



All Souls St Gabriels School

Horse Club Handbook

2018

1. BECOMING A MEMBER

The Procedure for membership is

- 1.1 An "Expression of Interest" is completed and returned to the School
- 1.2 A rider assessment booking is made with Mr Lionel Hartig and the time for assessment is confirmed by the School
- 1.3 Should the assessment be successful, Horse Club documentation is completed and lodged and fees are paid.
- 1.4 The fee for Horse club in 2018 is \$140 per term.
- 1.5 *Please note:* Full Horse Club membership is conditional on an assessment of the applicant's horse
- 1.6 *All forms must be returned prior to the commencement of attendance at Horse Club. Pages 8, 9 and 10 must be returned to the Rural Activities Co-ordinator as soon as possible.*

2. BASIC RULES OF THE ASSG HORSE CLUB:

- 2.1 To be a member of the Horse Club you must be able to walk, trot and canter independently.
- 2.2 Membership of the Horse Club is reviewed regularly. Failure to meet the standards expected will result in membership privileges being withdrawn.
- 2.3 All horses will be assessed by Horse Club personnel to ensure suitability for activities. Horses that do not meet the requirements of the Horse Club will need to be removed from the property.
- 2.4 All horses must be vaccinated for Tetanus, Strangles and Hendra Virus **BEFORE THEY ARRIVE** at ASSG School. Horses must also be sprayed if the horse is travelling from outside the Tick Zone. Certificates to confirm that the horse has been sprayed is required **BEFORE** the horse arrives. If no certificate is provided the school may, at the riders cost plus an administration fee, organise treatment to comply with the above mentioned vaccinations or refuse permission for the horse to be agisted onsite.
- 2.5 All horses resident on school ground will be wormed in line with the recommended veterinary protocols.
- 2.6 One horse only is permitted per rider.
- 2.7 No horses under the age of 3 years are permitted to be used in Horse Club. Riders may be asked for proof of age should there be any concerns.
- 2.8 No student is allowed to be at Horse Club grounds without an adult supervisor or instructor. Feeding and medical times will be determined by the Rural Activities Co-ordinator. No student is allowed to be at the facility on their own, or without an approved adult.
- 2.9 Holiday Arrangements – All horses are required to either go home or onto other agistment for school holiday periods. Horses **cannot** under any circumstances remain at the school during any of the holiday periods.
- 2.10 No student is permitted to take a horse out of horse club grounds without permission and supervision from the Rural Activities Co-ordinator or his designated representative, unless the removal of the horse is for an approved Horse Event or Show. Notification of arrivals and departures are required to be organised in advance with the Rural Activities Co-ordinator, at all times.
- 2.11 No student is allowed to move horses between paddocks without direction from the Rural Activities Co-ordinator.
- 2.12 Each student is responsible for feeding and inspecting the welfare of their own horse each day. Whilst this is a student responsibility, supervision is required. (Refer to 2.8)
- 2.13 Horses are to be fed in the small individual yards unless directed by the Rural Activities Co-ordinator.

- 2.14 All yards must be mucked out daily.
- 2.15 If a horse is to be yarded overnight, permission must be sought from the Rural Activities Co-ordinator.
- 2.16 Horses yarded overnight must be put back in the paddock before 7.30am, and the yard mucked out. (Refer also to 2.8 and 2.14) Arrangements with the Rural Activities Co-ordinator are to be made for supervision.
- 2.17 Weekly attendance of Horse Club activities is a requirement. Students must give prior notice of non-attendance for Horse Club activities, and failure to attend may result in students not being able to attend excursions, shows, horse schools and evening, and/or the offer of membership being withdrawn. Parents will be contacted if students are not attending regularly.
- 2.18 **ANY** injury to any student or horse must be reported to the Rural Activities Co-ordinator, or authorised supervisor, immediately.
- 2.19 Should your horse require urgent veterinary care **THE VET WILL BE CALLED**. If the injury is non-urgent, parents will be asked to organize the veterinary care.
NO COST WILL BE INCURRED BY THE SCHOOL FOR VETERINARY, FARRIER OR ANCILLARY CARE.
- 2.20 **DOGS** are not permitted to be brought into the Rural Activities area or Horse Club facility at any time.
- 2.21 Horses are not to be ridden or exercised in the dam.

3. HORSE CLUB HOURS:

- 3.1 Tuesday and Thursday: 3.15pm – 5.00pm. All students must be back in the dormitories by 5.30pm. There may also be additional days as required in the lead up to special events. Such occasions will be communicated to students ahead of time.
- 3.2 Students ***MUST*** sign IN and OUT and provide details in the timesheet book every time they enter and leave the Horse Club grounds. They are also required to sign out of the dormitory on the way to the Horse Club and sign back in on return.
- 3.3 Students are not permitted to enter the Horse Club outside of published hours unless agreed with and under the direct supervision of the Rural Activities Co-ordinator or designated adult.

4. FEEDING ARRANGEMENT AND TIMES:

- 4.1 The feeding of horses is arranged in consultation with the Rural Activities Co-ordinator. Not all horses require hand feeding every day.
- 4.2 Currently designated feeding times are as follows:
Mornings 7.00 am – 7.30 am (only if arranged with the Rural Activities Co-ordinator)
Afternoons 3.30 pm – 4.30 pm
- 4.3 A student is not permitted to feed another student's horse without the permission of the Horse Club Co-ordinator.
- 4.4 All horses are paddocked. Individual yards are not available for general agistment.
- 4.5 An account is required at the Bolt 'N Fodder shop phone (07 47874383) for the purchase of feed and wormers, etc. The Rural Activity Co-ordinator is to be notified of any purchases so that delivery times are suitable.

5. INSTRUCTION TIMES:

- 5.1 Instruction commences at 3.30pm therefore your horse should be groomed and saddled by that time, provided there is approved adult supervision.
- 5.2 A theory or demonstration lesson will be held at least fortnightly.

6. TRAIL RIDES, EXCURSIONS AND COMPETITIONS:

- 6.1 Where possible, the dates of excursions and competitions will be advised well in advance.
- 6.2 Trail Riding is also offered to Horse Club Members. This is undertaken under the supervision of an adult or instructor over the age of 18 years. Riders and horses will encounter traffic, heavy vehicles and dogs. Signed permission for trail riding is required (see appendix A).
- 6.3 Signed permission forms are required to be submitted to the Rural Activities Co-ordinator **at least 5 working days** prior to any rally or competition. **NO** student will be permitted to attend any excursion or competition without signed consent forms.
- 6.4 ASSG saddlecloths are issued to selected students for use at nominated Shows and Horse Events. These items of equipment will be signed for by the student. Failure to return the equipment in good condition will result in the equipment being repaired or replaced at the student's cost.
- 6.5 As a representative of ASSG, you are required to be well presented at all times. Clean jodhpurs, clean riding boots, clean riding helmet, clean jacket (if applicable), clean and ironed shirt and a correctly fitted tie are required. You will not be permitted to participate in events unless your presentation is perfect.
- 6.6 As a representative of ASSG, your mount and riding gear must also be in show condition. Horses must be washed, groomed, plaited (if appropriate) and saddle, saddle cloth and tack must be in clean, show condition.

7. EXERCISING OF HORSES:

- 7.1 Students may only ride accompanied by the Horse Club instructor or designated adult.
- 7.2 A horse shall not be ridden unless properly saddled and bridled. This will be checked by the Horse Club instructor.
- 7.3 Students may lunge in the enclosed arena with an instructor present using all safety equipment including helmet.
- 7.4 Horses shall not be left unattended in arenas and/or the wash bay.
- 7.5 Horses shall not be left loose within the Horse Club area at any time.

8. USE OF EXERCISE ARENAS:

- 8.1 *Students shall not do any of the following within an exercise arena:*
 - 8.1.1 Leave a horse unattended
 - 8.1.2 Gallop a horse, unless competing in supervised events that require this competency.
 - 8.1.3 Use an arena if the maximum number of 10 will be exceeded
 - 8.1.4 Lunge a horse without seeking permission, if other riders are using the arena.
- 8.2 All persons using the arena must be respectful of others and their riding standards.
 - 8.2.1 All persons using the arenas must give way to the lessons riding in the arena. If a riding lesson is taking place, horses must be exercised in another designated area.

Only instructors are permitted to stand within the arena unless permission is given to students by the Rural Activities Co-ordinator or Horse Club Instructor.

9. RIDER SAFETY AND CONDUCT:

- 9.1 Enclosed, appropriate footwear must be worn in the Horse Club at all times. Sandals or thongs are not permitted to be worn in the Horse Club area at any time. This rule also applies to parents, siblings and visitors to the Horse Club facility.
- 9.2 A person shall not ride a horse unless appropriate clothing, including footwear (such as riding boots) and approved safety helmets are worn. National safety standards apply. Approved Safety Helmets must not be more than five (5) years from manufacture date.

- 9.3 A person will conduct themselves with consideration and respect for fellow users.
9.4 A professional level of conduct in keeping with the standards of Horse Club will be expected at all times.

10. HUSBANDRY:

- 10.1 There will be no obstructions left in the feed and tack rooms or the wash bay.
10.2 Feed rooms and tack rooms must be swept and cleaned daily.
10.3 Riding equipment is to put away at the end of each session. All equipment is to be correctly stored at all times.
10.4 All horse areas are to be maintained in a clean condition.
10.5 Water troughs must be cleaned on a weekly basis with rosters adhered to.
10.6 Smoking is not permitted on the School grounds – this includes parents and visitors.
10.7 Disruptive behavior, inappropriate language or undue noise will NOT be tolerated within the Rural Activities area.

11. CRUELTY AND DUTY OF CARE:

- 11.1 Horse cruelty will not be tolerated. Riders will be given one warning only before they are asked to leave the Premises, and membership of the Horse Club will be withdrawn.

12. HORSE SWAPPING:

- 12.1 *A LETTER OF CONSENT* (Appendix A) from both the student's parents and the parent of the student owning the horse must be lodged with the Rural Activities Co-ordinator before a student is permitted to ride another student's horse. These swaps are subject to the approval of both the Rural Activities Co-ordinator and the Horse Club Supervisor.
12.2 Each student must ensure that other students do not ride their horse unless all permissions have been obtained.
12.3 Horses must be ridden in an enclosed area.

13. LIABILITY:

- 13.1 The School (All Souls St Gabriels School) accepts no liability for injury to horse/s and/or rider/s.

14. PRESENTATION OF ANIMALS:

- 14.1 No horse is to be moved onto the School ground that is known to be dangerous, known to kick or is diseased.

15. UNIFORM, SADDLERY AND EQUIPMENT REQUIREMENTS:

- 15.1 *After School Uniform:*
- Leather Footwear (no joggers, thongs, etc)
 - Jeans (no shorts)
 - Hat
 - Collared Shirt

General Horse Club Uniform (To be worn for any off campus Horse Club activity)

- PE Shirt
- Neat, clean jeans
- School sports shoes and riding boots
- Hair must be tied back and be neat and tidy

Pony Club Uniform

- Pony Club uniform including your Club's formal uniform for competitions
- Pony Club Saddlecloth

Inter-School Competition Uniform:

- Long sleeve white shirt with boy's School tie
- Beige jodphurs
- Black riding jacket or School blazer (in suit bag)
- Black show helmet
- Dressage shape school colours saddlecloth with school logo
- Ribbon brow band in School colours
- Please note: Riders competing at Shows may require additional changes of competition clothes. Two sets of Pony Club competition uniforms are usually required for most competitions

15.2 The following is a list of essential items that are required if you are bringing your horse to ASSG Horse Club. Each item must be clearly and permanently marked with the student's name:

- Headstall and lead rope
- 1 x day rug (for keeping your horse clean at events)
- Strong mesh rug/combo
- Weatherproof canvas rug for winter
- Saddle
- 1 x Saddle cloths
- Bridle – snaffle
- Container for Grooming Kit
- Grooming Kit – Body Brush, Dandy Brush, Rubber curry comb, Hoof Pick, Bot knife, Towels, Scraper, Mane comb, sponge, scissors, Mane rubber bands, Hoof dressing (oil) and applicator.
- Container for First Aid Kit
- First Aid Kit – Roll of cotton wool, 2 x crepe bandages (7.5 cm), Elastoplast Bandage, Self-adhesive Bandage (Vetwrap), Antiseptic spray or cream, Disinfectant solution, Gauze or melanin for covering wound, a pair of round ended scissors, spare headstall and lead rope.
- Riding whip (even if you don't use one)
- Feed container
- Water bucket
- Hay bag
- Washing powder for horse equipment
- Tack cleaning equipment – saddle soap, leather cream, saddle soap cloth, leather cream cloth
- Storage containers for any of the above
- Large gear bag for transporting saddle and gear to events

16 AGISTMENT AGREEMENT:

The Horse Owner:

- i. acknowledges that they have been given the opportunity to inspect ASSG and its facilities and acknowledge that they meet the standard applicable and that ASSG shall endeavour to provide all care good husbandry and attention to the Horse. ASSG will be held blameless by the Horse Owner in respect to any infection, disease, death or claims in respect of the Horse.
- ii. releases ASSG, its owners, directors, shareholders, employees and agents of it from any claims
- iii. agrees to indemnify and keep indemnified ASSG against any liability or loss arising from, and any costs, charges, expenses and liabilities incurred in relation to any Claims relating to the Horse and in each case, including but limited to, legal costs and expenses on a full indemnity basis.

Further, ASSG shall not be liable for negligent act or loss, damage of Claims whatsoever nature arising out of this Agreement from injury, sickness, disease or death caused to or sustained by the Horse is under the control of ASSG or its employees or agents. ASSG shall not be liable to the Horse owner for any loss, damage, costs or expense and arising out of any injury, damage or death or Claims which may arise or be caused and notwithstanding that same is attributable to or is in part attributable to recklessness, forbearance or neglect by ASSG or any servant or agent of ASSG or any other person in whose care or control ASSG may place the Horse in.

In this Agreement "claims" means all claims, investigations, demands, actions, proceedings, suits, causes of action, damage, debts, costs, verdicts and judgments including but not limited to all claims arising from or out of damage to the Horse which relate to any incident or matter occurring as a result of the Horse being exposed to disease, injury or death whilst on ASSG, or as a result of moving the Horse whether at common law, equity or under statutory provision.

CONTACT DETAILS:

Horse Club Co-ordinator:

Name: Lionel Hartig
Mobile: 0409 844 902
Fax: 07 4787 3049
Email: lhartig@allsouls.qld.edu.au

Horse Club Instructor:

Sally Kirkwood
0418 788 775
07 4787 3049
sallykirkwood@bigpond.com

In signing this document parents and students hereby acknowledge the information set out in the Horse Club handbook and agree to act in accordance with these terms and conditions.

STUDENT INFORMATION:

Dormitory (if applicable)

Name: _____ Year Level: _____

Student Mobile Phone contact: _____

PARENT/GUARDIAN/CARER'S CONTACT INFORMATION:

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

HORSE INFORMATION:

Name of Horse: _____

Date of Arrival: _____

Sex: Gelding Mare

DOB: _____

Colour: _____

Brands: _____

Microchip: _____

Hendra Virus Certificate: Yes No

Tick Spraying Certificate: Yes No

Tetanus Date: _____

Strangles Date: _____

Wormed Date: _____

APPENDIX A:

I give my son/daughter _____ permission to:

- | | | | | |
|---------------------------------------|--------------------------|-----|--------------------------|----|
| Order horse feed | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Book Farrier | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Book Chiropractor | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Book Dentist | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Book lessons with clinics run at ASSG | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Book competition entries through ASSG | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Travel with ASSG to competition | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Horse swapping and riding an allocated Horse

- The Horse must be ridden in an enclosed area
- I give my permission for _____ to ride a horse allocated by the Horse Club instructor or to ride another student's horse with the permission of the owner of the Horse with parental permission and the Horse Club supervising instructor.

Trail rides:

- I give permission for _____ to participate in trail rides

I HAVE READ THE CONDITIONS OVER AND AGREE TO BE BOUND THESE CONDITIONS.

Parent/Guardian's Name

Parent/Guardian's Signature

Date

Students Name

Student's Signature

Date

Rural Co-ordinators Name

Rural Co-ordinators Signature

Date Received

**PLEASE ENSURE YOU KEEP A COPY OF THIS DOCUMENT
FOR YOUR OWN RECORDS**



MEDICAL HISTORY AND AUTHORISATION

STUDENT'S NAME: _____

DATE OF BIRTH: _____

NAME OF PARENT/GUARDIAN : _____

TELEPHONE CONTACTS: HOME: _____ WORK: _____ MOBILE: _____

ALTERNATIVE CONTACT - NAME: _____ PHONE: _____

MEDICAL INFORMATION: DETAILS

Allergies	YES/NO	
Asthma	YES/NO	
Is your child currently taking medication	YES/NO	

Are your child's immunisations, including Anti-tetanus up to date? YES/NO. If not, please give details:

Is your child suffering from a current injury or condition which staff need to be aware of?

Yes/No. If yes, please give details:

Does your child have any special dietary requirements?

Yes/No. If yes, please give details:

MEDICAL INSURANCE DETAILS:

MEDICARE CARD NO: _____

REFERENCE NO: _____ EXPIRY DATE: _____

Name of Private Health Fund: _____ Membership Number: _____

I hereby authorise the obtaining on my behalf of such medical assistance as my son / daughter may require in the event of accident or illness and guarantee to meet any costs incurred.

I authorise the administering of anaesthetic if the medical officer attending deems this necessary.

Signature of Parent/Guardian Date

Name of Parent/Guardian

(These details are requested to enable contact to be made with parents/guardians in the event of an emergency and are strictly confidential)