



AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION

CODE OF CONDUCT

June 2011

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 members conduct themselves responsibly and in accordance with this Code of Conduct the risks associated with trail horse riding and the impact on Australia's natural environment are significantly reduced. The aim of this Code is to educate, guide and promote safe and environmentally responsible trail horse riding in Australasia and in doing so, help preserve our heritage.
- 1.2 This Code is reviewed and updated annually to ensure it remains relevant and appropriate to ATHRA's clubs and members. Its purpose is to assist clubs to develop and formalise their risk management assessments and strategies in order to minimize risks and optimize the enjoyment of a safe trail riding experience.
- 1.3 Compliance with the Code of Conduct is a condition of club affiliation and individual membership. Membership is also conditional upon an applicant signing the ATHRA Liability Waiver when applying for or renewing membership.
- 1.4 The primary activity of all ATHRA affiliated clubs shall be trail horse riding. Each club must conduct a minimum of four (4) trail rides annually as a condition of affiliation.
- 1.5 ATHRA has an expectation that all clubs and individual members become familiar with the Code and all subsequent amendments. The operating version of the Code of Conduct can be found on the ATHRA website at www.athra.com.au.
- 1.6 Members shall not engage in conduct likely to discredit ATHRA. 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 Risk management is integral to the planning and conduct of safe trail rides. ATHRA's Risk Management Plan, developed in conjunction with our insurance broker, Affinity Risk Partners, includes a risk and hazard analysis based on ATHRA's unique requirements, and details the key issues for clubs to address.
- 2.2 All ATHRA sanctioned trail rides and events shall be conducted under the control of an ATHRA trained and accredited Trail Boss and Ride Coordinator. It is important that all ride officials are suitably skilled, have a thorough knowledge of this Code, and, remain conversant with updates to ensure compliance.
- 2.3 A thorough risk assessment shall be conducted prior to all ATHRA events and activities to minimize risks and ensure safe and successful rides and events.
- 2.4 It is acknowledged that incidents/accidents cannot always be avoided, but with education, compliance with the Code of Conduct, careful planning and the use of appropriate risk mitigation strategies, risks can be significantly minimized.

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- 2.5 The overall strategy to identify and manage risks that could impact ATHRA is encompassed in the following:
- Code of Conduct
 - The ATHRA Accreditation Training Program
 - Pre-Ride/Event check lists
 - Pre-ride/event briefings
 - Ride route, base/camp site and activity specific risk assessments
 - Post ride/event de-briefings or summaries.
- 2.6 Special attention must be paid to non-horse related risks in the Management Plan to ensure that all contingencies are addressed wherever possible.
- 2.7 All clubs and members should endeavour to ensure that risk management remains a priority of this organisation.

3. ATHRA RIDE RULES

- 3.1 Each affiliated club may have additional rules consistent with the Code of Conduct, but all provisions of the Code have precedence and must be complied with. 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 Where a club reasonably anticipates that any planned trail ride or event will attract 80 or more participants, the club shall notify their Regional Manager at least 6 weeks prior to the event. The Regional Manager shall liaise with the club to ensure that sufficient and appropriate safety protocols are in place.
- 3.3 The appointed Ride Coordinator and/or Trail Boss is responsible for ensuring that all pre-ride/event risk assessments are conducted and all relevant ride forms are completed.
- 3.4 Each club secretary must ensure that the following forms for each ride or event are filed together in club records and retained for a minimum 7 years. Clubs must make details of these documents available to ATHRA if and when required.
- Ride Attendance Register
 - Pre-Ride/Event Check List (Schedule 3)
 - Post Ride Summary (Schedule4)
 - Ride Visitor Details Form (if applicable)
 - Incident Report (if applicable)
 - Special Event/Charity Ride Applications (if applicable)
- 3.5 Ride Coordinators and Trail Bosses must have a thorough knowledge of the Code of Conduct, the ability and willingness to follow all rules and guidelines, and ensure compliance with same by all participants.
- 3.6 The Trail Boss and Ride Coordinator must ensure a pre-ride briefing or talk is conducted to advise participants of potential hazards and other details relevant to the safe conduct of the ride. They must ensure that all participants understand the commands that will be used throughout the ride.
- 3.7 High visibility or reflective vests or clothing must be worn by all ride officials who should be identified to all participants at the pre ride briefing.



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- 3.8 ATHRA recommends that all riders wear appropriate clothing (e.g. full length trousers and sleeved shirt). Appropriate footwear which prevents the foot sliding forward through the stirrup iron is compulsory
 - 3.9 Details of all participants on a ride or event must be recorded in the Ride Attendance Register.
 - 3.10 Participants must sign the Ride Attendance Register prior to each ride or event and must obey all reasonable instructions from officials at all times.
 - 3.11 It is the responsibility of each participant to advise the Trail Boss, Ride Coordinator or First Aid person of any pre existing medical conditions prior to a ride or event.
 - 3.12 At all times horses remain the responsibility of their riders, and as such, riders should always be aware of riders/horses in their vicinity, to avoid potential danger.
 - 3.13 It is the responsibility of all riders to maintain appropriate control of their horse and to keep them out of kicking distance of other horses at all times.
 - 3.14 Riders must not pass or overtake another rider at a speed or in a manner which is likely to excite their horse.
 - 3.15 It shall be the responsibility of the rider of each horse to ensure that all riding equipment is regularly checked, well maintained and correctly fitted. The minimum equipment required is a saddle with stirrups & girth and appropriate head gear. The use of halters is only permitted where both horse and rider have demonstrated effective control.
 - 3.16 No rider shall pass the Lead Rider without the Lead Rider's permission, and, no rider shall ride behind the Drag Rider without the Drag Rider's permission.
 - 3.17 Riders must maintain sight of the horse in front and the horse behind at all times during a ride.
 - 3.18 No participant may leave a ride without first obtaining permission from the Trail Boss.
 - 3.19 All riders must comply with State Road Rules when riding on or near roadways.
 - 3.20 To comply with State Road Rules, the blood alcohol level of a rider must not exceed .05% during a ride. The drinking of alcohol is not permitted whilst mounted.
 - 3.21 For safety reasons, a Trail Boss has the discretion to exclude a participant they believe on reasonable grounds is adversely affected by alcohol or any other substance.
 - 3.22 All gates should be left as they are found. Riders should always consider other user groups and respect private property.
 - 3.23 Juniors under 16 years are to be supervised by a parent or nominated adult during a ride.
 - 3.24 Riders under 18 years must wear a regulation helmet that complies with AS/NZS 3838:1998 En 1384 or ASTM F 1163, and is no more than 5 years old. When buying a helmet always check the date of manufacture as this determines the age of the helmet.
 - 3.25 A state approved first aid kit (see St Johns) and an effective communication link (ie satellite phone, mobile phone, two way radio) must be carried by a nominated person on each ride.
 - 3.26 No dogs are permitted on rides.



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- 3.27 All stallions used on ATHRA sanctioned trail rides, drives or events shall be clearly identified with a blue ribbon on his head gear and 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.
- 3.28 Affiliate clubs have the discretion to allow stallions to participate or otherwise.
- 3.29 Any horse where a fee has been paid for its use is not permitted at any ATHRA sanctioned trail ride or event, including Education Days, Charity Rides and Special Events.
- 3.30 Except as provided in Rules 7.5 (Charity Rides) and 8.7 (Special Events), all participants on Trail Rides, Charity Rides, Special Events or Education Sessions exceeding 48 hours, must be members of an ATHRA affiliated club.
- 3.31 Changing horses or swapping gear or tack is not permitted during a ride unless and until authorized by the Trail Boss.
- 3.32 A record must be kept of any incidents or accidents which occur on a ride. In the event of an incident/accident the following procedure must be followed:
- The Trail Boss and/or Ride Coordinator must complete an Incident Report (Schedule 6) in full (front and rear of form), after consultation with the injured party and all witnesses. Attach additional pages with further information if necessary.
 - The Incident Report is filed by Club Secretary as per Rule 3.4.
 - All serious or life threatening matters must be reported to the ATHRA Insurance Coordinator and Regional Manager at the earliest opportunity, but within 2 days of the occurrence. (Please refer to current version of ATHRA Guide to Forms and Procedures).
 - When a club becomes aware a claim is to be made they shall forward the Ride Attendance Register & Incident Report with all supporting information to the Insurance Coordinator, (email preferred)
 - Insurance Coordinator records the claim, confirms membership, reviews the file and forwards to the insurer.
 - Insurer forward claim form to claimant and handles the claim.

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.

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- 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.
- 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 has 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, 1st 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.
- 5.3 Undertake some basic education in weed identification, and whenever possible 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 at www.athra.com.au or Schedule 8 of this Code).
- 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 any 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 yard 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.

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- 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 of or disperse manure from overnight camp sights.
 - 5.16 Remove all rubbish from campsites, don't bury as feral animals may dig it up. Where possible remove unsightly litter left by others. Take out what you take in.
 - 5.17 Always be friendly and civil to other bushland users. Members should always take the initiative to avoid any conflict or potentially dangerous situations involving your horses and the general public.

6. HORSE HEALTH AND WELFARE

- 6.1 ATHRA has an expectation that members will always place the health and welfare of their horse above their own needs or desires. The misuse or abuse of any horse at an ATHRA trail ride or event will be regarded as conduct likely to discredit ATHRA and may be subject to sanction.
- 6.2 ATHRA strongly recommends to all members that sufficient preparation be put into a horse's training and conditioning before being used in any ATHRA activity or pursuit.
- 6.3 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 trail ride or event.
- 6.4 Participants at ATHRA trail rides or events must ensure that their horse's feet are adequately conditioned and/or shod to ensure the horse's soundness and safety.
- 6.5 Participants at ATHRA trail rides and events must ensure that all saddlery, harness and other gear is regularly checked, well maintained, safe and fits the horse appropriately.
- 6.6 As a general rule, ATHRA supports and recommends the following guide, (Australian Government, Rural Industries Research and Development Corporation – RIRDC), for horse wellbeing, training and nutrition. Accordingly, ATHRA actively encourages its members to view this site. <http://www.dpi.vic.gov.au/dpi>
- 6.7 Additional details can be found on the RIRDC site link, which ATHRA believes is a valuable resource for additional information.

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 Charity Trail Rides must be organised and run by an ATHRA club, under the control of an Accredited Trail Boss and Ride Coordinator, in accordance with the Code of Conduct.
- 7.3 A club intending to hold a Charity Trail Ride must complete a CTR Application consisting of, but not limited to, the CTR Application (page 1 of Schedule 1), the Risk Mitigation Strategies developed for the ride (page 2 of Schedule 1), a copy of the event specific waiver to be signed by each participant as a condition of entry, list of emergency contacts (eg doctors, police, SES, vet, hospitals & other emergency services) and the Pre Ride Check List (Schedule 3) with as much detail as possible.



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- 7.4 The CTR application shall be forwarded to the ATHRA Insurance Coordinator at least 6 weeks prior to the event, (email preferred).
 - 7.5 The Insurance Coordinator shall record and review the application, and, if necessary, liaise with the club to ensure details are complete and appropriate.
 - 7.6 A non refundable \$30 administration fee, payable to ATHRA, must be forwarded to the ATHRA Treasurer. Payment must be confirmed prior to the ride being sanctioned.
 - 7.7 The Insurance Officer shall notify the club and Regional Manager of approval or otherwise at the earliest opportunity.
 - 7.8 It is recommended that prior to preparing an application for the first time, or if in doubt on how to proceed, the club contact the Insurance Coordinator for appropriate advice.
 - 7.9 Prospective members, (also referred to as Day Members and / or Visitors), 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.
 - 7.10 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.
 - 7.11 Except as provided in Rule 7.10, where the duration of a Charity Trail Ride exceeds 48 hours all participants must be members of an ATHRA club.
 - 7.12 Any horse, where a fee has been paid for its use, is not permitted at Charity Trail Rides.
 - 7.13 The names of all participants (listed as either a member or a visitor) must be recorded in 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 a Ride Visitor Details Form and they must sign an ATHRA Liability Waiver and the Ride Attendance Register each day.
 - 7.14 A \$20 administration fee is payable by each visitor for each day they ride (maximum 2 days). These fees shall be forwarded to the ATHRA Treasurer within 4 weeks of the ride.
 - 7.15 Clubs may charge an additional fee over and above the \$20 administration fee for each visitor.
 - 7.16 The club shall file all ride forms, (including the CRT application), with club records and make available to ATHRA if and when required in accordance with Rule 3.4.
 - 7.17 For every ten riders (maximum) a ride steward shall be appointed. Each steward should be sufficiently competent and conversant with the Code of Conduct, and is required to wear a high visibility vest or similar garment to readily identify them as a ride official. ATHRA trained and accredited members are preferred.
 - 7.18 Charity Trail Rides must be conducted in accordance with all details stipulated in the CTR application

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 Day. **Note:** A club Education Day which involves payment of a fee to an instructor is classified as a Special Event.
- 8.2 Special Events must be organised and conducted by an ATHRA club, under the control of an Accredited Trail Boss and Ride Coordinator, in accordance with the Code of Conduct.
- 8.3 Events which are not organised and conducted under the direct control of an ATHRA club, in which ATHRA members participate, are not covered by ATHRA's insurance policies.
- 8.4 A club intending to hold a Special Event must complete a SE Application consisting of, but not limited to the SE Application (page 1 of Schedule 1), the Risk Mitigation Strategies developed for the event (page 2 of Schedule 1), a copy of the event specific waiver to be signed by each participant as a condition of entry, list of emergency contacts (eg doctors, police, SES, vet, hospitals and other emergency services) and the Pre Ride Check List (Schedule 3) completed with as much detail as possible.
- 8.5 The SE application shall be forwarded to the ATHRA Insurance Coordinator at least 6 weeks prior to the event. (Email is preferred.)
- 8.6 The Insurance Coordinator shall record and review the application, and, if necessary, liaise with the club to ensure details are complete and appropriate.
- 8.7 A non refundable \$30 administration fee, payable to ATHRA, must be forwarded to the ATHRA Treasurer. Payment must be confirmed prior to the event being sanctioned.
- 8.8 The Insurance Coordinator shall notify the club and Regional Manager of approval or otherwise at the earliest opportunity.
- 8.9 It is recommended that prior to preparing an application for the first time, or if in doubt on how to proceed, the club contact their Regional Manager for appropriate advice.
- 8.10 Any horse, where a fee has been paid for its use, is not permitted at Special Events.
- 8.11 Prospective members, (also referred to as Day Members &/or Visitors), may participate in Special Events providing they are made aware of ATHRA Ride Rules and the Code of Conduct and are conscientiously monitored regarding safety and behaviour issues by event officials.
- 8.12 Prospective members may participate in Special Events 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 Special Events.
- 8.13 The names of all participants (listed as either a member or a visitor) must be recorded in 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 a Ride Visitor Details Form and they must sign an ATHRA Liability Waiver and the Ride Attendance Register each day.
- 8.14 A \$20 administration fee is payable by each visitor for each day they participate (maximum 2 days). These fees shall be forwarded to the ATHRA Treasurer within 4 weeks of the event.
- 8.15 Clubs may charge an additional fee over and above the \$20 administration fee for each visitor.

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- 8.16 The club shall file all ride/event forms (including the SE application) with club records and make available to ATHRA if and when required in accordance with Rule 3.4.
 - 8.17 All officials at a Special Event should be sufficiently competent and conversant with the Code of Conduct. ATHRA trained and accredited members are preferred. Each official should wear a high visibility vest or similar garment to readily identify them as event officials.
 - 8.18 The Special Event must be conducted in accordance with all details stipulated in the SE application

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 acknowledgement 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 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 Liability Waiver as a condition of participation on each ride.
- 9.6 A \$20 administration fee per ride applies to each Prospective Member. These fees shall be forwarded to the ATHRA Treasurer on a quarterly basis.
- 9.7 Clubs may charge an additional fee over and above the \$20 administration fee for each prospective member.

10. ATHRA RISK MANAGEMENT PLAN

10.1 ORGANISATIONAL STRUCTURE OF ATHRA

For improved efficiency and effectiveness ATHRA now operates under a centralised model made up of an elected Board of Directors and appointed positions. Directors are elected for a two (2) year tenure. Director elections occur each year at the AGM on a rotational basis to ensure continuity of operations.

There are five (5) functional groups consisting of Access, Development, Communication/Marketing, Finance/Insurance and Technical Training groups.

Each of these groups has a Director within them.

See Figures 1, 2 and 3 for a representation of the Structure, Roles & Responsibilities of the organisation.

Figure 1 Structure

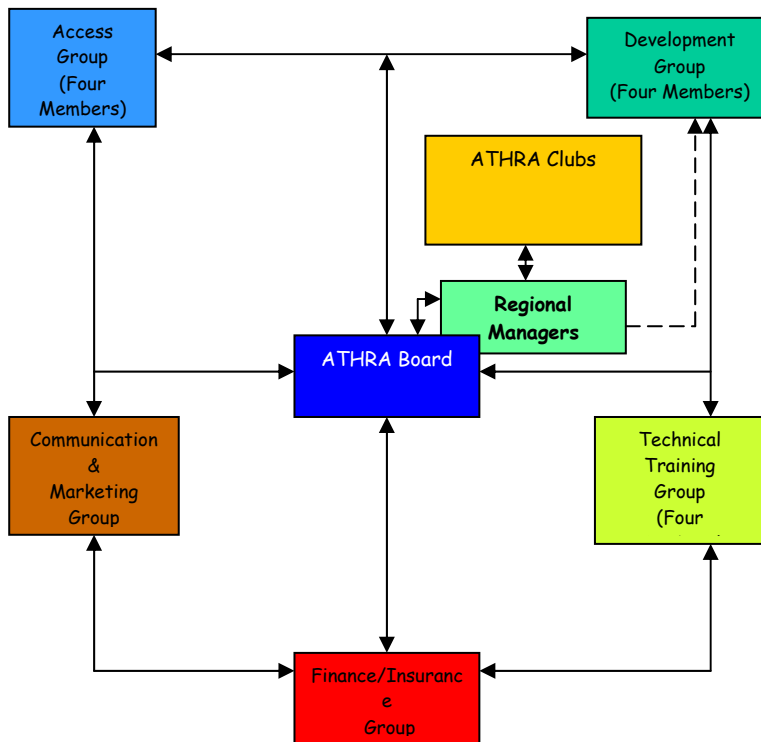


Figure 2 Roles

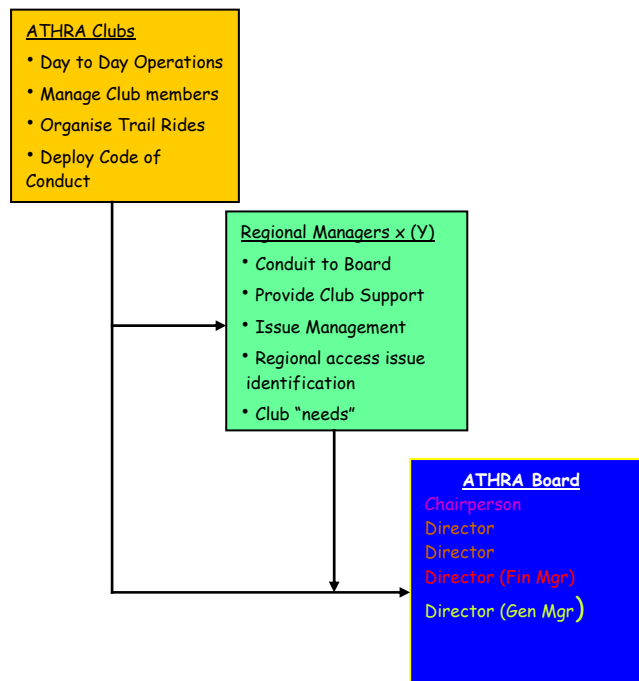
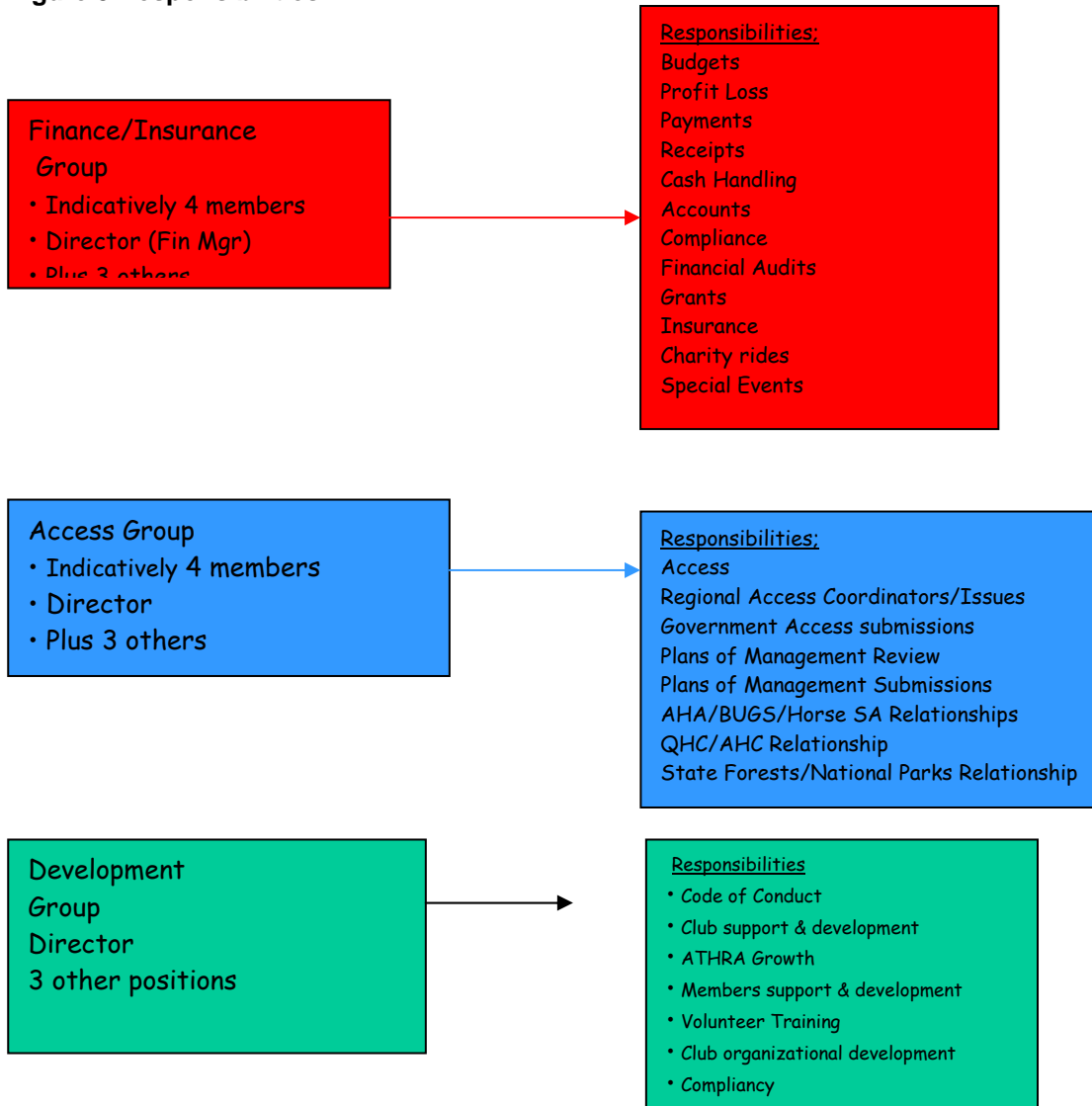
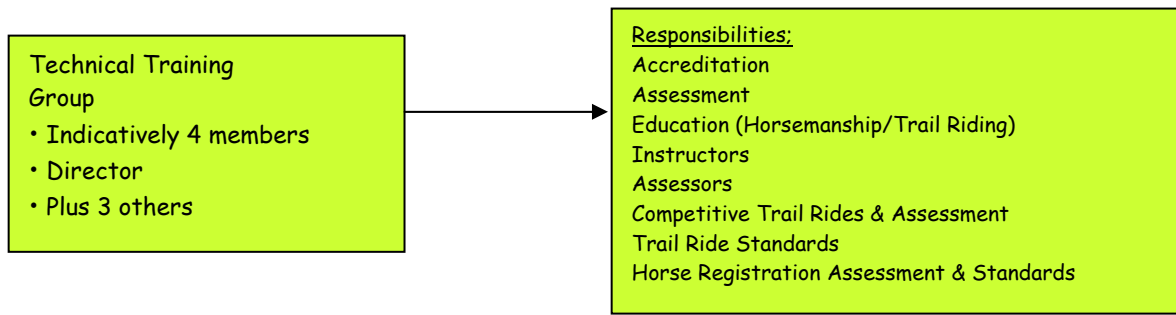
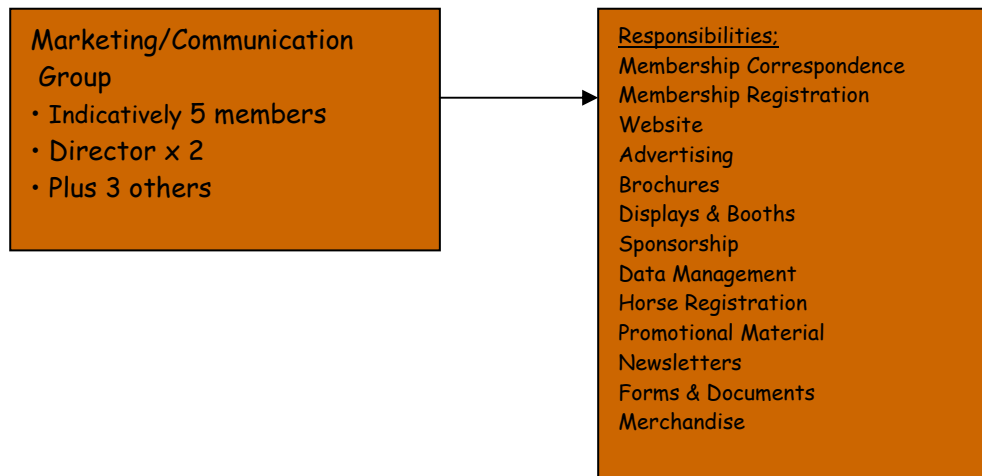


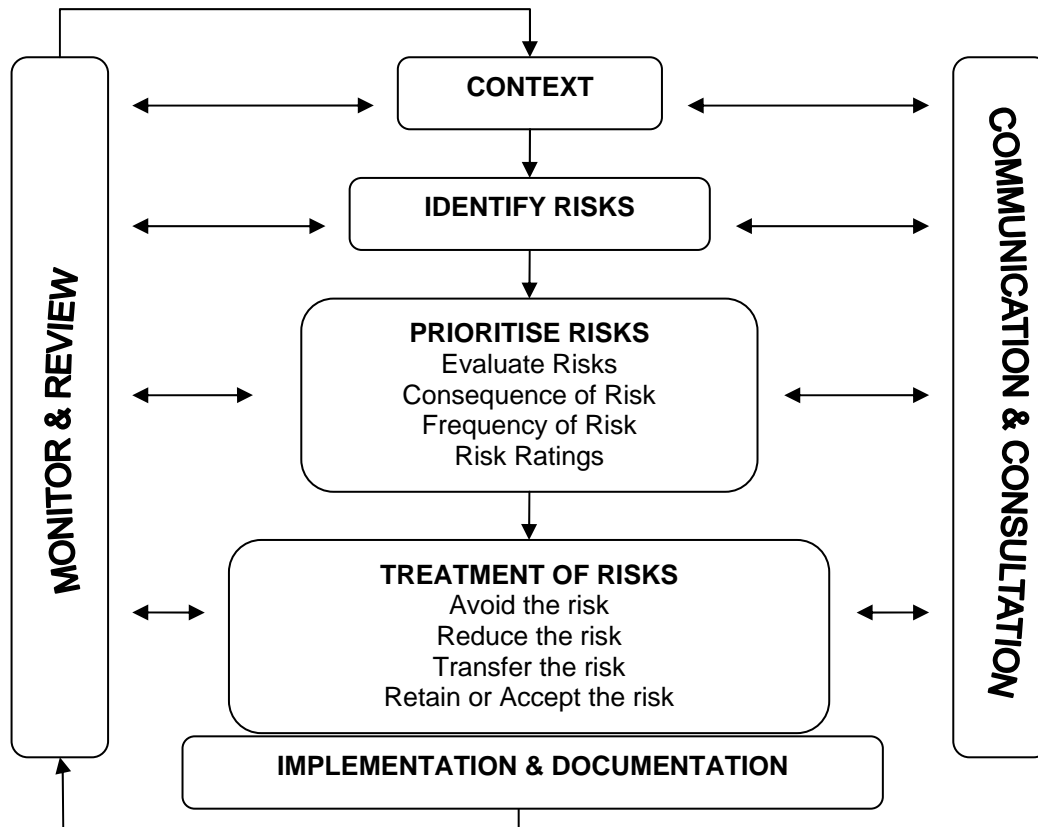
Figure 3 Responsibilities





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, as part of its evolutionary process ATHRA became an incorporated body (in NSW) under a new Constitution and by the end of 2010 had finalised plans to restructure the administration of the organisation under a 5 person Executive Board of Directors, with a revised constitution. Restructure brought about the dissolution of each State branch, and the creation of Regional Managers to represent clubs throughout Australia. Clubs have a direct say in the running of ATHRA and the election of the Board members through their respective Regional Managers.

The need for operational consistency, and rules for the efficient and safe planning and conduct of trail rides prompted the development of the Code of Conduct in 2003. Each year the Code has been reviewed and revised to maintain relevance. This current version has been re-written to consolidate rules and reflect necessary changes brought about by the restructure of ATHRA's administration.

As the premier body representing recreational trail horse riders in Australia, ATHRA recognised that even though we are a national association of volunteers, there was a definitive need for uniformity of risk management, planning and procedures required for the safe conduct of trail rides.

ATHRA acknowledged its duty of care and, with that in mind, in conjunction with its insurance partners "Affinity Risk Partners", developed the **ATHRA Accreditation Training Program** based on the Code of Conduct. The Accreditation Program is integral to ATHRA's Risk Management Plan.

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, *Horse Safe*, 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 Code of Conduct and Ride Rules were reviewed during the development of the risk management process, and continue to be reviewed annually to ensure they remain relevant and appropriate to current risk management practices.

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.



14. A GUIDE TO ATHRA FORMS & PROCEDURES (Revised April 2011)

Unless otherwise stipulated forward all correspondence to:
ATHRA Secretary, PO BOX 1186 CAPALABA DC QLD 4157.

Other useful contacts are:

ATHRA Treasurer, 110 Cuthill Road, Cobbitty, New South Wales 2570.

ATHRA Insurance Coordinator, asalter@harboursat.com.au or Post Office Box 210, Yarram, Victoria 3971. Phone 0427 357 941.

Club Affiliation Form

To be completed by club, signed by President, Secretary or Treasurer, and forwarded with \$50 affiliation fee to ATHRA Secretary (address above) before the 31st December each year. The receipt of payment marks the commencement of the club's insurance cover for the year. The Club Annual Return must also accompany this form as the affiliation application cannot be considered until it is received.

ATHRA Club Annual Return

Must be received with the club affiliation application as a condition of affiliation before 31st December each year. To be completed in full, signed by club official and forwarded to the ATHRA Secretary, together with the Club Affiliation Form and fee.

It is recommended that clubs use the ATHRA Yearly Event Summary to assist. When counting membership numbers only indicate or claim those members who pay their ATHRA fee component to your club as their "**primary club**". The Associate Membership section refers to ATHRA members who join your club, but pay their ATHRA fee component to another club, (their "primary club").

Club Executive Advice Form

Details are to be completed as comprehensively as possible and forwarded to the ATHRA Secretary as soon as possible after your club's Annual General Meeting. This form is required each year whether or not there have been changes.

The ATHRA Yearly Event Summary

It is recommended that a nominated club official (in most cases the Secretary), updates this form on a regular basis throughout the year. This saves time going back over ride records and activities to get the information for the Annual Club Return, making the return a quick and simple task. The club retains the form with their records.

Club Membership Application Form

Relevant information from this form is detailed in the Club Membership Registration Form. This application and the current waiver (each signed by the member) should be filed together with club records.

ATHRA Liability Waiver

Each member is required to sign a waiver **annually** when applying/reapplying for membership. Their membership application and the signed waiver should be filed together with club records. It is important that clubs ensure that the current waiver form is always used.

The following is the official ATHRA policy regarding waivers:



The current version of the ATHRA waiver (as displayed on the ATHRA website) shall not be altered or added to in any way by clubs, but it may, at each club's discretion, be incorporated into club membership applications forms as a separate document, by including it on the reverse side of the membership form.

The content of each individual club membership application form shall be decided by the club, although ATHRA recommends that it remain consistent with the official membership application form as provided on the web site.

The content and wording of waivers for Special Events and Charity Rides shall be decided in consultation between the club and the ATHRA Insurance Coordinator, and should be based on the proposed circumstances of each individual event or ride.

Club Member Registration Form

All relevant information obtained from membership applications should be detailed on this form. It is important that each section of the form is completed in legible, accurate and complete detail, preferably typed. Every effort should be made to quote the member's ATHRA membership number to assist accurate processing and avoid duplications. Up to 10 registrations can be included on each page. The Club Secretary should ensure that the number and type of memberships reconcile with the \$ amounts and forward this form and cheque to the ATHRA Secretary at the above address. The Secretary will process the registrations, update the data base and then print off letters incorporating the individual membership card which will then be posted to clubs for distribution to members.

Ride Visitor (Prospective Member) Details Form

Whenever a Ride Visitor/Prospective Member rides with a club complete details should be obtained from that person and entered on this form. Each visitor is required to provide the relevant information and sign a waiver and the Ride Attendance Register prior to participating on each occasion. They are entitled to a maximum of 2 such rides with ATHRA clubs. A \$20 fee applies to each visitor on each ride and is to be forwarded to ATHRA Treasurer quarterly. Clubs may charge an amount over and above the \$20 fee. Send these fees to **the ATHRA Treasurer** at above address.

Ride Attendance Register

Prior to each ride or event the details of all participants shall be clearly entered in the Register and each participant (including day visitors) must sign the entry relating to them. This is proof of participation for insurance purposes. Volunteers or a local guide on any particular ride should also be included with their signature. It is the responsibility of club officials and the Trail Boss to ensure these requirements are met.

The Club Secretary should file the Ride Attendance Register with the relevant Pre Ride Check List, the Post Ride Summary, and if applicable any Ride Visitor Details form and Incident Reports, and retain in club records for minimum seven years.

Pre Ride/Event Check List

To be completed and signed by the Ride Coordinator and/or Trail Boss after the pre ride risk assessment and prior to each ride or event. All details should be complete and legible as these forms may be required for insurance purposes. This form is retained and filed in club records with the Ride Attendance Register and all other relevant ride paperwork referred to above.

Post Ride Summary

To be completed and signed as soon as practical after each ride by the Ride Coordinator or Trail Boss and retained by the club as described above. It is important that the form is completed accurately, and if an Incident/Accident has occurred it is recorded.

Incident Report Forms (and Insurance process)

This form must be completed in full detail by the Trail Boss and/or Ride Coordinator asap after the ride. If practical the injured party should be consulted in the process and details of all witnesses included. If necessary attached additional pages so that all relevant information is included. It is important that all paperwork is complete including all signatures on the attendance register.

The incident report should be filed with the relevant Ride Attendance Register, the Pre Ride/Event Check List (Schedule 3), Post Ride Summary (Schedule 4), and all other required paperwork relevant to that ride, (eg Ride Visitor Details Form and any relevant waivers), and retained for future reference. It is a requirement at law that these documents be retained for a minimum 7 years.

The ATHRA Insurance Coordinator must be advised of all serious or life threatening matters at the earliest opportunity, (but within 2 days of occurrence), and your club's Regional Manager c.c. in the email. In such cases the Incident Report, with all witnesses' reports, the Ride Attendance Register and all other relevant information, must be forwarded to the Insurance Coordinator within 7 days of the occurrence. The applicant's membership number should be included if known. Email is preferred as this speeds up the process. Your Regional Manager must be c.c. with this information too.

In most cases a club is not made aware that a claim is to be made for some time after the incident, even months later. When advised a claim is to be made a club forward the Incident Report, with all witnesses' reports and other relevant documents including the Ride Attendance Register to ATHRA Insurance Coordinator. (Email is preferred to expedite the process, and the Regional Manager must also be c.c.).

It is important that the documents support the claimant's membership status and their participation in the actual ride or event, so it is important that accurate records are kept as described above.

The Insurance Coordinator will create a record of the claim, review the documents and send to the insurer with confirmation of membership details of the applicant. Affinity will forward a claim form to the claimant for completion and return to the insurer. From this point the ATHRA insurer (Affinity) resolve the claim with the claimant.

Applications to Conduct Special Events/Charity Rides

A **Special Event** is any ATHRA sanctioned club event other than a Trail Ride, Charity Ride or Education Session. Detailed instructions found in Code of Conduct – rule 8.

Rules relating to **Charity Rides** apply when a club holds a fund raising trail ride for charity. Detailed instructions found in Code of Conduct – rule 7.

Applications for Special Events or Charity Rides must reach the **ATHRA Insurance Coordinator** at least **6 weeks prior** to the proposed ride or event. It is preferred that applications are emailed to the Coordinator at asalter@hamboursat.com.au as this facilitates



prompt and efficient communications with the club, and expedites the authorization process. The \$30 administration fee should be forwarded directly to the **ATHRA Treasurer** at above address.

It is recommended that prior to preparing an application for the first time, or if in doubt on how to proceed, the club contact the Insurance Coordinator for appropriate advice, and if necessary a pro forma application as a guide.

Applications must include, but are not limited to the following:

Application To Conduct Special Event/Charity Ride which is a 2 page document. Full and complete details are required on page 1 which is the actual **application**. Page two lists the **risk mitigation strategies** which are proposed for the event. All risk strategies are required.

Pre Ride/Event Check List See instructions above. (Full details may not be possible but it is essential that it is completed with as much details as possible, especially Ride Officials).

Event Specific Waiver An event specific waiver is required for these rides or events. The Insurance Coordinator can assist with a pro forma or advice re waivers. The waiver should be signed by all participants as a condition of entry and participation.

Emergency Services Contacts A card or document listing all relevant emergency contacts such as doctors, vets, ambulance, hospitals, police, SES etc must be developed for each event and accompany the application.

Additional Information Some rides or events require more information than described above so if special circumstances are proposed, (eg a street parade), they should be detailed in the documents. **Street Parades** require special considerations (by insurer) so if it is proposed to incorporate a street parade into any ride or event full details of additional risk strategies must be included, and the Coordinator consulted as a matter of course.

The Insurance Coordinator will review the application and if/when satisfied that it meets all requirements, and after payment is confirmed, may authorize the application. In some cases it may be necessary to refer to the insurer (eg where a street parade is involved), or for the Coordinator to liaise with the Club to ensure an application meets the set criteria.

The Club and relevant Regional Manager will be advised of the Coordinator's decision at the earliest opportunity.

Note: It is important that clubs only use current forms. All old stocks should be destroyed.



Australian Trail Horse Riders Association

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

* Circle Applicable Event (Form revised October 2010)

ORGANISING CLUB : _____

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

EVENT: _____

DATE/S: _____ **REGION & 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 space insufficient 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 7 & 8 and if necessary consult ATHRA Insurance Coordinator prior to completing this application. Ensure that you attach a Waiver Form specific to the event, Schedule 3, Emergency Contacts Card and all other required documentation. The application must reach the Coordinator 6 weeks prior to the proposed event/ride. Email is preferred to asalter@harboursat.com.au . Forward \$30 fee to ATHRA Treasurer.



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 _____

16 _____

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

Form revised October 2010



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 & if applicable any Incident Reports & Ride Visitor Details form.

Form reviewed October 2010



Schedule 4: ATHRA POST RIDE SUMMARY

(Please print all details clearly)

Club:

Date:

Name of Trail Boss/Ride Coordinator completing Form:

Venue:

State:

Victoria

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

Attendance: Members	<input type="text"/>
Day Members	<input type="text"/>
Others (non riders, volunteers, etc)	<input type="text"/>
TOTAL	<input type="text"/>

Ride Description: (Please tick appropriate descriptions)

Press Article attached:

Weather Conditions:	✓	Description	Riding Terrain:	✓	Description
		Fine			Flat
		Cloudy			Undulating
		Raining			Steep
		Hot			River Crossing
		Cold			

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

Signed by Trail Boss/Ride Coordinator

Date Completed

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

Form reviewed October 2010



Schedule 6: INCIDENT REPORT FORM

Club

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

Time of Incident:	Horse Name		<input type="checkbox"/> own <input type="checkbox"/> borrowed
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Weather conditions:

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

Numbers under supervision:

INJURED PERSON DETAILS:

Name:			
Address			
Phone:		Date of Birth:	
		Club Affiliated:	

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) | |

Revised October 2010



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 - PO BOX 1186 CAPALABA DC QLD 4157.

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

All sanctioned and approved trail rides and events conducted under the auspices of affiliated clubs of the Australian Trail Horse Riders Association.

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.

Compliance to the operating version of ATHRA's Code of Conduct and Ride Rules. All Trail rides and events planned and conducted by an ATHRA accredited Ride Coordinator and Trail Boss. First Aider and state approved first aid kit to be on all rides. Risk assessments carried out for all rides and events and emergency procedures and effective communication to be in place.

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

Signature of Legal Guardian (if under 18yrs)

Address

State _____ PostCode _____
DATE/...../.....



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.

ATHRA acknowledges scientific research by Andrew Inglis and the assistance of Horse SA in the preparation of this document.

V2 - Revised 7th March 2009 - superseding V1