

Quirindi Public School Horse Sports 24 May 2019

Gear Check, Horse Rider Combination Suitability and Horse Health Procedures

Riders and horses cannot participate in activities without receiving approval through the following procedures:

- Gear Check, Horse Rider Combination Suitability and Horse Health; and,
- Horse Fit for Purpose.

Horse Health (Please also refer to the Horse Welfare Procedure and Horse Fit for Purpose Procedure)

Prior to entry to the ground, at the ground gate, horse owners/parents are to provide the completed Horse Health Declaration form to the grounds official. If there are no horse health concerns the grounds official will advise the:

- parent/horse owner to park in the school team area in the loading/unloading zone and that the horse can be unloaded; and,
- advise rider/s to meet in the area allocated on the side of the loading/unloading zone for the Team Manager to undertake the gear check, prior to official gear check.

If there is a horse health concern the grounds official will advise the:

- parent/horse owner to park outside the ground and await further advice; and,
- report concerns to the Horse Sport Management Team.

Chief Steward will determine appropriate action to be taken and liaise with the Principal. If appropriate the BIOSECURITY CONTINGENCY PLAN FOR SUSPECT BIOSECURITY RISK is to be implemented.

The Grounds Official will provide the completed Horse Health Declaration form to the Work Health and Safety Officer at the office.

The BIOSECURITY CONTINGENCY PLAN FOR SUSPECT BIOSECURITY RISK is to be implemented, throughout the day if a suspected risk arises.

Horse Rider Combination Suitability including Horse Fit for Purpose

Horse Rider Combination Suitability Confirmation – Prior to Acceptance of Entry

Parents/horse owners are to sign the entry form confirming the rider/horse combination suitability, prior to acceptance of rider's entry forms.

Prior to the Principal of the home school signing the entry form and the entry being accepted to participate in the Quirindi Public School Horse Sport Event:

- Parents/guardian, horse owners will have signed the entry form confirming the rider/horse combination suitability ie. Riders are experienced horse riders, the horse is suitable to the riders ability, the horse/rider combination for the event is an experienced horse rider combination and is at an appropriate level to participate in the event.

Further assessment of rider/horse combination suitability will occur through:

- Team Manager discussion with the parent/horse owner as part of the Horse Health, Horse Rider Combination Suitability and Gear Check; and,
- Ongoing monitoring throughout the event by Pony Club Authorised Personnel and Horse Sports Management Team.

Team Managers will discuss:

- with the parent/horse owner suitability of the horse and rider combination, and
- check that the horse is fit for the purpose and free of illness or injury.

As recommended in the Safe Work Australia “*Guide To Managing Risks When New And Inexperienced Persons Interact with Horses (June 2014)*”, Team Managers should, through discussion with the horse owners, not permit new or beginner riders to ride horses that:

- are nervous or reactive
- have a tendency to rear, buck, pig root, bite people or horses, kick people when being handled or ridden, shy, bolt or any other behavior which might unseat an unbalanced rider
- are highly trained and sensitive
- are non-compliant and unresponsive
- regularly trip or stumble

The Team Manager will document that the discussions have occurred on the Gear Check and Horse Rider Combination Suitability Confirmation form and verbally advise the allocated Official Gear Checker of any concerns.

The Official Gear Checker will address the concern through further gear check, observation and/or discussion and if concern/s have not been resolved, advise the Chief Steward. If appropriate, following consultation with the Official Gear Checker, the Chief Steward will advise the parent or guardian of the rider of the decision to not allow the horse and rider to compete and the reasons why and advise the host Principal of the decision.

Gear Check

Team Managers are responsible to undertake the Gear Check

Whilst undertaking the Gear Check, Team Managers will complete the Horse Health, Horse Rider Combination Suitability and Gear Check Confirmation form.

Team Managers will check:

Equipment gear for riders

- approved helmet and correctly fitted as per ASNZ3838 EN1384
- smooth soled boots (Pony Club approved), correct spurs. No gaiters
- correct school uniform
- age child turns in 2019 written on entrants Gear Check form

Saddlery and equipment

- approved bit and correctly fitted bridle and all stitching in good order
- correctly fitted saddle, girth tight, sound stitching at girth points
- sound stitching on stirrup leathers, check stirrup irons, 10mm either side of boot
- approved length whip, must not exceed 75cm
- shin/bell boots to be fitted correctly(Sporting only)

Horse

- to be sound and suited to riders ability
- no medical condition, physical disability or injury

The Team Manager will:

- sign the Gear Check and Horse Rider Combination Suitability Confirmation form and provide to the allocated Official Gear Checker, and
- provide the rider with a green wristband to put on rider's wrist – this will indicate that the Team Manager gear check has occurred.

If a concern arises, including concerns if the horse is fit for purpose, the Team Manager is to document concerns on the Gear Check and Horse Rider Combination Suitability Confirmation form and verbally advise the allocated Official Gear Checker immediately.

Riders will go through the official gear check conducted by the allocated Official Gear Checker.

Pony Club Authorised Personnel are responsible to undertake the Official Gear Check On the Day

Whilst undertaking the Gear Check, the Official Gear Checker will complete the Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form.

The Official Gear Checker will check:

➤ Equipment gear for rider includes

- approved helmet and correctly fitted. ASNZ3838, EN1384
- smooth soled boots (Pony Club approved), correct spurs. No gaitors
- correct school uniform
- age child turns in 2019 is written on Gear Check form

➤ Saddlery and equipment

- approved bit and correctly fitted bridle and all stitching in good order
- correctly fitted saddle, girth tight, sound stitching at girth points
- sound stitching on stirrup leathers, check stirrup irons, 10mm either side of boot
- approved length whip, must not exceed 75cm
- shin/bell boots to be fitted correctly(Sporting)

➤ Horse

- to be sound and suited to riders ability
- no medical condition, physical disability or injury

Rider/Horse suitability will be further assessed at pre-event check point by the Chief Steward and Quirindi Public School Horse Sport Committee member if required.

Final decisions with regard to Rider/Horse suitability will be the responsibility of the Host Principal and Chief Steward. If appropriate, the Chief Steward, will advise the parent or guardian of the rider, of the decision to not allow the horse and rider to compete and the reasons why and advise the host Principal of the decision.

The Official Gear Checker will:

- sign the Gear Check and Horse Rider Combination Suitability Confirmation form and provide to the allocated Official Gear Checker, and
- provide the rider with a yellow wristband to put on rider's wrist– this will indicate that the Official Gear Check has occurred; and,
- monitor the horse and rider combination suitability throughout the event.

If a problem arises **Pony Club Authorised Personnel will** call Quirindi Public School Horse Sports Management Team immediately.

Final decisions with regard to Rider/Horse suitability will be the responsibility of the Host Principal and Quirindi Public School Horse Sports Management Team.

Gear Check Appeals/Disputes

Gear Check appeals/disputes will be dealt with (if required) by Quirindi Public School Horse Sports Management Team.

Final decisions regarding Gear Check appeals/disputes will be the responsibility of the Host Principal and Quirindi Public School Horse Sports Management Team.

Riders who fail to observe this rule will be disqualified.

Are there any hazards identified that have not been managed within the Risk Management Plan? Yes / No

If so:

- what is the hazard?
- hazard/s is being addressed through appropriate control measures and documentation maintained refer to

Forms and documents to be used in conjunction with this process:

- Pony Club Gear Check rules
- Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form
- Horse Fit for Purpose Procedures and associated documents
- Horse Welfare Procedures
- Pony Club of NSW Bio Security checklist and associated Horse Health Declaration
- Information Brochure

Please refer to next page for the Communication Strategy

Communication Strategy

Team Managers

- prior to event, by email:
 1. Gear Check, Horse Rider Combination Suitability and Horse Health Procedures
 2. Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form
 3. Horse Health Declaration
- at Induction ie. Team Managers Meeting on 24 May 2019 prior to the commencement of the event
 1. Explain and respond to questions regarding the Gear Check, Horse Rider Combination Suitability and Horse Health Procedures
 2. The completion of the Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form
 3. Horse Health Declaration

Riders

- at Induction ie. Team Meeting on 24 May 2019 at the beginning of the day the Team Manager will explain Gear Check and Horse Rider Combination Suitability Procedures
- Gear Check and Horse Rider Combination Suitability process is also included in the Information Brochure, which is sent to riders either with the invitation or on acceptance. The Team Manager will provide each rider with a copy at the Information Brochure at Team Induction.

Pony Club Authorised Personnel

- prior to event, by email:
 1. Gear Check, Horse Rider Combination Suitability and Horse Health Procedures
 2. Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form
- at Pony Club Authorised Personnel Induction Meeting on 24 May 2019 prior to the commencement of the event
 1. Explain and respond to questions regarding the Gear Check, Horse Rider Combination Suitability and Horse Health Procedures
 2. Completion of the Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form
 3. Horse Health Declaration

Supervising Teachers

At Induction ie. Team Managers Meeting on 24 May 2019 prior to the commencement of the event

1. Explain and respond to questions regarding the Gear Check, Horse Rider Combination Suitability and Horse Health Procedures
2. The completion of the Gear Check, Horse Rider Combination Suitability and Horse Health Confirmation form
3. Horse Health Declaration

Parents

Gear Check and Horse Rider Combination Suitability process is included in the Information Brochure. Information Brochure will be:

1. handed to parents on entry to the Horse Sport event.
2. sent to riders either with the invitation or on acceptance