

The background of the page features two large, light grey silhouettes of riders on horseback, facing away from the viewer and slightly towards each other. They are wearing wide-brimmed hats and riding gear.

AUSTRALIAN TRAIL HORSE RIDERS ASSOCIATION

CODE OF CONDUCT

2 APRIL 2006

ATHRA CODE OF CONDUCT

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ATHRA CODE OF CONDUCT

1. INTRODUCTION

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.

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.

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 but 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 follows it. It is also expected that a risk assessment be undertaken prior to any ATHRA event or activity. 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

Each Club may have additional rules, but the following are part of the Code and must be adhered to.



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- 3.1 Pre-Ride (Schedule 3) and Post-Ride (Schedule 4) forms must be completed and returned to the State Branch. State Branch to forward to National Secretary at the end of each month.
 - 3.2 Ride Coordinator to have a thorough knowledge of the Code of Conduct and ability to follow the rules/guidelines as set out.
 - 3.3 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.
 - 3.4 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.
 - 3.5 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.
 - 3.6 Trail leader must ensure that all participants understand the commands that will be used through out the ride.
 - 3.7 A member must obey an instruction from an official at all times.
 - 3.8 During a ride keep the rider in front of you and the rider behind you in sight at all times.
 - 3.9 Keep your horse out of kicking distance of other horses.
 - 3.10 Permission must be obtained to ride in front of the Lead Rider or behind the Drag Rider.
 - 3.11 Do not pass riders at a speed that may excite their mount.
 - 3.12 The ride must not be left without the knowledge and permission of an official.
 - 3.13 When on roads, normal road rules apply. High visibility or reflective garments to be worn by selected members.
 - 3.14 All gates are to be left as they are found. Respect private property.
 - 3.15 Juniors under 16 are to be supervised by a parent or nominated guardian.
 - 3.16 Riders under 18 must wear a regulation helmet that complies with AS/NZS 3838:1998 En 1384 or ASTM F 1163, and are less than five years old. When buying a helmet check date of manufacture, as this is the date used to determine age of helmet.
 - 3.17 A state approved first aid kit (see http://www.comcare.gov.au/virtual_office/first-aid-kit.html) and a communication link (ie satellite phone, mobile, two way radio) must be carried by a nominated person.
 - 3.18 No dogs allowed on rides.

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- 3.19 A record must be kept of all riders participating on ride.
 - 3.20 A record must be kept of any incidents or accidents that occur on a ride. The correct ATHRA procedure for accidents should be followed. Ensure your State Branch is informed, and your State Branch will inform the ATHRA Insurance Officer.
 - 3.21 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.
 - 3.22 Horses, where a fee has been paid for use, are not permitted either daily or weekly.
 - 3.23 Changes to any riding conditions eg swap of horses or tack, are not permitted during the ride until authorised by the ride coordinator.

Riders are to conduct themselves so as to do justice to the noble art of horsemanship and the promotion of ATHRA.

4. THE ENVIRONMENT

The following “Thirteen Environmental Rules” and Code of Conduct Rules are aimed to minimize the impact of horses on the environment and the associated risks with horse riding.

The Thirteen Environmental Rules

- 4.1 Always be observant and avoid unduly disturbing unstable or erosion prone soils.
- 4.2 Avoid horses denuding vegetation especially during stays of more than one night by regularly relocating nightlines and portable yards.
- 4.3 Rather than risking damage to fragile creeks, streams and riverbanks, select firm, stony crossings. Use bridges wherever possible and when safe as this will help to ensure good water quality and limit erosion.
- 4.4 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.
- 4.5 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.
- 4.6 Undertake some basic education in weed identification, and possibly even assist land managers in quickly identifying and eliminating new outbreaks of problem species.
- 4.7 Dispose or disperse manure from overnight camp sights.
- 4.8 Use tree protectors and suitable length stops to prevent damage to trees caused by nightlines and horses.

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- 4.9 Where possible make nightline length 15 metres or more to reduce concentrated impact.
 - 4.10 Avoid yarding horses not already familiar with each other. This will avoid conflicts in establishing a new social order.
 - 4.11 Always camp horses well clear of watercourses – at least 50 metres.
 - 4.12 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.
 - 4.13 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.

5. HORSE HEALTH

ATHRA supports the wellbeing of all horses.

Further, ATHRA recommends to its members that sufficient preparation has gone into the horse's training and conditioning when being used in all ATHRA activities and pursuits. The responsibility is on the horse owner to ensure that this principle is complied to.

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>

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>

6. CHARITY TRAIL RIDES (“CTR”)

Where clubs hold a fund raising trail ride for charity, but every participant is a member, it is classed as a normal club ride and the following procedure does not apply. If the CTR involves non-members the following procedure must be adhered to.

- 6.1 Ride to be organised and run by ATHRA club following ATHRA Code of Conduct. Ride Leader to complete Hazard and Risk matrix.
- 6.2 Club must complete a CTR form.
 - CTR form to be sent by Club to State Branch 6 weeks prior to event. State Branch to forward to insurance officer.
 - A non-refundable administrative fee of \$30 to accompany the CTR form payable to ATHRA National.
- 6.3 A notification will be forwarded to State Branch within 14 days of receipt of CTR form.
- 6.4 For each visitor, the sum of \$7 is to be forwarded to State Branch. State Branch will retain \$4 and send balance of \$3 to National Treasurer six monthly. Administration fee for any non-members must accompany the Pre-Ride (Schedule 3) and Post Ride (Schedule 4) forms. Clubs may charge an additional fee over and above the \$7 fee.
- 6.5 In the case of any ride over 48 hours all riders must be members of an ATHRA club.
- 6.6 Pre-Ride (Schedule 3) and Post-Ride (Schedule 4) forms to be completed and returned to State Branch. State Branch to forward forms to National Secretary at the end of month.
- 6.7 Horses, where a fee has been paid for the use, are not permitted on CTRs.
- 6.8 A list of names of participants, with members or non-members noted, and fees to be forwarded to State Branch.
- 6.9 For every twenty riders a ride steward will be appointed. The steward should be competent and have knowledge of the ATHRA Code of Conduct. The steward should wear an item to make him/her easily identifiable.

7. SPECIAL EVENTS (“SE”)

A “Special Event” is defined as any other event outside a Trail Ride, Charity Trail Ride or Education session. The event needs to be sanctioned by an ATHRA club.

Events in which ATHRA members participate, but which the events are not organised or under the direct control of an ATHRA club, are not covered by ATHRA insurance.



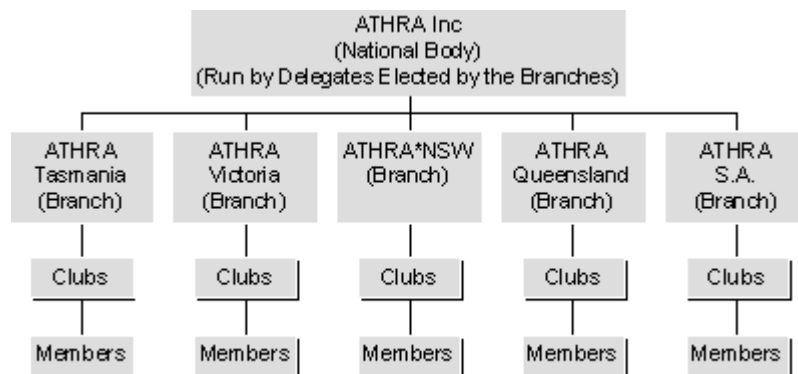
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- 7.1 Special Events form (Schedule 1), Pre-Ride Checklist (Schedule 3) and a non-refundable administrative fee of \$30 payable to ATHRA National, are to be sent to State Branch six weeks prior to activity.
 - 7.2 A copy of the Special Events form is to be sent to the Insurance Coordinator.
 - 7.3 The State Branch will be notified with a response within 14 days of receipt of SE form.
 - 7.4 Horses, where a fee has been paid for use, are not permitted at Special Events.
 - 7.5 Activity to be organised and run by ATHRA club following the Risk Management Strategy.
 - 7.6 For each visitor, the sum of \$7 is to be forwarded to State Branch. State Branch will retain \$4 and send balance of \$3 to National Treasurer six monthly. Administration fee for any non-members must accompany the Pre-Ride (Schedule 3) and Post Ride (Schedule 4) forms. Clubs may charge an additional fee over and above the \$7 fee.
 - 7.7 In the case of any ride over 48 hours all riders must be members of an ATHRA club.
 - 7.8 A list of names of participants, members or non-members noted, and fees to be forwarded to State Branch.

8. PROSPECTIVE MEMBERS

- 8.1 Clubs may permit prospective members to attend two individual day rides, this can include or exclude weekend camps. If a weekend camp is included, it will be viewed as 2 individual day rides.
- 8.2 Past members are governed by prospective member rules.
- 8.3 Clubs must record prospective members attending on a list and sent to Branch Secretary.
- 8.4 Horses, where a fee has been paid for use, are not allowed to be ridden by prospective members.
- 8.5 For each prospective member per ride, the sum of \$7 is to be forwarded to State Branch. State Branch will retain \$4 and send balance of \$3 to National Treasurer six monthly. Administration fee for any non-members must accompany the Pre-Ride (Schedule 3) and Post Ride (Schedule 4) forms. Clubs may charge an additional fee over and above the \$7 fee.

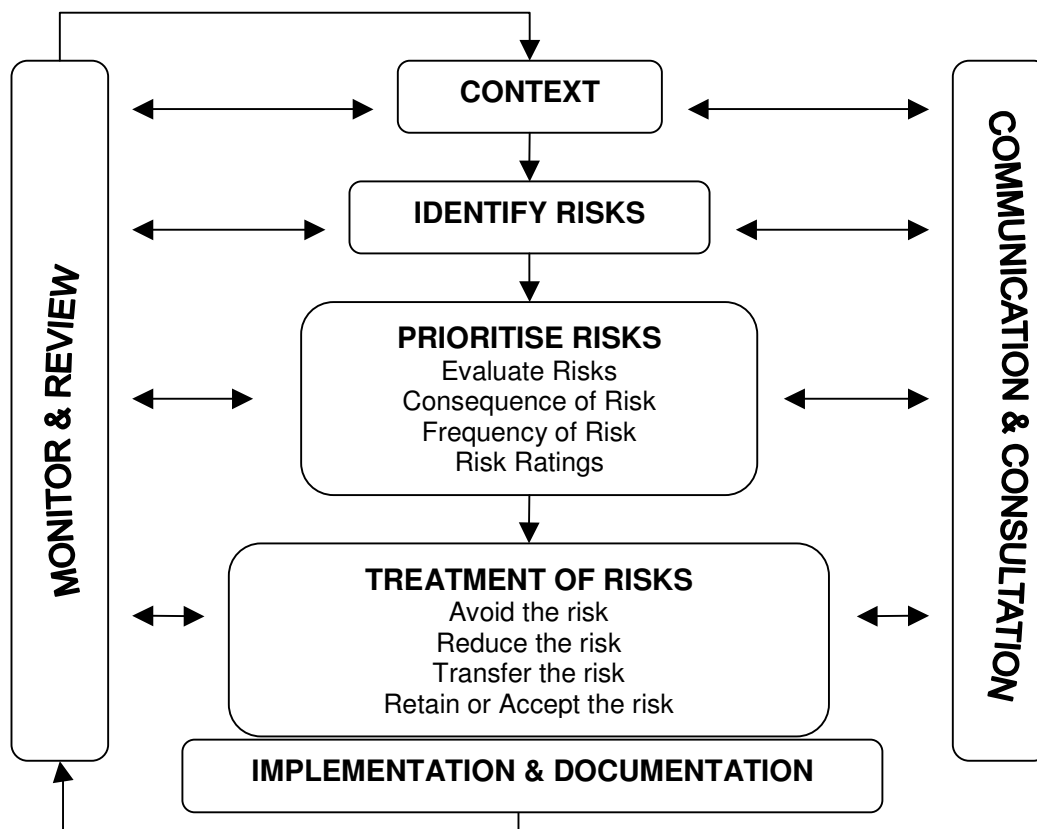
9. ATHRA RISK MANAGEMENT PLAN

9.1 ORGANISATIONAL STRUCTURE OF ATHRA



9.2 RISK MANAGEMENT MODEL

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



9.3 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

9.4 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, NSWNP, Parks Victoria, QPWS, and other local area legislation or regulations.

9.5 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, campsites, 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	Minimisation Strategies	Risk
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		Rating		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

10. HORSE/RIDER EDUCATION SESSIONS

10.1 ATHRA has, as part of its aims, to “educate its members”. Of course education covers a broad spectrum. ATHRA is addressing its responsibilities from two angles.

The first is “Trail Coordinator Accreditation”. It looks how to conduct a trail ride and at the impact of horse trail riding has in sensitive areas as well as how to minimise risk and damage associated to that activity. A National Accreditation Officer has been appointed and a training plan is being developed.

The second is horse/rider education for the novice/low confident riding members. It addresses the risk of horse control during trail rides. At this stage it is believed that “instructors” do not need to be accredited. This may change in the future, but for now a knowledgeable club member selected and appointed by his/her club can carry out this task. No special forms need to be completed, no advance notices required. Clubs can run these sessions as demand dictates.

The following provides the guidelines to which the education sessions can be conducted.

- All education sessions must be conducted within a fully contained area. The area must be 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. (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 six (6) students per instructor at any one time.
- Area to be used must be large enough to ensure safety of horse and rider. (For six students minimum requirement is 30 x 30 metres.) (15 metres square per student)
- It is recommended that all students wear an approved current riding safety helmet.
- Horses used must be physically and mentally able to cope with instruction.
- All gear used on horses must be in good condition and fit for purpose. (Minimum requirements are a saddle and bridle)
- Headstalls/Halters (of any kind), as the only means of control is not permitted during education sessions. (Must use bridle and bit)
- Bareback riding or riding pads are not permitted during education sessions.
- Communication capability must be available (mobile phone with signal or fixed phone)

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- Only those individuals approved by their clubs are permitted to conduct education sessions.
 - Clubs must record their nominated Instructors, dates of sessions and attendees
 - **The Instructor's pre-qualifiers/requirements**
 - Ability to communicate effectively.
 - Ability to practice what they instruct.
 - Ability to train horses in a safe and humane way.
 - Must be able to demonstrate the safest way of controlling horses.
 - Good knowledge of equipment with correct fitting and use.
 - 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.

11. TRAIL RIDE ORGANISATION PLAN

11.1 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 boss 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 Leader 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.

11.2 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 twenty 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.

11.3 **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)

11.4 **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: NOTIFICATION OF SPECIAL EVENT*/CHARITY RIDE*

*Circle Applicable Event

CLUB: _____

EVENT: _____

DATE: _____ **STATE:** _____

VENUE: _____

Organising Body: _____

Contact Person: _____

Total No. Riders _____ **Total No. Non ATHRA Riders** _____
(approx):

Description of Event: _____

(in detail) _____

Will this event comply with ATHRA's Code of Conduct? **Yes** **No**

Will participants complete waiver forms? (attach copy) **Yes** **No**

Cheque attached? **Yes** **No**

Name: _____

Signature: _____ **Date** _____

Position: Form must be authorised by the President, Secretary or Treasurer

Please forward to your State Branch Secretary 6 weeks prior to this Event

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



Schedule 3: ATHRA PRE-RIDE/EVENT CHECKLIST

Club: Ride Location:

Date of ride: Contact Person:

Contact Numbers:

✓	
	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)

✓	
	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
		Drag Rider	
		Lead Rider	
		Trail Leader	
		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	

Name of Person Completing Form:

Date Completed:



Schedule 4: ATHRA POST RIDE SUMMARY

Club: **Date:**

Name of Person Completing Form:

Venue: **State:**

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:**

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

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

Please Attach Pre-Ride Checklist*

Schedule 6 : 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 groups 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

When preparing the Liability Waiver Form and Risk Warning Sign the description of Recreational Services supplied should be identical.

Recreational Activities are activities undertaken for the purpose of recreation, enjoyment or leisure, which involves a significant degree of physical risk.

Specific legislation in all States has been passed and reference is made to:

- Civil Liability Act 2002 NSW
- Civil Liability Amendment Act 2003 WA
- Recreational Services Limitation of Liability Act 2002 SA
- Consumer Affairs and Fair Trading Act NT
- Fair Trading Act 1987 WA
- Civil Liability Act 2003 QLD
- Trade Practices Act Commonwealth

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. **[Insert name of Organisation] 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 [Insert description of Recreational Services] (“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 [Insert name of Organisation] and its employees and agents from all and any liability and claims arising from the supply of the Recreational Services.**

NOTICE dated

Authorised by [Insert name of Organisation]

**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 112, Helensburgh, NSW, 2508

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 of not intended to be exhaustive. The Provider may have taken other steps not listed, herein, to avoid the danger of personal injury or death.

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 _____