8.15 In the event of no visitors participating in a Special Event, the Club Secretary shall file all event forms with club records, and make available to the State Branch and/or ATHRA National if and when called upon.

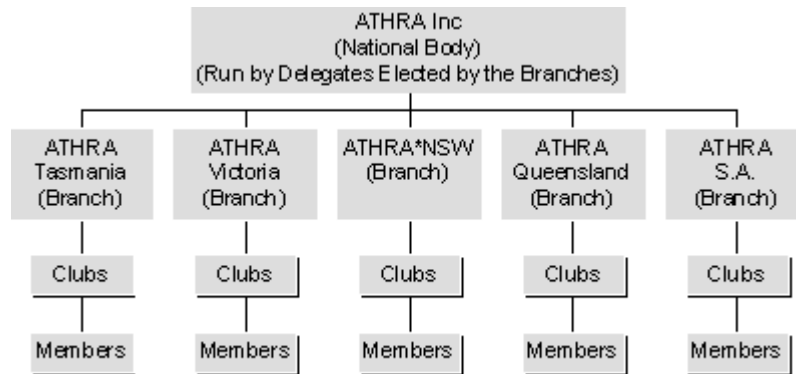
9. PROSPECTIVE MEMBERS

- 9.1 Clubs may permit prospective members to participate on rides providing the prospective member is sponsored and accompanied at all times on the ride by the sponsor who must be an ATHRA member. A prospective member may only attend 2 individual day rides. Where a weekend camp is involved, each day shall be regarded as an individual ride.
- 9.2 The sponsor must make the prospective member aware of ATHRA Ride Rules and Code of Conduct provisions, and may only sponsor one rider per ride. The sponsor's participation in this procedure is an acknowledgment of responsibility for the conduct of the prospective member.
- 9.3 Past ATHRA members may be regarded as prospective members under this rule.
- 9.4 Prospective members may not ride a horse where a fee has been paid for its use.
- 9.5 The full details of all prospective members shall be entered in the Ride Visitor Details Form, as well as being entered in the Ride Attendance Register. A prospective member is required to sign the Ride Attendance Register and an ATHRA waiver as a condition of participation on each ride.
- 9.6 A \$7 administration fee per ride applies to each prospective member. This shall be forwarded to the State Branch within 4 weeks of the ride, together with the relevant Ride Visitor Details Form and Ride Attendance Register. The State Branch shall retain \$4 and forward the balance of \$3 to the National Treasurer six monthly.
- 9.7 Clubs may charge an additional fee over and above the \$7 administration fee for each prospective member.
- 9.8 As from 1st July 2010, prospective member fees have increased to \$20 per ride. Further, this fee is now payable directly to ATHRA National Treasurer. Clubs may charge an additional fee

over and above the \$20 fee for each prospective member. From the 1st of July 2010 this rule overrides 9.6 and 9.7.

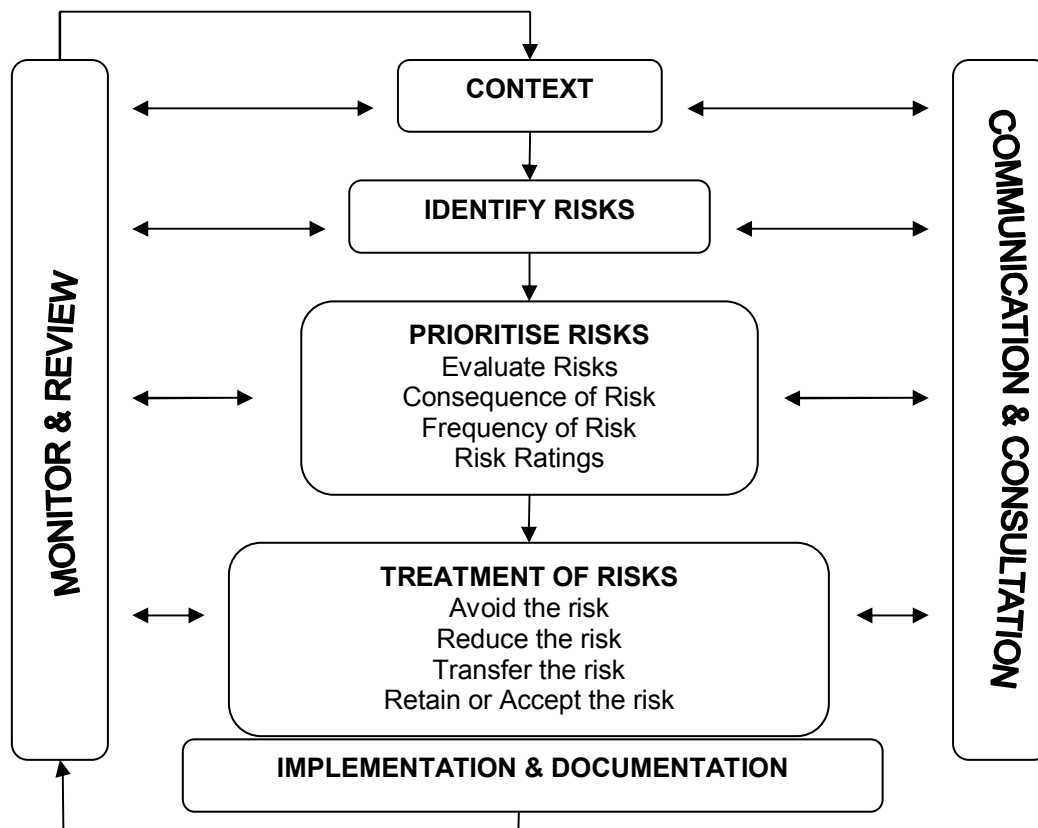
10. ATHRA RISK MANAGEMENT PLAN

10.1 ORGANISATIONAL STRUCTURE OF ATHRA



10.2 RISK MANAGEMENT MODEL

Risk management is the process of identifying, analysing, evaluating and treating risk, as depicted in the following table:



10.3 RISK RATING TABLES

ASSESSING RISKS AND HAZARDS

RATING	Resulting in....
CATASTROPHE	Death or total loss of one or more bodily functions (eg loss of use of arm, sight etc.)
CRITICAL	Severe injury, permanent or partial loss of one or more bodily functions (hearing loss, significant property damage)
MAJOR	“Reportable” accident: person unable to continue with normal duties/lifestyle for more than 7 days; major property damage (facility closure, activity stopped for more than 7 days)
MINOR	Minor injury or property damage (broken window, bruising, minor sprain)
NEGLIGIBLE	First aid only, less than 30 minutes of time out due to accident (cut needing washing and bandaid)

PROBABILITY RATING TABLE

Frequent	Exposure to hazard likely to occur frequently
Occasional	Likely to occur but <u>not</u> frequently
Remote	Exposure <u>unlikely</u> to occur
Improbable	So unlikely you can assume it will not happen

CONSEQUENCE RATING TABLE

Consequence	Probability			
	Frequent/very likely	Occasional /likely	Remote/Unlikely	Improbable/Unlikely
Catastrophic	Extremely serious	Extremely serious	Very serious	Serious
Critical	Extremely serious	Very serious	Serious	Not serious
Major	Very serious	Serious	Not serious	Not serious
Minor	Serious	Not serious	Not serious	None
Negligible	Serious	Not serious	Not serious	None

PRIORITY RISK RATING:

Extremely Serious	1	URGENT:	First issues to deal with, as soon as possible
Very serious	2	HIGH:	As soon as possible after urgent priorities
Serious	3	MEDIUM:	Important but can wait until urgent and high risk matters dealt with

Not serious	4	LOW:	Important but can wait its turn
None	5	NONE:	No action required

Treating the risks

Risk treatment involves selecting a risk treatment option, assessing the appropriateness and effectiveness of the options, preparing treatment or action plans and implementing these plans. You may decide to:

Accept the risk:

- This means that you believe that the benefits outweigh the risk

Reject the risk and treat it by:

- Finding a safer alternative

or

Reducing the risk

- mechanically
- administratively
- by insisting on appropriate personal protection:
- Providing training for staff/officials/volunteers

Transferring the risk

- Waivers being signed
- Warning signs
- Insurance
- Contracts

Document the process

We need to develop a culture of safety management and awareness. Making it a formal part of our organisation provides recognition and credibility to the concepts of risk management, and becomes an educational process that can influence the attitudes of those we work with.

Formalising the process provides credibility should an accident occur and we need evidence that we have taken a responsible attitude to the safety of the people involved in our environment.

Implement, monitor and review

Procedures and networks for monitoring, reviewing, and communication about risk management must be established as part of this process

10.4 **CONTEXT**

The Australian Trail Horse Riders Association (ATHRA) was formed in January 1972, during a National Horsemen's Convention at Gatton in Southern Queensland.

During the first 25 years of operation, the Association grew to become the peak national trail horse riding body of five member Australian States.

In 1995, ATHRA National became an incorporated body (in NSW) under a new Constitution drawn up that same year. The structure and rules of the 1995 ATHRA Constitution also

contains the Association Aims by which ATHRA National models its current direction and goals. Briefly, these aims are to encourage, promote and publicise the recreation of horse riding along natural trails throughout Australia.

ATHRA itself is the National organisation and comprises Branches in QLD, NSW, VIC, TAS and SA. These Branches are made up of autonomous clubs that elect delegates to the Branch. The Branches elect delegates to ATHRA National and in this way, all the members of the organisation contribute to the running of the National Association.

Risk Management

Risk management is an integral part of the preparation and running of trail rides. Our aim is to educate and preserve our heritage and promote safe, environmentally responsible trail horse riding in Australia. Also, because our trail horse riding is a non-competitive and non-commercial activity, the key factor in ATHRA's approach to risk management is to try to keep the process as simple as possible whilst maintaining our legislative and local law obligations.

The Australian Horse Industry Council Code of Practice, *HorseSafe*, is recognised by ATHRA and its application is promoted. The Horse Trail Riding Adventure Activity Standard (Vic) is also recognised as a minimum standard for our activity.

The ATHRA Rules and the ATHRA Code of Conduct have also been reviewed during the development of the risk management process.

Stakeholders

There are several stakeholders that have been considered in developing this plan. They include:

- ATHRA Members (Clubs, Families and individuals)
- ATHRA Volunteers and Helpers
- ATHRA Executives, Delegates and Committee Members
- Private Landholders
- Public Land Managers
- General Public

Legislative requirements

In formulating the Risk Management process, ATHRA has taken into account the legislative requirements of the various Federal and State Government agencies, including:

Australian National Road Rules, State and local road laws, DECC, Parks Victoria, QPWS, and other local area legislation or regulations.

10.5 HAZARD & RISK MATRIX

Risk Group	RISK	Risk Rating	Minimisation Strategies	Risk Outcome
Riders / handlers	Various skills, abilities, balance, control and confidence of riders resulting in a fall/incident	HIGH	Pre-ride talk Buddy System, Ride rules	HIGH
	Injury to other horses or riders (ie being kicked by another horse/rider or an incident resulting from one rider's horse reacting to aggressive behavior of another rider's horse/s)	MEDIUM	Red Ribbon on tail of horse as a courtesy to other riders to identify horses which may potentially kick – this is not admitting any liability. Education of riders to keep safe distance from horse in front. Do not crowd around gate after passage through.	MEDIUM
	Lack of control of the horse resulting in a fast pace or uncontrolled situation which unseats the rider (new riders more vulnerable).	HIGH	Encourage riders to bring suitable horses for a trail ride. Trail riding education days. Knowledge of ride rules (Ride rules and club rules) Pre-ride checklist.	MEDIUM
	Rider falls when horse jumps when frightened by unexpected events (ie, kangaroo, pigs, dogs, goannas, other fauna).	HIGH	No dogs rule. Ride in groups Ride rules and club rules	HIGH
	Environment – injury or illness due to hypothermia/sunstroke, allergic reactions, fatigue, etc.	MEDIUM	Adequate preparation for prevailing conditions ie proper clothing: Drizabone, sun block, hat, water. Knowledge of individuals with sensitivity/allergies to fauna and ensure medication is carried at all times. Buddy system/Briefing/ Pre-ride talk	MEDIUM
	Injury through effects of environment (poor surfaces, flapping tarps, campsite, weather, terrain, etc).	HIGH	Check weather conditions and trail terrain prior to ride. Horses not to be ridden in camp area. Ride rules and club rules. Pre-ride checklist.	MEDIUM
	Poor equipment breaking, badly fitting, equipment slipping, unsuitable equipment (halters), injury through failure of equipment.	MEDIUM	Regular checks of equipment by rider. Pre-ride talk. Team environment, buddy system.	LOW
	Health, fitness, suitability and welfare of horse.	LOW	Encourage members to prepare horses adequately, both in fitness and behavior.	LOW
	Loss of balance of rider or a horse reacting to unfamiliar surroundings and causing rider/handler injury through unruly behavior. This could occur through the actions of someone else's horse frightening or causing a reaction in the victim's horse.	HIGH	Encourage riders to bring suitable horses for a trail ride. Trail riding education days. Ride rules and club rules. Pre-ride checklist/ Pre-ride talk.	HIGH
	Lost rider	MEDIUM	Buddy system. Ride rules and club rules/ Pre-ride talk Head counts.	LOW

Risk Group	RISK	Risk Rating	Minimisation Strategies	Risk Outcome
Non Riders / Assistants	Poor supervision could cause to be knocked or trodden on by horses while handling	MEDIUM	Correct footwear is worn by everyone handling horses Inexperienced people, particularly young children, should be supervised when near horses.	MEDIUM
Spectators	Unsupervised access to horses could result in injury	MEDIUM	Spectators should remain separated from horses Inexperienced people, particularly young children, should be supervised when near horses.	LOW
	Injury from escaped horse	HIGH	Spectators should remain separated from horses Perimeter fencing required where possible Prevent horses escaping by procedures etc	LOW
	Horses and people in a confined area	HIGH	Separation of horses, people and vehicles Ensure parking plan provides adequate spacing Pre ride risk assessment	MED
Property	Damage to vehicles, buildings and other property	MEDIUM	Adequate distance/separation between horses, vehicles, building and property. Pre-ride checklist.	MEDIUM
General public	Horse escaping beyond the perimeter of the event and causing damage to persons or property outside of it.	HIGH	Perimeter gate kept closed wherever possible. Ride rules. Training/ Pre-ride talk	HIGH
	Others sharing the same areas (eg, visitors, bushwalking in a forest, motor bike riders) when a horse escapes from a group (out of control) and could run into a person or damage property (hit a car), etc.	HIGH	Pre-ride talk Training An experienced rider should attempt to retrieve the horse in an expedient and safe manner.	MEDIUM
ATHRA	Loss of access to public land	HIGH	Funding model (day memberships), fighting fund, insurance levy, State and club funding	LOW
	Loss of membership of a State body	MEDIUM	Funding model (day memberships), fighting fund, insurance levy, State and club funding	LOW

11. ATHRA ACCREDITATION TRAINING PROGRAM

11.1 The ATHRA Accreditation Training Program is designed to acknowledge, and where necessary, develop the knowledge and skills of participants so that they can:

- Coordinate and plan the safe running of a trail ride using the ATHRA Code of Conduct, incorporating, planning, management and evaluation.
- Conduct and manage a safe trail ride using the ATHRA Code of Conduct, incorporating, planning, management and evaluation.
- Manage minimal environmental impact during ATHRA trail rides.
- Manage risk and coordinate emergency response for both horses and riders.
- Provide leadership for groups and deal with conflict

11.2 Ride Coordinator Certificate

This internal ATHRA certificate covers the skills needed to plan and coordinate a trail ride. It has been designed around the ATHRA Code of Conduct and risk management documents.

At the successful conclusion of the two day course participants may receive the ATHRA Ride Coordinator's Certificate. This Certificate will carry the authority of ATHRA (Australia wide) and recognition by the Association for Horsemanship Safety and Education as an appropriate non commercial certificate for "**Ride Coordinator**".

Qualification "**Ride Coordinator**" is based on active participation during the training program and demonstration of the participants' ability to Plan and Coordinate an ATHRA Trail Ride. Knowledge of the ATHRA Code of Conduct and the Pre Ride and Post Ride documentation will be required, previous experience will also be taken into account. The above criteria will be assessed in order to receive this qualification and accreditation certificate.

11.3 Trail Boss Certificate

This internal ATHRA certificate covers the skills needed to supervise and manage an ATHRA trail ride. It has been designed around the ATHRA Code of Conduct and risk management documents.

At the successful conclusion of the two day course participants may receive the ATHRA Trail Boss Certificate. This Certificate will carry the authority of ATHRA (Australia wide) and recognition by the Association for Horsemanship Safety and Education as an appropriate non commercial certificate for "**Trail Boss**".

Qualification "**Trail Boss**" is based on active participation during the training program and demonstration of the participants' ability to conduct and manage an ATHRA Trail Ride. Previous experience and knowledge of the role will also be taken into account to receive this qualification and accreditation certificate.

Participants' must demonstrate the attributes required by ATHRA and have passed his/hers practical sessions in order to obtain this qualification. The participants' must display leadership qualities during the training program by actively participating in all sessions and take a lead role in one or more of the exercises. They must also demonstrate correct and safe handling of a horse from the ground (catch/secure/tie up/saddle and bridle), and ride a horse in a walk, trot and canter. Other observations that can be taken into account could include:

- Correct fitting of saddle and bridle including stirrup length

- Manage a road crossing safely
- Lead a horse whilst mounted
- Ride across a creek/river
- Negotiate around an obstacle
- Assist another rider
- Other skills as deemed appropriate

11.4 **Accredited Ride Steward**

This internal ATHRA certificate covers the skills needed to appropriately assist and support the Trail Boss on an ATHRA trail ride. It has been designed around the ATHRA Code of Conduct and risk management documents.

This Certificate will carry the authority of ATHRA and recognises the participants' attendance and involvement in the ATHRA Training Program. The Accredited Ride Steward has demonstrated their knowledge of the material presented and their ability to assist and support the Trail Boss in the safe supervision and management of an ATHRA Trail Ride.

11.5 **Resources**

- ATHRA Ride Training Manual.
- This covers the key areas required for ATHRA Ride Coordinator Certificate and ATHRA Trail Boss Certificate and Accredited Ride Stewards
- ATHRA Code of Conduct

11.6 **Participant Requirements**

Minimum age of 18 years and current ATHRA membership
Experienced in horsemanship and trail horse riding
Demonstrated good communication and leadership qualities
Current first aid certificate (currently not mandatory)

11.7 **Delivery and Assessment**

The course has both theory and practical elements. The theory is covered in seminars and discussions, drawing on the extensive abilities and experience of participating ATHRA members.

Much of the assessment will depend on the process of 'Recognition of Prior Learning', whereby existing knowledge is recognised and confirmed. This assessment will be carried out through observation of individual participation during group discussions, written components, 'what if' questions and practical responses to simulations of trail ride situations. A sound knowledge of the ATHRA Code of Conduct is expected from participants. Moderate language and literacy skills will be required for the role of Ride Coordinator as this role involves administrative functions and a 'paper trail' (keeping records of important information).

12. **HORSE/RIDER EDUCATION SESSIONS**

- 12.1 One of ATHRA's aims is to "Educate its Members". Education covers many aspects, the primary focus for the Horse/Rider Education Sessions are targeting the novice/low confident riding club members and those who wish to improve the horsemanship skill sets.

- 12.2 Sessions are designed to address the following primary areas:
- Equipment, e.g. saddle, bridle, halter, lead rope, and all horse related tack
 - Correct fitting and use of tack.
 - Rider training, Horse control, correct seat, use of reins and leg aids.
 - Conditioning of horse.
 - Horse care and welfare.

Clubs are to appoint “Club Instructors”. Club Instructors are those members approved by their club and permitted to conduct education sessions. It is recommended that an ATHRA accredited Trail Boss be appointed as the Club Instructor. Clubs must record their nominated Instructors, dates of education sessions and attendees.

The Instructor’s pre-qualifiers/requirements include:

- a thorough knowledge of ATHRA’s Code of Conduct;
- the ability to communicate effectively;
- the ability to practice what they instruct;.
- the ability to train horses in a safe and humane way;.
- be able to demonstrate the safest way of controlling horses;
- a good knowledge of equipment and tack with correct fitting and use.

The following guidelines list the requirements for these education sessions.

- All education sessions must be conducted within a fully contained area fully fenced with no direct access to the public, a public road or walk way.
- Surface of the area to be used must be level and in good condition. (Surface must not be slippery, boggy or uneven by way of holes or deep ruts)
- Star Picket posts and barbed wire as parameter fencing is not permitted.
- Maximum of twelve (12) students per instructor at any one time.
- Area to be used must be large enough to ensure safety of horse and rider. (For twelve students minimum requirement is 60 x 60 metres.) (15 metres square per student)
- It is recommended that all students under instruction wear an approved current riding safety helmet. It is mandatory for all junior members to wear approved and current riding helmets
- Horses used must be physically and mentally able to cope with instruction. (No horses under the age of 4 permitted)
- All gear used on horses must be in good condition and fit for purpose. (Minimum requirements are a saddle and bridle)
- Bitted and/or appropriate bitless bridles must be used by all participants during education sessions. The use of a headstall is permitted, although a secondary means of control is recommended.
- Bareback riding or riding pads are not permitted during education sessions.
- Communication capability must be available (mobile phone with signal or fixed phone)

- 12.3 Focus of these education sessions is horse control, how to obtain, maintain and regain it. These sessions are aimed at the novice/low confident riders aiming to increase their skill sets thus reducing risk to themselves and others on trail rides. ATHRA Club Executives (e.g. President, Treasurer and Secretary) are responsible to ensure this policy is complied to.

13. TRAIL RIDE ORGANISATION PLAN

13.1 PRELIMINARY ARRANGEMENTS

- ✓ Decide on a location and a suitable date.
- ✓ Club to approve ride and it to be recorded in minutes or newsletter.

- ✓ Contact the relevant authorities, such as Lands department, Ranger, landowner, for permission or permits. Inform them of dates and check for requirements.
- ✓ Decide on maps to be used, and when a compass or GPS will be needed.
- ✓ If fees or deposits are required, inform participants of this.
- ✓ Tracks must be checked close to ride. Consider the effects of recent storms, rain or fire, locked gates, and fences.
- ✓ Choose a Drag Rider and make sure they are familiar with the route.
- ✓ Determine the ride skills required for particular ride, and inform riders of the degree of difficulty.
- ✓ Select lunch stop, and check for water availability.
- ✓ Where a total fire ban exists have an alternative plan for cooking arrangements.
- ✓ Trail Boss to have a contingency plan for sudden weather changes that may affect the ride.
- ✓ Check that Ride Notice (Schedule 2) is correct and send out to members. Where possible allow 4 weeks notice prior to ride.

13.2 LEAD UP TO RIDE

- ✓ Complete Pre-Ride Checklist (Schedule 3)
- ✓ Select officials to carry first aid kit for humans and horses.
- ✓ Emergency procedures documented and placed in first aid kit.
- ✓ First aid person to wear identifiable clothing.
- ✓ Know where the nearest medical assistance for riders and horses is.
- ✓ For every ten riders a steward should be appointed. The steward should be competent and have knowledge of the ATHRA Code of Conduct. The steward should wear some item to make him/her easily identifiable.
- ✓ Select persons to be in charge of recordings names of riders attending and accident and incident reports.
- ✓ Choose communications system to be used on ride.
- ✓ If required finalize catering arrangements.
- ✓ Contact nominated property officer with a list of requirements for equipment and make arrangements for its collection and return.
- ✓ Check you have received adequate nominations and contact details for all participants.
- ✓ Finalize backup crew arrangements.
- ✓ Advise backup crew if lunch spot is accessible for vehicles and guests.
- ✓ Where signage is required decide how it is to be set up.
- ✓ Check Hazard Risk Matrix for any further minimisation strategies.

13.3 MORNING OF RIDE

- ✓ Check you have the required maps for the area, compass and/or GPS.
- ✓ Make sure all riders and guests' names have been recorded.
- ✓ Inform first aid person of any medical conditions of particular participants.
- ✓ Hold briefing, perform headcount, ensure riders know and understand the commands used throughout the ride.
- ✓ Institute buddy system whereby if a rider is nervous and/or inexperienced or is riding a young horse, the rider is teamed with a more experienced member until both horse and rider are settled. (Note: this buddy system could be for one hour, one ride or a series of rides, depending on need)

13.4 AFTER THE RIDE

- ✓ Complete Post-Ride Checklist - Schedule 4
- ✓ Make sure any incidents or accidents have been recorded.
- ✓ Check fees correspond to attendance record.
- ✓ Return equipment to property officer.
- ✓ Forward any fees to treasurer.
- ✓ Send letters of appreciation.
- ✓ By doing all of the above, CONGRATULATIONS!
- ✓ Give yourself a pat on the back.



Schedule 1: APPLICATION TO CONDUCT SPECIAL EVENT*/CHARITY RIDE*

* Circle Applicable Event

ORGANISING CLUB:

NOTE: All Special Events and Charity Rides must be conducted under the exclusive control of the ATHRA organising club.

EVENT:

DATE/S: STATE:

VENUE:

Contact Person: Phone:

Email: Mobile No:

Accredited Trail Boss in charge of Event/Ride:

Accredited Ride Coordinator responsible for planning etc:

Estimated Total No. of Riders: Estimated No. of Non ATHRA Riders:

Description of Event:

Provide Full Details - If insufficient space, provide details on an attachment:

.....
.....
.....
.....
.....

CHECK LIST:

Will this event comply with ATHRA's Code of Conduct? (circle) YES NO

Will participants complete waiver forms? (attach copy) (circle) YES NO

Cheque attached: \$..... (circle) YES NO

Name..... Signature:

Club Position:

This application must be completed and signed by an Executive of Club - President, Vice President, Secretary, or Treasurer.

* Please refer to ATHRA Code of Conduct Clause 6 and if necessary consult your State Branch prior to completing this application. Ensure that you attach the Waiver Form that is to be used for the event and that all other required documentation and a cheque for \$30.00 payable to ATHRA National is included. The completed application must reach your State Branch Secretary 6 weeks prior to the proposed event/ride.

Form revised June 2008



List the risk strategies being deployed for the event

E.g. 1-10 Ride Steward representation; Pre Ride Talk to include all known hazards; Emergency Information Card created and distributed for the event; First Aider clearly identified and available for the duration etc.

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....
- 9.....
- 10.....
- 11.....
- 12.....
- 13.....
- 14.....
- 15.....

*** To be attached to your Application to Conduct Special Event/Charity Ride.**

Form revised June 2008

Schedule 2: RIDE NOTICES

The following should be included in your ride notices:

- ✓ List of requirements for attendees
- ✓ Riders under 18 must wear an approved helmet
- ✓ It is recommended that riders wear full length trousers and sleeved shirt. Suitable footwear which prevents foot sliding forward through the stirrup iron must be worn
- ✓ Camping gear
- ✓ Meals, drinking water
- ✓ Approved horse feed
- ✓ Any equipment taken on horse such as camera to be in a saddlebag
- ✓ Nightlines or electric yarding with a secondary means of containment within electric fence
- ✓ Relevant ride information such as terrain, distance, degree of difficulty and standard of fitness required of horse
- ✓ Recommendation that horses be shod
- ✓ No dogs on ride
- ✓ Time to arrive and depart
- ✓ Ride out time
- ✓ Ride fees (members/non members, riders/ non riders, adults/ juniors)
- ✓ RSVP date
- ✓ Nomination Form must include details of:
 - Attendees names
 - Riders or non riders
 - Members or non members
 - Contact details
 - Relevant medical details
 - Monies / cheques
 - Adult or Junior, and if Junior who is nominated guardian.
- ✓ Map to ride or camp location
 - Do not put on back of nomination form.
 - Include a grid reference if possible

Form revised June 2008



Schedule 3: ATHRA PRE-RIDE/EVENT CHECKLIST

(Please print all details clearly)

Club: Ride Location:

Date of ride:..... Contact Person:

Contact Numbers:

Nominated Ride Coordinator:.....

✓	
	Sanctioned Ride
	Permission / Permits received
	Parking area & venue adequate/safe
	Safety signage
	Risks and hazards identified
	Degree of difficulty determined

✓	
	Attendance register complete
	Buddy System
	Contact numbers listed
	Waivers signed
	Effective communications in place
	Back-up crew organized (if required)
	Visitor details recorded

✓	
	Route: determined/checked/recorded (include break location, water)
	Contingency plans in place for emergency or sudden weather changes
	Emergency Procedures documented (emergency contacts in first aid kit)

Ride Officials:		✓		Names
			Accredited Trail Boss	
			Lead Rider	
			Drag Rider	
			First Aid Officer:	
			Additional Stewards (ratio to riders)	
	high visibility clothing			

✓	Pre-Ride details discussed	Comments
	Length of ride	
	Pace of ride	
	Terrain	
	Safety issues (emergency procedure)	
	Juniors supervised (approved helmets worn)	
	Gates / stock / advise	
	Medical conditions notified	
	Equipment reminder	
	New Riders Identified/Welcomed	

Signed by Ride Coordinator/Trail Boss:

Date Completed:

This form should be filed by the Club with the Post Ride Summary, Ride Attendance Register and if applicable any Incident Reports and Ride Visitor Details form.

Form revised June 2008



Schedule 4: ATHRA Post Ride Summary

(Please print all details clearly)

Club:

Date:

Name of Trail Boss/Ride Coordinator completing Form:

Venue:

State:

Event Type: (Tick box) Trail Ride Sports Day Education Day

Attendance: Members

Day Members

Others (non riders, volunteers, etc)

TOTAL

Ride Description: (Please tick appropriate descriptions)

Press Article attached:

<u>Weather Conditions:</u>	<input checked="" type="checkbox"/>	Description	<u>Riding Terrain:</u>	<input checked="" type="checkbox"/>	Description
		Fine			Flat
		Cloudy			Undulating
		Raining			Steep
		Hot			River Crossing
		Cold			

<u>Track Conditions:</u>	<input checked="" type="checkbox"/>		Comments
		Good	
		Slippery	
		Boggy	
		Rocky	
		Other	
Were any incidents recorded?		Yes / No	
Were any accidents recorded?		Yes / No	
		(if yes, please attached report)	
<u>Ride Duration:</u>		<u>Overnight Camping:</u>	Yes / No
<u>Additional Comments:</u>			

Signed by Trail Boss/Ride Coordinator
Date Completed

***Please attach Pre Ride Checklist, Ride Attendance Register and if applicable any Incident Reports and Ride Visitor Details form and file with Club records.**

Form revised June 2008



Schedule 6: INCIDENT REPORT FORM

Club:

Site/Venue of Incident: <i>Exact location overleaf....</i>	<input type="text"/>			
Ride Coordinator/Trail Boss:	<input type="text"/>			
Phone:	<input type="text"/>	Fax No:	<input type="text"/>	
		Email:	<input type="text"/>	
Contact Person:	<input type="text"/>		Date of Incident:	<input type="text"/>

Time of Incident:

Horse Name

own
 borrowed

Weather conditions:

Trail Boss & Marshalls in charge of and/or supervising injured party:

Numbers under supervision:

INJURED PERSON DETAILS:

Name:	<input type="text"/>		
Address	<input type="text"/>		
Phone:	<input type="text"/>	Date of Birth:	<input type="text"/>
		Club Affiliated:	<input type="text"/>

INCIDENT OCCURRED WHILE:

- | | | |
|--|--|---|
| <input type="checkbox"/> Mounting | <input type="checkbox"/> During Trail Ride | <input type="checkbox"/> Jumping |
| <input type="checkbox"/> Unmounted Activity/Campsite | <input type="checkbox"/> Walk / Trot | <input type="checkbox"/> If other please detail |
| <input type="checkbox"/> Dismounting | <input type="checkbox"/> Canter | |

INJURY LOCATION:

- | | | |
|---|-----------------------------------|---|
| <input type="checkbox"/> Head (Skull, Face, Jaw, Ears) | <input type="checkbox"/> Eyes | <input type="checkbox"/> Neck |
| <input type="checkbox"/> Trunk (Chest, Abdomen, Buttock, Pelvis) | <input type="checkbox"/> Spine | <input type="checkbox"/> Arm (Shoulder, Elbow, Forearm, Wrist, Hand, Finger, Thumb) |
| <input type="checkbox"/> Leg (Hip, Thigh, Knee, Ankle, Foot, Toe) | <input type="checkbox"/> Internal | <input type="checkbox"/> If other please detail |

INJURY SEVERITY:

- | | | |
|--|---|---|
| <input type="checkbox"/> First Aid (Continued to ride) | <input type="checkbox"/> First Aid (Went home) | <input type="checkbox"/> First Aid (sought medical attention after leaving) |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Doctor's or Dental Treatment | <input type="checkbox"/> Hospital Treatment (Admittance) |
| <input type="checkbox"/> Fatal | <input type="checkbox"/> Other (please detail) | |



Schedule 7: WAIVER KIT

Our Insurance Broker, Affinity Risk Partners, utilizing legal advice and incorporating specific legislation from all states of Australia, has developed this form. The specific legislation is referred to on the instruction sheet in the Waiver Form kit.

As the Instruction sheet states, “All members of your Association or Club are required on joining or renewing their membership to sign the liability waiver form.” The main benefit to members by signing the form is to the member’s club and to the association. By encouraging members to acknowledge that the activity they are undertaking (horse trail riding) has inherent risks, they then accept that risk, which in turn minimizes the risk to the club, the club committee and to ATHRA. This minimization of risk also has the effect of keeping our insurance policy premium at a reasonable level as it demonstrates to our insurer that the members are considering the safety and risk minimization strategies put in place. Note that if the waiver form is incorporated into the membership renewal, it cannot be printed on the back of the application form. It must be printed on a separate page and then attached (i.e. stapled).

Please note that in no way does signing of the waiver form preclude a member from making a liability claim for compensation if it can be proven that there has been an act of negligence.

Also, this waiver form does not affect members’ rights to make a claim for personal injury on the ATHRA Personal Accident policy.

Filling out the form – Important – Please Read

In the “Name and address of Provider” box, the Australian Trail Horse Riders Association name and address needs be retained, as this is the insured group’s name. If you wish to include a club name here, you should enter the word “and” and then the name and address of the club as an addition.

In the “Description of Recreational Services” box, the words “Horse Trail riding and associated activities” should be retained. If the activity is clearly not trail riding, then this can be changed to briefly describe the new activity, but be aware that by changing this wording, the wording on the “Risk Warning Sign” sheet will also need to be changed.

In the “Steps taken by Provider to avoid the danger of personal injury or death” box, the examples shown are **examples only** and all should be deleted unless they are applicable to your event. Enter only those steps that the event organizer has taken as part of the risk minimization strategy for that event. These are all common sense steps that will be in place, assuming that the ATHRA code of Conduct is being followed. In most instances the steps could be as simple as, First Aid kit carried, Route checked and hazards identified, Emergency communications carried (mobile phone/ two way radios), ATHRA COC complied with, etc.



WAIVER KIT- INSTRUCTIONS

This notice is provided to you to assist you in the risk management of your organisation. As part of your duty of care it is necessary to ensure that members and participants are aware that they are undertaking an activity that is risky and that injury and in some cases even death can occur. For this reason the following protocols are to be followed.

ACTIVITY, EVENT AND COMPETITION

1. **A risk warning sign must be displayed at the entrance or entrances of the activity, event or competition in the form attached.**
2. **All participants must sign the waiver as attached before participating in any activity, event or competition (ATHRA members sign once – see Membership below).**
3. Where possible the activity, event or competition rules should be clearly displayed prior to the commencement of the activity, event or competition.
4. The steps taken by your organization to avoid the danger of personal injury or death must be listed on the liability waiver form. Where possible, these steps must be taken.

MEMBERSHIP

All members of ATHRA are required on joining or renewing their membership to sign the liability waiver form. This form limits your organisation's liability during participation in a sanctioned event, activity or competition conducted by the Association or Club. This should be on its own page attached to your club's membership form.

NOTE

It is important to understand that there are two types of Law. One is in Contract and the other is in Tort (Civil Liability). The legislative changes in all State's and Territories reflect a change in community attitudes that people must take more responsibility for their own actions.

Part of your risk management plan must be to inform your members and participants what is required of them and what protocols are in place to minimise their exposure to risk and injury.



RISK WARNING SIGN

Exclusion of Right to Sue

These Conditions Affect Your Legal Rights.

PLEASE READ CAREFULLY

- 1. Australian Trail Horse Riders Association, their employees and agents shall have no liability howsoever caused to YOU or any dependant for personal injury or death suffered by YOU or any dependant arising in any way whatsoever from the supply by [Insert name of Organisation] of recreational services, including but not limited to Horse trail riding and associated activities (“Recreational Services”).**
- 2. YOU acknowledge that Recreational Services are dangerous activities with many inherent risks as a result of which personal injury (and some times death) are common. YOU by your participation in such recreational activities accept all risks of personal injury or death in any way whatsoever arising from your participation in such recreational activities and YOU and any dependants release and forever discharge Australian Trail Horse Riders Association and its employees and agents from all and any liability and claims arising from the supply of the Recreational Services.**

NOTICE dated

Authorised by Australian Trail Horse Riders Association

**LIABILITY WAIVER FORM
EXCLUSION OF CERTAIN RIGHTS TO SUE**



The purpose of this agreement is to exclude the liability of the Provider for any personal injury or death to the Participant and other people in the care and control of the Participant howsoever caused, who signed this form as acknowledgment of the terms and conditions of this agreement. By signing this form you are waiving your rights to sue the Provider for losses relating to personal injury or death arising from the provision of Recreational Services to you and your participation in the event, activity or competition (hereinafter referred to as “the recreational activity”). Under the provisions of the Trade Practices Act and Various State Laws conditions are implied into contracts that mean that the Provider of Recreational Services, noted below, is required to ensure that the Recreational Services it provides to you are rendered with due care and skill, are fit for the purpose for which they are commonly bought as it is reasonable to expect in the circumstances or might reasonably be expected to achieve the result you have made known to the Provider.

Name and address of Provider

Australian Trail Horse Riders Association, c/- PO Box 19, KARUAH NSW 2324

The Participant acknowledges that the recreational activity being undertaken is an activity being undertaken for the purposes of recreation, enjoyment or leisure that involves a significant degree of physical risk. The Provider acknowledges that they are providing the Recreational Services detailed below. This may entail providing facilities for participation in a recreational activity, or training a person to participate in a recreational activity, or supervising, adjudicating, guiding or otherwise assisting a person’s participation in a recreational activity.

The Participant hereby acknowledges that in participating in the recreational activity that there are risks involved to him or her or other people in his or her care and control. The Participant also acknowledges that the purpose of the recreational activity is for the benefit of the Participant and for the benefit of those people in the care and control of the Participant and that at all times the Participant is responsible for his or her own actions and the actions of those other people in his or her care and control.

Description of Recreational Services

Horse trail riding and associated activities.

Steps taken by Provider to avoid the danger of personal injury or death (NOTE: This list is not intended to be exhaustive. The Provider may have taken other steps not listed, herein, to avoid the danger of personal injury or death.

ATHRA Code of Conduct, Ride rules Training program for ATHRA ride staff, First Aid kit & qualified staff, communication strategies, emergency response planning

The Participant acknowledges that during all times while he or she is participating in the recreational activity he or she does so at his or her own risk. The Participant and other people in the care and control of the Participant will not hold the Provider or any of its employees or agents liable for any personal injury or breach of contract whether caused by the negligence of the Provider its employees or agents howsoever caused or otherwise. The Participant acknowledges that in the event that he or she or any of the other people in his or her care and control find either or any of them is in difficulty during participation in the recreational activity, that he or she are to stop the activity or request that the activity be stopped if appropriate, and seek help and/or assistance and advice.

Declaration and signature

By signing this agreement I understand that the Recreational Services about to be sold to me as set out in this form may result in personal injury or death to me or the persons in my care and control. By signing this agreement I understand that I am waiving my rights and the rights of the persons in my care and control, to sue the Provider for losses relating to personal injury or death to me or to the persons in my care and control, which are sustained as a result of my participation in the recreational activity, whether caused by the negligence of the Provider its employees or agents howsoever caused or otherwise.

Signature of Participant

Printed name

Date

Address

State _____ PostCode _____



Schedule 8: ATHRA GUIDELINES TO COMBAT *Phytophthora*

PHYTOPHTHORA (pronounced FY-TOFF-THORA) are soil and waterborne fungi that kills a wide variety of native plant species, fruits, vegetables, nuts and ornamental plants.

Phytophthora cinnamomi (*Pc*), also known as cinnamon fungus, is the most common and destructive species, and requires immediate action to stop its spread.

This disease can be spread by all bush user groups, including bush walkers, mountain and motor bike riders, park management vehicles, four wheel drives etc., and native and domestic animals, including horses. The disease in moist soil and plant material sticks to human footwear, tyres of vehicles, and of course to horse's hooves, easy boots, bandages and similar products.

ATHRA clubs and members can help minimize the risk of spreading Phytophthora by following these guidelines:

- Contact your local Parks & Wildlife Office (or the equivalent body in your respective State) for information on suitable horse riding areas.
- Park your car and float in designated car parks or on sealed surfaces where possible.
- Keep to designated horse riding trails at all times.
- Avoid riding when the soil is wet or muddy.
- Avoid using bandages and boots, unless covered with all-purpose bandage or boot covers.
- Start and finish your horse ride with clean bandage covers, all-purpose boots, easyboot or similar product (ie free of all soil and plant material). Keep them as clean as possible during the ride.
- Remove soil from your horse's bandage covers, all-purpose boots, easyboot or similar product and disinfect them before entering or leaving an area. Do not take them home to clean.
- Some horse trails or sections of National Parks may be closed due to serious infestation or high risk of spread. **OBEY TRAIL CLOSED SIGNS** – penalties may apply.

How to clean your horse's hooves –

ATHRA members and other horse riders are encouraged to carry a hygiene kit to clean their horse's hooves. This hygiene kit can be kept in a float, or carried with the club first aid and ride kit. It can be used after a ride or carried with you on extended rides.

A hygiene kit should contain –

- Hoof pick with brush attached or a separate stiff brush
- Small spray bottle
- Disposable gloves
- Bottle of disinfectant - ATHRA recommends a solution of 10% household bleach mixed with 90% drinkable water. (Use eye protection a rubber gloves when preparing solution).

Cleaning procedure –

1. Select a hard, compacted site such as a road.
2. Wearing gloves and using a spray bottle, spray the disinfectant solution of 10% household bleach and 90% drinkable water onto your horse's legs from the knee down, spraying any bandage covers, all purpose boots, easyboots or similar product, thoroughly wetting any accumulated soil and plant material,
3. Wait 10 seconds for each leg. Remove any boots and spray till wet any soil in boots and any soil on and under horse's feet, wait 10 seconds before returning each foot to the ground.
4. Thoroughly clean each foot using the hoof pick and brush.



5. Spray the entire foot and work into crevices (frog etc.) and cracks with a clean brush.
6. Wait 10 seconds before returning the foot to the ground and repeat process with all remaining feet.
7. Spray the hoof pick and brush till wet after each use, wait 10 seconds.
8. Wash disinfectant solution off any skin and clothing. If you need to neutralize the bleach rub dirt into the effected area.
9. Monitor your horse's feet if using the disinfectant solution on a regular basis.

Note: Always start your ride with clean footwear. If you need to dismount in a ***Phytophthora*** infested area, clean your footwear using the hoof pick and brush, and spray with the disinfectant. Re-clean your horse's feet.

When riding in suspected infested areas riders can further assist the prevention of the spread of Phytophthora by riding only on hard and compacted ground such as management tracks etc.

These guidelines will remain under ongoing review and will be subject to changes as developments occur.

ATHRA enthusiastically encourages all horse riders to adopt the above procedure when riding in known or suspected infested areas to help stop the spread of Phytophthora.

For more information please contact the relevant Government Department in your State.

ATHRA hopes the information contained in these guidelines is of assistance to readers and that it in some way helps to minimize the spread Phytophthora but ATHRA does not guarantee that these guidelines are without flaw of any kind or are wholly appropriate for your particular use and therefore disclaims any liability for any error, loss or consequence which may arise from reliance on any information in these guidelines.

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