



Code of Conduct

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Table of Contents

What is the REA/REP	5
REA Philosophy	5
REP Code of Conduct	5
Structure of the REA	6
Legislation	6
Affiliations	6
Privacy Statement (Privacy Act 1998)	6
Membership	7
Classes of Membership	7
Application for Membership	7
Renewal of Membership	7
Membership Fees	7
Visitors	7
Spectators	8
Member Induction	8
Conduct/Behaviour	8
Safety at REP	9
Safety Recommendations	9
Clothing and Equipment	10
Helmets	10
Footwear	10
Clothing	10
Riding Equipment	10
Lost Property	10
Use of the REP facilities	11
Main Grassed Arena	11
Round Yard	11
Fenced Dressage Arena	12
Unfenced Sand Arena	12
Covered Stalls	12

Table of Contents

Covered Stalls	12
Equipment	12
Vehicular Access to the Arena	13
Dogs	13
Access to Agistment Paddocks	13
Use of Council Common Ground outside REP	13
Toilets	13
Spectators	13
Instructors/Horse Trainers	14
Property Maintenance	14
REA Training Clinics/Events	15
Incidents	15
Accidents	15
First Aid	16
Critical Incident Policy	16
Complaints	16
Agistment	17
Application for Agistment	17
Agistment Fees	17
Bonds	17
Renewal of Agistment	17
Cancellation of Agistment Contract	18
Payment of Agistment Fees	18
Failure to pay agistment fees	18
Liability for Loss, Injury or Damage	19
Suitability of Horses to be Agisted	19

Table of Contents

Vet and Farrier	19
Access to Agistment Paddocks	19
Feeding	19
Watering	19
Worming, Drenching, Vaccinating, Teeth	20
Condition of your Horse	20
Transfer of Responsibility for your horse	21
Covered Stalls	21
Night agistment in the Riding Arena	21
Maintenance of agistment paddocks	21
Hire of Grounds	22

All forms are situated at the back of the Code of Conduct

What is the REA/REP?

The Redlynch Equestrian Association Inc. (REA) is a community “not for profit” organisation that manages the Redlynch Equestrian Park (REP) located on Rocks Rock at Redlynch. The REP was established in 1995 following lobbying of the former Mulgrave Shire Council by the residents of Redlynch Valley for a safe riding facility in the area. The REA was incorporated under the Associations Incorporation Act 1981 on 8 August 1995.

The REP is located on approximately 4.5ha of land leased from Cairns City Council comprising 2ha of grassed fenced riding area and 2.5ha of agistment paddocks. Facilities include:

- 60m x 20m sand arena with a 1.2m high fence
- 70m x 30m sand arena, unfenced
- 20m diameter round yard
- 12 covered horse stalls
- approximately 1.5ha of level grassed riding area
- fenced, shaded children’s playground
- private toilet facilities
- four 3 horse agistment paddocks
- five single horse agistment paddocks
- Parelli, natural horsemanship playground
- Maintenance and Storage Shed

The facilities have been established through funding and in-kind assistance from Cairns City Council (and the former Mulgrave Shire Council), revenue raised by membership and agistment fees, State Government grants, Gaming trust grants and the personal contribution of members.

REA Philosophy

The REA provides a safe, quality facility for members to ride, train and agist their horses. The REP is also available for hire by other equestrian groups for training days, shows and competitions. The REP provides a safe environment for horses, riders, families and spectators. The REA is inclusive not exclusive and promotes horsemanship, social interaction and safe horse riding and handling practices.

The following mission statement has been adopted by the REA:

The REA is a group of people who enjoy equestrian activities in a fun, social atmosphere.

Our aims are to:

- Provide access to safe, first class facilities;*
- Provide activities to promote improved equestrian knowledge and skills; and*
- Promote interest in equestrian activities.*

Official competitions organised by the Association are conducted in accordance with EFA rules.

REP Code of Conduct

To ensure the provision of a safe riding and agistment facility the REA has established a Code of Conduct for the REP.

The REA is aware that activities involving horses can never be without risk. The REA Code of Conduct identifies:

- procedures / rules with which members are expected to comply;
- relevant safety procedures in place; and
- appropriate use of various areas of the facility

Structure of the REA

The REA is a community organisation managed by a committee of volunteer members in accordance with the Model Rules adopted by the association on incorporation in 1995 (refer **Appendix A**) and associated By Laws adopted by the management committee. The management committee consists of a President, Vice-President, Treasurer and Secretary as well as committee members responsible for grounds maintenance, grant funding and sponsorship, induction of members, events coordination and production of the newsletter. The management committee is elected at the Annual General Meeting which is generally held within 3 months of the end of the financial year (31 December). As a community “not for profit” organisation the future of the association and its facilities relies on the contribution and involvement of its members whether it be through participating in the management committee, attending working bees, assisting with events or social interaction with other members.

Legislation

The Redlynch Equestrian Association Inc has taken the following industry guides and codes into consideration in the development of the Code of Conduct, Association Rules, etc:

- Horse Riding Schools, Trail Riding Establishment and Horse Hiring Establishments Industry Code of Practice 2002, Queensland Government – Department of Employment, Training and Industrial Relations
- Horsesafe - Code of Practice for the Horse Industry July 2003, Australian Horse Industry Council
- EFA Rules and Risk Management Guidelines

Affiliations

The Redlynch Equestrian Association Inc is affiliated with the Equestrian Federation of Australia, Queensland Branch (Member No. 4006137).

Any Official competitions organised by the REA are conducted in accordance with EFA Rules.

Privacy Statement (Privacy Act 1998)

Personal information supplied by members through the completion of Membership Application Forms, Agistment Application Forms, etc. is needed to ensure their safety during their time at the REP. The REA is required to collect this information by our insurance company and The Equestrian Federation of Australia. **The information members provide will not be supplied to any other organisation or used for any other purpose than that for which it is required.**

Membership

Classes of Membership

The following classes of Membership apply:

Single Membership

A single member must be over 18 years of age. A single membership allows only the member named on the membership form to use the REA facilities, for the purpose of riding, training or instructing. Single membership entitles the member to make application to agist one horse at the REP.

Family Membership

A family membership entitles a family (living at the same address) to use the facilities at the REP. Application must be made by a person over 18 years of age and all family members who will be using the facilities, for the purpose of riding, training or instructing, must be included on the application form. Family membership entitles the member to make application to agist two horses at the REP.

Social Membership

A social membership enables interested members of the community to support and be involved with the REA. This class of membership does not entitle the member to ride, train or instruct at the grounds or to apply for agistment.

Application for Membership

A membership application must be completed and submitted to the management committee for approval. On approval of the membership application the application forms an agreement between the member and the REA. The REA Induction Officer will contact the member and arrange a suitable time to conduct an induction at the REP (refer **Member Induction** for more details). Following the induction the member will acknowledge their understanding and acceptance of the REP Code of Conduct and Rules by signing the Induction Register. The new member is not able to use the REP facilities until such time as the induction has been carried out.

Membership is not transferable.

Renewal of Membership

Membership runs from 1 January to 31 December. Membership Renewal forms are issued to members in December each year. **Membership is due by 31 December.** Members who do not renew their membership by 31 January will be deemed non-financial members and will have their membership terminated and will be unable to use the REP.

Membership Fees

Membership fees for each class of membership shall be the amount determined by members at a general meeting. New members (i.e. not members who have had their membership terminated) who apply for membership between July and December will pay half the applicable membership fee plus the working bee levy. All memberships (excluding social memberships) include a \$50 working bee levy. To have your working bee levy refunded a minimum of 4 hours per year assistance at working bees, training days etc. is required.

Visitors

Members may bring visitors to use the REP facilities. Members are responsible for the actions and behaviour of their visitors at all times whilst at the REP. Visitors who wish to use the REP facilities on more than three occasions must become members of the REA. Prior to a visitor using the grounds the visitor and member must complete a Visitors Form and place it in the box located in the shed. The visitors must be accompanied by the member at all times. A social member may not accompany a riding visitor.

Membership (cont.)

Spectators

Spectators for the purpose of this document, are members of the general public, unaccompanied by a financial member. Spectators should remain outside of REP Grounds at all times, at a safe distance from horse related activities.

Member Induction

New members must be inducted by the Induction Officer prior to use of the facilities. The Induction Officer will contact the new member/s and arrange a suitable time to meet at the REP. The induction shall cover the following:

- Guided tour of the facilities
- Explanation of no-go zones
- Explanation of the REP Code of Conduct
- Explanation of the REP Rules

Following completion of the induction the new member will acknowledge their understanding and acceptance of the REP Code of Conduct and Rules by signing the Induction Register.

Conduct/Behaviour

Members/visitors using the facilities at the REP are expected to conduct themselves in a proper and reasonable manner and maintain control of their horse at all times. They must be responsible for the well-being and safety of their horse and pay due regard to all other riders, persons and horses at the REP. The welfare of horses at the REP is paramount. All handling/riding must ensure the health and well-being of the horse.

If a member:

- conducts themselves in a manner that is considered to be injurious or prejudicial to the character or interests of the Association or its members,
- fails to comply with the Code of Conduct and associated rules,
- compromises the safety of others by their actions, or
- behaves in a threatening or abusive manner to members, visitors or spectators,
- treats their horse in an inhumane manner

“Inhuman treatment can be to:

- *Whip or beat a horse excessively*
- *Subject a horse to electric shock (excluding electric fences)*
- *Use spurs that puncture or tears the skin*
- *Jab the horse in the mouth with the bit excessively or persistently*
- *Mount or remount an exhausted, lame or injured horse*
- *Hyper sensitise any part of a horse*
- *Leave a horse without adequate food, drink or exercise*
- *Excessively exercise a horse.”*

(extract from AHRC Level 1 Equestrian Coach (Recreational), B & M Hartog 1998)

an Incident Report will be initiated and the Management Committee will provide:

1. A verbal notification (first instance)
2. A written warning (second instance)
3. Termination of membership (third instance).

Safety at REP

People undertaking horse related activities have a higher risk of serious injury than participants in most other sports. Factors that influence this include:

- Horses are capable of acting independently of the rider and the extent to which the rider has control of the horse can suddenly change;
- Horses are capable of acting independently, whether being ridden, handled or not;
- The horse is a large animal and the rider's head can be up to 3 metres above the ground.

Most accidents involving people and horses are caused by carelessness, ignorance or unforeseen circumstances.

The REA seeks to maintain a high level of safety at the REP through:

- Implementation of rules and regulations associated with the use of the REP;
- Induction of new members prior to their use of the facilities;
- Conduct regular checks of the facilities and equipment;
- Adherence with horse industry codes and guidelines;
- Continued education/training of members in the safe riding and handling of horses.

Prerequisites for using the facilities at the REP are consideration for other riders, respect for one's horse and awareness of possible risks.

It is imperative that all REA members maintain a high level of safety in the conduct of their horse activities at the REP. REA members are responsible for complying with the rules and regulations of the association at all times. Failure to do so may result in injury to yourself, your horse or others as well as result in disciplinary action, including termination of membership being taken by the committee.

Safety at the REA is paramount at all times so make sure you:

RESPECT horses. They have the strength, speed and ability to cause injuries.

And ensure you:

- wear approved safety riding helmets at all times;
- wear appropriate footwear at all times, whether riding/handling/feeding your horse or within the grounds (including agistment paddocks);
- maintain riding equipment in good order;
- know your limitations.
- show due care and consideration for the safety and wellbeing of all members, visitors and spectators using the REP

Safety Recommendations

Helmets

Write the date of manufacture of your helmet in your diary as sweat may cause the date to disappear from your helmet. When buying a new helmet check the date of manufacture to ensure it is recent as it may be that the helmet has been in the store for some time and you won't get 5 years use from it.

Stirrups

The size of your stirrup should be 1 to 2 cm wider than your riding boot so that your foot cannot get caught.

Safety Recommendations (Cont)

Personal Items

Do not wear loose jewellery as it may become entangled.

Mobile Phones

If you have your mobile phone on you whilst riding set it to vibrate rather than ring to ensure your horse does not get affright should someone phone you.

Loose or uncontrolled horse

To minimise risk to rider or horse riders should dismount if a horse becomes loose or rider has lost control of their mount.

Clothing and Equipment

Helmets

All riders must wear properly fitted AS/NZS 3838, EN 1384 or ASTM F1163 helmets, with the chinstrap correctly fitted, not damaged and less than 5 years from the manufacture date.

Helmets that have been involved in a fall when the helmet has come into contact with the ground must not be used.

Evidence of compliance with this requirement will form part of the induction process. Gear checks will be carried out at all REA events and training days.

Footwear

Appropriate footwear must be worn at all times whilst on the REP grounds including agistment paddocks.

When handling horses you must wear covered shoes to protect your feet should your horse step on your feet (i.e. sneakers or boots).

When riding you must wear smooth soled boots with a slight heel. You are not able to wear sneakers when riding unless you are riding bareback or using stirrups with clogs fitted.

Clothing

It is suggested that you wear comfortable clothing, not too loose, not too tight. Your shirt should provide protection against weather and abrasions. Don't forget to use sunscreen.

Riding Equipment

It is important that your riding equipment fits your horse correctly to protect from injuries. Regular maintenance of your riding equipment is also very important as horse sweat rots stitching and leather. Regularly check you equipment to ensure it is free from defects, particularly the stitching.

Your saddle must be secured by at least two points of attachment (e.g. double buckle girth, girth and surcingles) or by a double-wrapped latigo to ensure your saddle stays in place, particularly in case the primary means of attachment becomes dislodged, undone or breaks.

Gear checks will be carried out at all REA events and training days.

Lost Property

Equipment, clothing etc left at the grounds will be placed in the Lost Property Box which is located in the shed. A list of the contents of the box will be placed in the Hoofprints Newsletter.

Use of the REP facilities

The REA facilities are available for use by members for riding / training activities on a daily basis. It should be noted that the arena is used for night agistment at the following times:

Summer Winter

6.30pm – 7.00am all days 6.00pm – 7.30am weekdays
6.00pm – 7.00am weekends

If you need to use the arena during these times you must ride in the fenced dressage arena or fenced round yard. It is recommended that you dismount and lead your horse to and from these fenced areas.

- Arena gates must be closed at all times to ensure the safety of agisted horses. Padlocks on all access gates must be locked upon leaving the grounds at all times.
- Members using the facilities at the REP must conduct themselves in a proper and reasonable manner and maintain control of their horse at all times.
- Members may use the wooden boundary fence to tie horses for short periods of time at the hitching rings with bailing twine. Horses can also be placed in the covered stalls.
- Adults are responsible for supervising riders under the age of 18 at all times. Children who are not riding must also be supervised by an adult and it is recommended that they remain outside the arena fence.

Main Grassed Arena

Members need to be aware of where other riders and persons are at all times and give appropriate warning should they need to cross the path of another rider/person. After periods of heavy rain the sand arenas should be used in preference to the grassed areas.

Members doing mounted games such as bending, barrel race etc must do so in a controlled manner in a location away from other riders.

Round Yard

The round yard is a safe area for groundwork, lunging, and riding for beginner riders and the "green"/young horses. The round yard is also a safe area for introducing your horse to Parelli/Natural horsemanship at liberty and trust exercises and training. There should be only one horse and one rider/handler in the round yard at any time. Two horses may share the round yard if under instruction or some Parelli/natural horsemanship exercises make provision for two horses. Spectators must remain outside the arena at a safe distance with no part of their body through the round yard rails. The arena is fitted with a manual watering system. This should be run for approximately 5 minutes prior to use so as not to create a dust nuisance.

Fenced Dressage Arena

The fenced dressage arena is a safe 60m x 20m area for training and riding. No more than four (4) independent riders may use the arena at the same time. A maximum of eight (8) riders may use the arena when in a lesson/clinic situation under the control of a riding instructor/coach.

There is an automated watering system installed on the arena. The timer is set to run twice a day during dry weather so as not to create a dust nuisance. Sprinkling times however may be limited by Council water restrictions. Notice of these restrictions and changes to watering times will be notified in the Newsletter. Members are advised not to tamper with the timer.

When the arena is in use the gate should be kept closed.

Fenced Dressage Arena (cont.)

To ensure the safety of all riders in the arena the following rules should be followed:

- Before entering the arena ensure that it is safe to do so, give warning and/or ask permission if someone else is already in the arena.
- Enter and leave the arena at a walk.
- Mount, dismount and adjust tack in the centre of the arena.
- Do not stop on the track.
- The fastest pace has right to the track.
- Riders going round the track in opposite directions pass left should to left shoulder.
- Riders on the track have right of way over those on a circle.
- For safety reasons a gap of at least one horse's length should always be left between horses.

Unfenced Sand Arena

The 70m x 30m sand arena is available for general riding. No more than four (4) independent riders may use the arena at the same time. A maximum of eight (8) riders may use the arena when in a lesson/clinic situation under the control of a riding instructor/coach.

There is an automated sprinkler system installed on this arena. Members are advised not to tamper with the timer. Sprinkler times are advertised in the Newsletter.

Covered Stalls

Members may use the covered stalls as required. Visitors are charged \$5/day to use the stalls. There is no fee for REA members.

Horses that need to be isolated due to illness (not contagious) or injury may be placed in the covered stalls. **An appropriate feeding, watering and care regime must be implemented by the agistee.**

Stalls must be cleaned following use with all manure removed and placed around trees and gates closed and chained.

The stalls are not be used as temporary agistment.

Equipment

Equipment at the REP is available for use by members, this includes:

- Barrels for barrel races
- Sticks for bending
- Bridge obstacle (walk only)
- Gate obstacle
- Jumps and poles

The condition of the equipment is checked by the Grounds Officer on a regular basis. Members must notify the Grounds Officer of any damaged equipment.

Vehicular Access to the Arena

Vehicles with horse floats and horse trucks must enter the arena through the large double gates adjacent to the agistment paddock. **All horses must be unloaded and tethered inside the arena.** Vehicles with horse floats and horse trucks must be parked in an orderly manner in the designated area inside the arena.

Vehicles without horses, with the exception of emergency, farriers, vets, horse dentists, maintenance vehicles etc., should not access the grounds. All vehicles without horses are able to park in an orderly manner on the common ground outside the REP fence.

Please note at the discretion of the Management Committee, Instructors, Judges and Officials may obtain permission to enter the REP grounds. This will be decided on a case by case basis.

Dogs

The REA must ensure the safety of members and their horses at all times. **Therefore dogs are REQUIRED to be ON A LEAD/or otherwise controlled by their owners/handlers at all times, whilst at the REP both in the arena and the agistment paddocks.** Dogs found on the grounds will be restrained and the Cairns City Council Animal Management Department contacted to impound the dog/s.

Access to Agistment Paddocks

Access to the agistment paddocks is restricted to agistees and any person authorised by an agistee to enter (i.e. farrier, vet, etc).

Riding is not permitted in and/or through agistment paddocks adjacent to the REP.

Horses should not be fed in gate ways or on paths that may block other agistees accessing their horses safely.

Use of Council Common Ground outside REP

The land outside the REP fence adjacent to the tennis courts is Cairns City Council common ground. Horses must not be unloaded from floats or tethered on this common ground. This area is an access area only and riders may ride through however riders are not encouraged to exercise horses in this area. Vehicles should be parked in an orderly manner and not impede access to the tennis courts and/or toilets. Horses must be unloaded in the designated float area within the REP.

Members are able to use the Gazebo on the common ground however the area must be cleaned up after use. This area is not be used to tend to horses (i.e. farriers trimming or shoeing, vets treating horses, etc) as it is not secure. A horse breaking loose whilst being treated on the common grounds creates a serious safety risk.

Toilets

The toilets are private toilets jointly owned by the REA and the Redlynch Valley Tennis Club. Members are issued with a key to the toilets on request at a cost of \$5/key.

Members must ensure that the toilets are maintained in a reasonable state. The toilets are cleaned on a weekly basis. Members should notify the Maintenance Officer if there are any problems with the operation of the toilets.

Spectators

It is recommended that spectators remain outside the REP fence at all times. Should spectators require access to the arena they must remain at a safe distance from horse activities. Spectators under the age of 18 must be supervised by an adult at all times. Designated spectator areas may be established for clinics and events.

Instructors/Horse Trainers

Instructors/horse trainers giving REA members instruction (paid/non-paid) at the REP grounds must be financial riding members of the REA or an Instructors who carries their own current insurances may hire out the grounds. Please see Hire of REP Grounds.

Instructors must be aware that instructing one on one lessons with members does not give exclusive use of the arenas.

4 or more hours use of the arenas will incur a \$30 arena hire. The instructor must check with the REA Committee for availability of the arenas.

(See Hire of Grounds Page 22).

Property Maintenance

The REA is a community organisation which relies on volunteer labour for the general maintenance of the facilities.

The Maintenance Officer conducts regular checks of the facilities and equipment and coordinates any maintenance activities. The Maintenance Officer is generally responsible for maintaining the mowing roster for the arena.

In order for the facilities to be maintained at the current high standard it is necessary for all members to assist through:

- provision of volunteer assistance at scheduled working bees
- notification of damage to the Maintenance Officer within an appropriate time frame (See Maintenance of Agistment Paddocks Page 21)
- maintenance of fence lines in agistment paddocks (i.e. agistees should regularly check the fences to their paddocks and remove any obstacles such as branches, weeds, etc. that may impede the operation of the electric fence)
- regular cleaning of water troughs
- provision of specialist skills on an as-required basis

REA Training Clinics/Events

The REA sometimes organises training clinics for members with appropriately qualified riding instructors. Members will be notified of the clinics via email or the Hoofprints Newsletter. The clinics are generally subsidised by the REA however members will be required to contribute to the cost of the clinic.

Prior to the conduct of the clinic/event the Events Officer together with the Maintenance Officer will carry out an inspection of the facilities and equipment to be used and complete the Activity Risk Assessment Form.

All members participating in the clinic/event will complete a Waiver Form for Tuition/Clinic/Event prior to participating. Participants under the age of 18 must have the Wavier form signed by the adult. Participants under the age of 18 must be accompanied by an adult.

Any Official competitions organised by the Association will be conducted in accordance with EFA rules.

Incidents

All incidents that occur at the REP must be recorded in an Incident Report by either the person involved in the incident, a witness or other member (copies available from the Secretary).

Incidents may include:

- Serious Incidents (near misses) where there is no actual physical injury
- Incidents which may have the potential for psychological trauma (egg horse bolting)
- Incidents involving property damage
- Incidents resulting from non-compliance with REA Code of Conduct and/or rules

The committee will review the Incident Reports as soon as practical after the occurrence and take the appropriate action to rectify the cause or minimise the chance of it occurring again, this may include amendments to the Code of Conduct, Rules etc.

Incident Reports will be maintained by the Risk Management Officer for an indefinite period.

Accidents

Accidents are incidents that result in physical injuries. All accidents must be recorded on the Accident Report (copies available from the Secretary).

The committee will review the Accident Reports immediately after the occurrence and take the appropriate action to rectify the cause or minimise the chance of it occurring again, this may include amendments to the Code of Conduct, Rules etc.

The committee will notify the Association's Insurer of any accidents that occur. Accident Reports will be maintained by the Risk Management Officer for an indefinite period.

First Aid

The REA First Aid kit is located in the shed at the REP.

The Risk Management Officer will regularly check the First Aid kit to ensure adequate supplies.

Should a member suffer any injury or illness whilst at the REP the REA will provide evacuation, first aid, ambulance and medical treatment at the expense of the member. Acknowledgment of this is made on the Membership Application form.

Critical Incident Policy

A critical incident is defined as an extraordinary event outside the range of usual human experience. It has the potential to overcome the person's normal ability to cope with stress. It is an event which causes intense feelings of fear and helplessness and typically involve:

- threat or violence or death or injury to self or other
- seeing another person injured or killed by accident or violence
- experiencing or seeing human degradation, suffering or loss

In responding to a critical incident the organization will create an environment which:

- accepts feelings of distress as legitimate reactions to traumatic situations
- accepts organisational ownership of the crisis and its implications
- provides organisational support to aid recovery. This may be through debriefing, defusing, follow-up and referral and encouraging support
- values and supports crisis intervention through providing training of committee members

In dealing with a critical incident the following procedures are to be followed:

1. Safety for those affected is the priority
2. President is the authorised contact in relation to media, legal advisors, authorities, etc.
3. Witness(es) to contact the President of the Redlynch Equestrian Association or another committee member if unavailable
4. The President will contact persons affected by the crisis
5. A meeting will be held to determine the response
6. An evaluation of the process will be done at a Committee meeting

Every attempt will be made to ensure that the affected parties are aware of the process and confidentiality will be respected.

Complaints

Complaints from members, visitors, members of the public are to be recorded on the Complaint Form (copies available, on our website, in the storage shed or from the Secretary). All complaints are to be provided to the Secretary in writing.

The committee will review the Complaint Forms as soon as practical after the complaint has been made. A written response will be made following consideration of the complaint. Complaint Forms will be maintained by the Risk Management Officer for an indefinite period.

Agistment

Agistment facilities are available to financial members of the REA.

There are five single agistment paddocks (strip paddocks) catering for a maximum of 2 horses each (horses have the one owner) adjacent to the riding arena and four 3 horse (multi-owner) paddocks.

Agistment is provided on a "first in" basis. Given the location and standard of the agistment facilities and the riding arena there is generally a waiting list of members requiring agistment.

Single membership enables a member to apply to agist one horse, whilst family membership enables a member to apply to agist two horses at the REP.

The application for agistment must be made by a member over the age of 18 years.

The Agistee is the person responsible for the care, custody and control of a horse residing at the REP. All costs connected with the agistment of the horse are borne by the agistee.

The President is responsible for all agistment applications and matters arising.

Application for Agistment

An Agistment Application must be completed by the Agistee for each horse and submitted to the management committee for approval. Should agistment space be available and subject to approval of the management committee, the application forms the agistment contract between the agistee and the REA.

Agistment is not transferable. The agistment runs with the agistee. Therefore should the agistee sell or lease the horse to another person the horse must be removed from the REP and a new application for agistment be made.

Agistment Fees

Agistment fees are set by the management committee. The agistment fees cover lease costs, rates, insurance, maintenance, water, etc. Agistment fees may be increased at any time by the management committee (generally at the commencement of a new calendar year) however four weeks written notice will be provided.

Bonds

A bond equal to four weeks agistment fees is required prior to commencement of the agistment period. Your bond will be refunded in full when your agistment is cancelled (by either party) if there are no outstanding agistment fees.

Renewal of Agistment

Agistment contracts must be renewed by 31 December each year. The secretary will send you the agistment contract in November together with a notice for any outstanding agistment fees for the year. The contract must be completed and returned together with payment for any outstanding agistment fees for the year by 31 December. If you fail to comply with this requirement your agistment contract may be terminated and you will be required to pay all outstanding fees and remove your horse from the REA within 2 weeks of notice of termination.

Agistment (cont.)

Recommendations

When you are putting your horse in a new paddock:

- check the fencing
- show your horse the boundaries and show it where the water trough is
- allow the horse sufficient daylight to get its bearings in the new paddock
- keep an eye on how it is getting along with the other horses.

Do not take feed into the paddock to catch your horse as you may find you have all the horses trying to catch you.

When hand feeding your horse remove it from the agistment paddock to ensure the safety of yourself and your horse.

When releasing your horse in the paddock turn it to face the gate so that you have time to get out of its way before it moves off to join the other horses.

When you are catching your horse make sure it can hear you coming. Approach your horse's shoulder and slip the lead rope around its neck before putting on the halter.

Don't run or make loud noises as this could startle your horse.

Cancellation of Agistment Contract

The REA requires two weeks written notice if you wish to remove your horse from the REP.

If your agistment contract is terminated by the management committee for any reason you will have 14 days from when notice is given to vacate the REP. During that time, you or anyone else is not permitted to ride your horse/s on REP property. Once your horse is removed from the REP and subject to having current membership you may recommence use of the REP riding facilities.

Payment of Agistment Fees

Agistment fees must be paid four weeks in advance. Monthly invoices will be issued by the REA Treasurer for payment within 14 days.

Agistment fees may be paid by:

- Direct Debit into Redlynch Equestrian Association account
BSB 633108 Account 1142 84037
with a reference stated for identifying payments made.
- A deposit book can be obtained for payments at the Bendigo Bank.
- Cheque by mail to PO Box 194, Redlynch QLD 4870.
- Cash in person to the Treasurer.

Failure to pay agistment fees

Should you fail to pay your agistment fees in accordance with the agistment contract requirements the agistment contract will be terminated and you will be required to remove your horse from the REP within 14 days.

If you owe agistment fees or other charges lawfully imposed by the REA in excess of \$300 your horse will be sold in whatever manner the President of the REA deems fit. Following such sale the proceeds shall be distributed as follows:

1. payment of all expenses incurred in such sale;
2. payment of monies owing to the REA Inc;
3. payment of balance to the agistee.

Agistment (cont.)

Liability for Loss, Injury or Damage

While your horse is agisted at the REP, the REA will not be liable for any sickness, disease, death or injury suffered by the horse or any other matter arising from or connecting to the agistment of the horse. All reasonable and proper care of the property is taken by the REA, but all risks are assumed by the owner of the horse.

It is the horse owners responsibility to insure their horse and horse gear/equipment against all risks while they are on the property or being transported.

In the unfortunate event that an agisted horse dies its remains may be required to be removed from the REP. Immediate contact with the President, or Management Committee is required. Burial may be arranged on the REP grounds, under some circumstances. Please be advised these circumstances may be decided on by environmental legislation and council regulations. The President and Management Committee understand this is a sensitive and emotional ordeal, and will work with you to minimise distress.

Suitability of Horses to be Agisted

Stallions, riggs and mares with foals at foot are not permitted to be agisted at the REP.

Horse's with vices e.g.. windsucking, cribbing, biting, kicking etc, must be identified on the Agistment Application. These vices may affect an agistment application, being accepted by the Management Committee. If full disclosure of your horse's vices is not made on application for agistment and subsequently become evident by either causing damage or Vices being passed on to another horse the management committee may terminate the agistment contract and you will be required to remove your horse from the REP.

Vet and Farrier

You are responsible for calling and paying for your own vet and farrier as required. The REA committee will notify the horse owner immediately they become aware that a horse is suffering from any significant or noticeable sickness, disease or injury. You must notify the REA immediately you become aware that your horse is suffering from any significant or noticeable sickness, disease or injury.

The name and contact number of your vet and farrier and your emergency contact number must be included on the agistment contract You must advise the REA is any of these contacts and numbers change.

If your horse is badly injured or very ill and the REA is unable to contact you immediately we will call your vet on your behalf. All costs must be paid by the agistee.

Access to Agistment Paddocks

Access to agistment paddocks is restricted to Agistees. Physical access to two of the three horse paddocks is currently via another agistment paddock. To ensure the safety of horses and agistees, horses being moved through paddocks must be led by halter and lead rope. Please ensure connecting gates are secure at all times. Agistees should also feed their horses away from the gates to enable safe access at all times.

Feeding

It is your responsibility to provide supplementary food for your horse. All horses agisted at the REP **must** be hand fed as well as allowing the horses to graze on the grass. In times of extended dry weather in addition to supplementary food you may be required to provide bales of grass hay in your paddock for your horse to graze on.

Watering

It is your responsibility to ensure water troughs are clean and contain adequate water.

Agistment (cont.)

Worming, Drenching, Vaccinating, Teeth

As the horse owner it is your responsibility to maintain the condition of your horses teeth and to worm, drench and vaccinate your horse against tetanus and strangles regularly.

Condition of your Horse

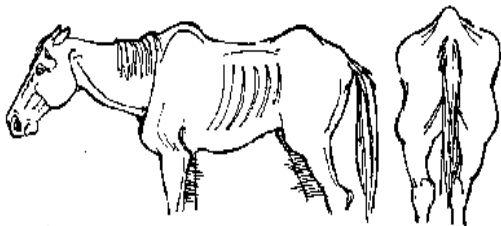
The REP is in a location highly visible to the general community, in order to maintain the reputation of the REA as an association that promotes good horse care and horsemanship, horses agisted at the REP must be maintained in "good" condition at all times.

Both the horse owner and the REA may be held legally liable if agisted horses are not properly looked after.

The Management Committee will use the following criteria (*extract from AHRC Level 1 Equestrian Coach (Recreational), B & M Hartog 1998*) for assessing the condition of a horse. Should the condition of your horses be assessed as "poor", "very poor" or "very fat" you will be required to implement a feeding program to ensure your horse's condition improves. Should you fail to do so you, your agistment contract will be terminated, and you will be required to remove your horse from the REP immediately.

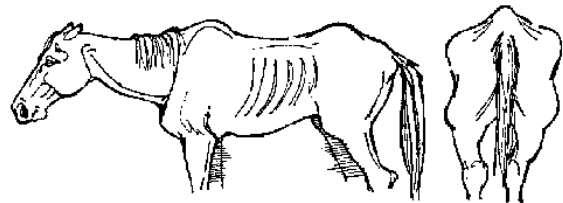
- **Very poor:**

Very sunken rump, deep cavity under the tail, bones protruding, very prominent backbone and pelvis, marked ewe neck.



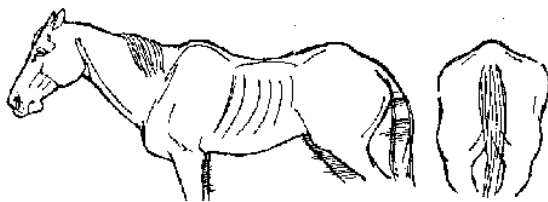
- **Poor:**

Sunken rump, cavity under tail, ribs easily visible, prominent backbone and croup, ewe neck.



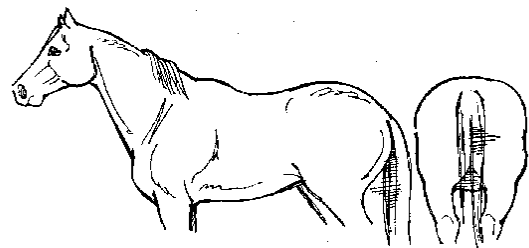
- **Moderate:**

Flat rump, hips still sticking out, ribs still visible, narrow but firm neck, backbone covered.



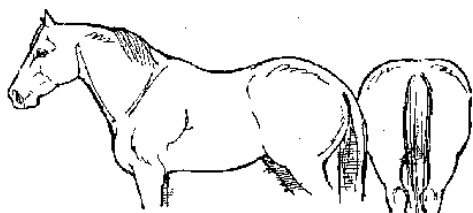
- **Good:**

Rounded rump, ribs covered, -can see them, but not count them, firm neck, no crest.



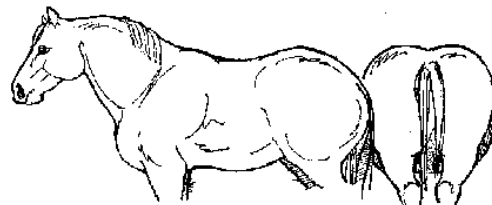
- **Fat:**

Well rounded rump, gutter along the back, ribs and pelvis hard to feel, slight crest.



- **Very fat:**

Very bulging rump, deep gutter along the back, ribs buried, mark, hardcrest, folds and ripples of fat.



Agistment (cont.)

Extremes on both end of the scale are not good.

Transfer of Responsibility for your horse

If for some reason you are not able to attend to your horse for a period of time you must arrange for another REA member to do so (as only REA members are permitted to access the REP). You must also advise the REA committee prior to the period where the responsibility for care of your horse/s is transferred. The name, address and contact phone number of the member and period of time must be advised to the REA committee prior to the period commencing.

Covered Stalls

You may use the covered stalls as required. Manure must be removed from the stalls after use and placed around the trees and gates closed and chained. The stalls must not be used as temporary agistment. Hospital stall is for use by sick or injured horses, preference in this stall will be given to the horse in most need. Or accompanied by a Vet Certificate.

Night agistment in the Riding Arena

If you are an Agistee with horse/s agisted in a strip paddock adjacent to the riding arena you are entitled to release your horse/s into the riding arena during the following times:

Summer Winter

6.30pm – 7.00am all days 6.00pm – 7.30am weekdays
6.00pm – 7.00am weekends

Your horse/s must not be released whilst the arena is in use. You are required to notify users that you are about to release your horse and allow them enough time to dismount safely, tend their horse/s and/or leave the arena.

Members and multi-horse paddock agistees may apply to the Management Committee to agist their horse/s in the Riding Arena at night for short periods of time. An Agistment Application must be completed if the member is not a current agistee. A charge of \$2/horse/night is payable in advance.

Maintenance of agistment paddocks

Fences

Agistees are responsible for the maintenance of paddock fence lines. Please check the electric fence line for overhanging trees and sticks on a regular basis to ensure the electric fences are fully operational. Please advise the maintenance officer of any major problems with the fencing.

Slashing/Spraying

All agistees are responsible to periodically mow the grass in their agistment paddock. You must complete a tractor induction before use of the REA mower. All agistees are responsible for regular spraying of weeds in your agistment paddock in order to minimise weed growth along fence lines.

Mucking out the paddocks

Agistees are responsible for regular collection/removal of horse manure from the paddocks. Manure may be stockpiled and removed on a regular basis. Manure may also be placed around trees in the paddocks etc.

Hire of Grounds

The REP is available for hire for equestrian activities such as dressage competitions, training clinics, etc.

The organisation hiring the REP must ensure the following:

- a) Insurance cover is in place (and provide a copy to the REP) prior to the event.
- b) Effective means of Emergency Services contacts are available / arranged for the event.
- c) Facilities have been inspected and are safe to use.
- d) Participants have been advised of potential hazards.
- e) Waivers (Indemnity) issued and signed by Participants.
- f) Emergency vehicle access is available.
- g) First Aid Kit(s) checked and adequate and located on-site.
- h) Qualified First Aider(s) available on-site.
- i) Access to roadways for uncontrolled horses has been contained.
- j) Separation of public parking, horses and spectators is in place.
- k) Control of areas where horses and the public use access ways is in place.
- l) Arrangements for controlled access to horse areas have been made.
- m) Ratios of organizers to participants / spectators are appropriate.
- n) Signage is in place (e.g. Restricted areas / access, danger, dog restriction ...etc).
- o) Be responsible for the well-being and safety of all participants, spectators and horses.

The organization must agree to:

- a) Pay the booking fee of \$30/day and grounds fee of \$3/horse/day (non REA Members) to the REA.
- b) Immediately report to the Association any injury to participants and/or horses and the manner of the occurrence of such injury.
- c) Ensure appropriate helmets and riding boots are worn by participants.
- d) Be responsible for the well-being and safety of all participants, spectators and horses.

A representative of the organisation shall complete and sign a Hire of Grounds (Acknowledgement and Indemnity) and provide evidence of insurance prior to the event commencing.

REA members will be notified of the days the grounds have been hired. Areas not in use for the event may be used by non-participating REA members however members must not interfere with the event. On occasion (due to the size and/or type of event) members may be advised that they are unable to use the REP whilst the event is being conducted