



HORSE POLICY 2018

Updated November 2018 - to be reviewed annually

Students may bring horses onto the Harvey Agricultural College Campus during the school year for taking part in the Equine Course provided as part of the Certificate 2/3 in Agriculture. Students must understand they bring their horse on as a privilege and the College can remove this privilege if a student's level of performance or behaviour breaches any of the conditions/rules.

Insurance Cover

It is **compulsory** that all students have insurance cover for their equestrian activities while at the College and representing the College off site. Insurance for equestrian activities can be obtained through organisations such as Equestrian Australia WA, the Pony Club Assoc of WA and Aon Risk Solutions. There may be other insurance providers that cover equestrian activities. The policy must cover your child for **24 hours a day, 7 days a week.**

It is your responsibility to ensure your child has insurance cover and that this cover is kept up to date.

Details of your child's insurance cover must be provided to the College prior to your child's horse being brought on to the College premises. If cover has not been obtained, your child's horse cannot be brought onto College grounds.

Students who do not have their own horse at the College but have permission from the College to ride a College horse outside of instructional time, i.e. after school or on weekends, must also have the insurance cover detailed above.

Whilst the horse is at the Harvey Agricultural College, students must ensure that the horse is suitably cared for to the satisfaction of the Equine Technical Officer. Horses are the sole responsibility of the owners and as such are responsible for any and all health, veterinary, farrier work and dental treatment.

For a Horse Policy to function effectively, it is important that useful and practical guidelines be drawn up for users to abide by.

1. Once a student has permission to bring a horse onto campus they must ensure that

- a) Only unmated horses or gelded horses are brought.
- b) Only one horse per student, unless otherwise organised and agreed to by the Equine Technical Officer and Farm Manager.
- c) Equine supervisor is contacted and an area reserved for the horse.
- d) Horses must be fully broken, unless otherwise agreed to by the Equine Technical Officer.
- e) Horse must be signed in on arrival and out on departure. The book is at Stables.

2. The Equine Technical Officer inspects the horse on its arrival for soundness. Health documentation and a signed agreement must be provided at this time. Upon inspection the College has the right to reject any horse that may relate to health, condition, negative vices etc.

3. Fees

- a) To cover the cost of agistment, and ensure funds are available for maintenance, it is necessary that each horse owner pays an agistment fee of \$35 per week.
- b) College hay will be supplied. No hay is to be brought into the College unless authorised by the farm manager, as our College hay will prevent contaminated hay from entering the College.
 - The fees contribute towards general maintenance of the property, equine equipment and emergency first aid supplies.
 - Wormers - Tetanus / strangles will be invoiced if not supplied by horse owner.

The agistment fee will be required to be paid at the start of each term (on arrival of your horse to the College).

4. Whilst the horse is at the Harvey Agricultural College all students must -

- a) Sign out and in when leaving residence. A Residential Supervisor is to be notified of where the student will be riding and noted.
- b) Notify the Equine Technical Officer of all movements of their horse 3 days prior, if it is leaving for the weekend, and when it is returning etc. Do not just take your horse, or bring it to the college without informing the Equine Technical Officer.
- c) Follow the instructions and directions of the Equine Technical Officer at all times.

5. Biosecurity

- a) At the commencement of each term "horse arrival form" to be completed when horse arrives at school. Horse must have its temperature taken and recorded on form supplied. If temperature is elevated horse must be quarantined.
- b) Tetanus / strangles vaccination to be done annually. If required college will supply and parents will be invoiced.
- c) Students are required to worm their horse every 6 weeks. If required college can supply wormer and parents will be invoiced for the cost of wormer.
- d) Failure to comply with these requirements may result in horse being sent home.

6. Student (Horse Rider)

Riding Cards (Farm Licence Cards)

- **E** – Parental Permission Received, Riding Assessment conducted by T.O, **ONLY TO BE RIDDEN UNDER SUPERVISION BY TECHNICAL OFFICER.**
- **E1** – Orange Round yard (Arena/Round yard only)
- **E2** – Purple (Arena/ Round yard/ Paddock only)
- **E3** – Green (All Farm except dam paddock) under supervision by T/O
- **E4** - Red (All farm except dam paddock)

- a) Students must wear a helmet (current Australian Safety Standards) and enclosed

protective footwear when riding or handling a horse at all times in the Equine area. Not wearing the correct safety gear at all times will result in the student failing to be competent in particular Equine units and could lead to their horse being sent home.

- b) It is requested that students carry a mobile phone (in case of emergency) at all times whilst riding.
- c) All horse owners are to keep a diary of horse care, worming, trims, vaccinations, injuries and general health.
- d) Students are to notify Residential staff where they are riding and must not deviate from their riding path without notifying residential staff.
- e) Each rider will undergo a riding assessment where a level is given and then prescribed an area where the rider is allowed to ride.
- f) **No student other than the owner** is to ride or handle another person's horse unless written permission is received by the parents / guardians of both students. Permission must also be given by the Technical Officer.
- g) On **weekends** the students are responsible for their own horse, if the students are absent a feed roster must be drawn up and given to the Technical Officer. The college is not responsible for feeding your horse on weekends.
- h) **Only one rider** is allowed on a horse's back at one time (2 riders at a time is forbidden).
- i) When riding in paddocks and around farm, **riders must ride in pairs or more.**
- j) **No student** is to ride the college horses unless permission is given by the Equine Technical Officer and the Residential staff are notified. Any student riding a college horse without permission will face serious disciplinary consequences.

7. Horse, Husbandry, Feeding and Exercising

- a) Horses must be supplied with adequate feed on a **daily basis**. Hay will be supplied by the College. The daily allowance of hay for each horse is no more than 4 biscuits. Students hard feeding with their hay rations may bring grains to the College but it must be weed free. Grain feeds and additives are to be brought to the College by the cost of the owner. Students must bring their own feed bins, hay nets and feed storage containers. The Equine Technical Officer may instruct you to hard feed your horse, should pasture and hay not be adequate to maintain the horses condition.
- b) General care of horses must be maintained at all times, including worming, appropriate rugging (should you rug) and fly protection in summer.
- c) Riding must occur, **no less** than 2 times a week.
- d) Have the hooves either trimmed or shod regularly (a farrier will be made available on request).
- e) Students wishing to participate in jumping their horse must wear body protectors (provided by student) whilst jumping.

8. Long weekends (if not organised prior) and holidays, students are to take their horses off the College property. Yards must be cleaned prior to leaving for holidays. If not cleaned, an additional charge of \$50 will be added to your agistment and the horse may not be permitted to return.

9. Daily Routine

- a) Attend to horse daily (rugging, feed, water), if unable to attend please organise for another student to attend to your horse.
- b) Check water daily, clean water troughs out **once a week**.
- c) Muck out yards **daily** and placed on manure pile.
- d) Keep equine centre and feed area swept and clean **all times**.
- e) Lock tack rooms at **all times**.
- f) Report any needed maintenance promptly.
- g) Gates are to be closed at all times – when riding on College grounds, gates are to be left exactly as they are found.
- h) Students with horses at the college are required to get up every weekday morning to feed and check their horse.

10. College Horses

- a) The College has horses which are utilised within the Equine course for various training purposes. The Equine Technical Officer assumes primary responsibility of the horses, however, there may be days or periods of time where students are asked to hard feed/rug/unrug these horses.
- b) The horses are not available to be leased, however, at the discretion of the Equine Technical Officer, students may be selected to care for these horses, which would include exercising the horses within the college grounds, grooming and feeding. Any student selected to do this would require the EFA membership for insurance purposes.

11. Conduct/Authorisation

- a) **If there is a breach of any of these conditions, the College has to right to remove horse privileges and you may be required to remove your horse from the College.**
- b) Any student on conditional status will not be permitted to attend to or ride their horse until conditional status has been lifted (arrangements for horse care is to be made by the student and this is to be noted in log book). Alternatively horses may have to be removed from the college property.
- c) Sensible and safe riding is to be observed at all times.
- d) All expenses vet, farrier and dental treatment of horses will be the responsibility of the student/parent. Discretion to call for Veterinary advice rests with the College at the owner's expense should the owner's parents not be contactable at short notice.
- e) Any damage to property by horse and/or rider to be paid for by the rider.
- f) Should a student fall off, or have an incidence with a horse at any time, the Equine Technical Officer and a member of Residence need to be made aware of this.
- g) Students will be advised when horse professionals are attending the college. ie. horse dentist, chiropractor, massage etc. If any student wishes for their horse to be treated, the Equine Technical Officer needs to be advised and given cash for treatment prior to the date of treatment. If a student wants to arrange a professional to treat their horse, the Equine Technical Officer must be informed and the person providing the service must liaise with the Equine Technical Officer to arrange time etc.



WA COLLEGE OF AGRICULTURE – HARVEY
Horse Policy Agreement 2018

I _____ and _____
(Parent's Name) *(Student's Name)*

- a) Have read, understand and agree to the conditions outlined in the Horse Policy Information Booklet 2018.
- b) Filled out required Horse and Medical Details, including vaccination details.
- c) Understand and agree that privately owned horses are the sole responsibility of their owners and as such are responsible for any and all health, veterinary, shoeing and dental treatment.
- d) Visited the horse facilities and approve of my son/daughter's horse to be housed there and give approval for my son/daughter to work and ride in these facilities.
- e) Compulsory Insurance Cover Policy Number: _____

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Parent/Guardian)

Office Use Only

Signed: _____ Date: _____
(Principal)

Signed: _____ Date: _____
(Equine Technical Officer)

Signed: _____ Date: _____
(Residential Supervisor)

Signed: _____ Date: _____
(Business Manager)



WA COLLEGE OF AGRICULTURE – HARVEY
Horse Riding Assessment

Riding Assessment – Equine Supervisor to circle appropriate level and sign below

- 1 Arena/Roundyard only – supervised by Equine Staff
- 2 Roundyard only – unsupervised.
- 3 College grounds only – unsupervised – Designated area only

Riding outside designated assessment areas is not permitted. Review of this assessment may be requested by the student to the Equine Supervisor at any time to progress up the levels.

Signed: _____ Date: _____
(Equine Supervisor)

A copy of this document needs to be filed at Equine and the information passed to Residential

HORSE ARRIVAL FORM 2018

Do not bring your horse to the College without prior arrangement with the Equine Technical Officer Brian Edwards on 0419 681 815, regardless of if you are a new or returning student.

Students are requested to fill out this form by the required date below, no horse will be accepted into College grounds unless prior notification to the Equine Technical Officer regarding the arrival. No horses are to arrive prior to speaking to the Technical Officer.

PLEASE FAX BACK THIS SHEET
TO SECURE A PLACE FOR YOUR HORSE IN 2018
FAX: 97822110

Date horse is to arrive: _____ **Estimated time:** _____

Student Name: _____

Parent Name: _____

Contact Number: _____

Year: _____

Horse's Name: _____

Owner's Name and Address of Horse: _____
(If different from above) _____

Any queries please make sure that you call the Equine Technical Officer on 0419 681 815, leave a message if necessary.



STUDENT HORSE FLOAT AGREEMENT - 2018

I give permission for _____
to have a horse float at the WA College of Agriculture Harvey, providing he/she
adheres to the following rules.

**The College accepts no responsibility for theft, damage or vandalism of
student floats whilst parked on college property.**

1. The float is to be parked over at the Equine Complex.
2. The float is not to be used during the week for any private purposes, unless approved by the HOD, Principal or Deputy Principal.
3. Only the owner/parents/staff member can tow the float.
4. Any student who abuses the privilege of having the float at school by breaking the above rules will not be able to keep the vehicle on school grounds.
5. The Principal will use discretionary powers where it is considered necessary to amend the vehicle policy.
6. It is advisable that the float should have a lock put on the float hitch for security.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Equine Technical Officer: _____ Date: _____

Residential Supervisor: _____ Date: _____



WA COLLEGE OF AGRICULTURE – HARVEY
HORSE DETAILS

Name of Student: _____

Name of Horse: _____

Stable Name: _____

Owner of Horse: _____

Contact Details: _____

_____ Ph: _____

Colour: _____ Brand: _____

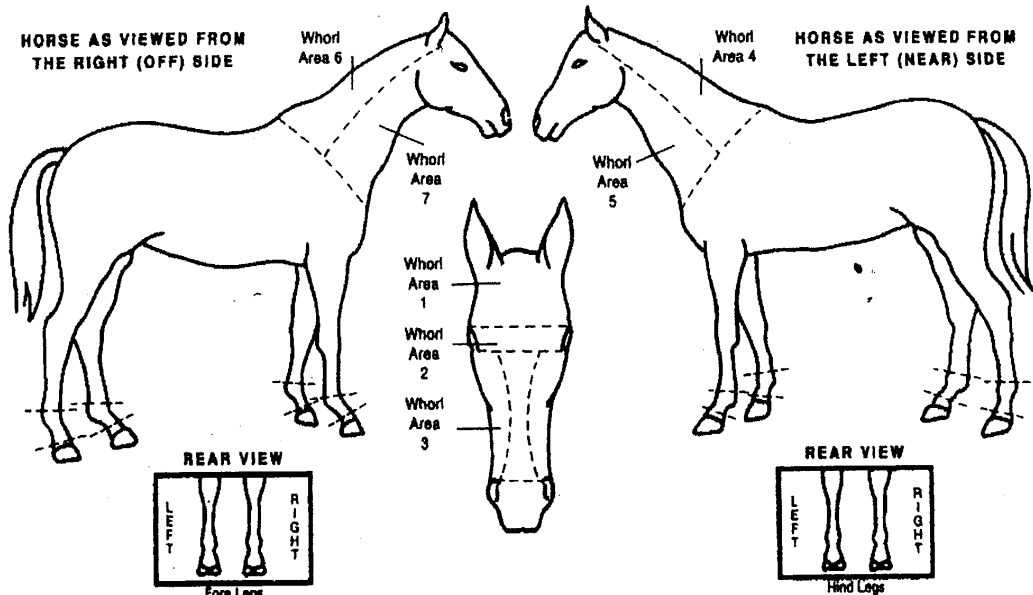
Breed: _____ Age: _____

Sex: _____ Height: _____

Markings: _____

Additional Information: _____

PLEASE DRAW ALL WHITE MARKINGS, BRANDS, WHORLS, SCARS ON THE



DIAGRAMS FOLLOWING A VISUAL INSPECTION OF THE HORSE

Value: _____

Use of Horse: _____

Checked by Equine Technical Officer and signed - Horse Photographed: Yes/No

Signed: _____ Date: _____



WA COLLEGE OF AGRICULTURE – HARVEY
Horse Medical Details 2018

Student Name _____ Horses Name _____

Horses Date of Last Vaccination:

1. Strangles: _____

* If you are unsure of the date of last strangles vaccination, or your horse has not been vaccinated, we will need to vaccinate your horse on arrival and parents will be invoiced. This is to ensure the wellbeing of all horses and to comply with biosecurity within the equine community.

2. Tetanus: _____

Worming:

1. Type: _____

2. Date: _____

Dentistry:

1. Treatment: _____

2. Date: _____

Farrier:

1. Treatment: _____

2. Date: _____

Horses Vices/Temperament/Soundness:

Other:

Signed: _____
(Parent/Guardian)

Signed: _____
(Student)

Signed: _____
(Equine Technical Officer)

Date: _____