



Part-Time Horse Lease Guide

PART-TIME HORSE LEASE GUIDE



1.0	Introduction	3
2.0	THIS GUIDE.....	4
3.0	Privacy Statement (Privacy Act 1998)	4
4.0	SAFETY AT CCHP	5
4.1	General.....	5
4.2	Insurance.....	6
4.3	Emergency Procedure.....	6
4.4	Emergency Services Phone Call (must be notified to the office).....	6
4.5	First Aid	6
4.6	Emergency Vet Treatment.....	6
4.7	Incidents/Accidents.....	7
4.8	Access to Site.....	7
4.9	Restricted Areas	7
4.10	Visitors (family, friends, etc.).....	7
4.11	Conduct.....	8
4.11.1	General.....	8
4.11.2	Alcohol and Drug Use.....	8
4.11.3	Smoking.....	8
4.11.4	Infection Control for Animal Contact	8
4.12	Tetanus	9
4.13	Dogs.....	9
4.14	Environmental Policy	9
4.15	Storm Policy	9
4.16	Blast Policy	9
5.0	TERMS AND CONDITIONS OF A HORSE LEASE.....	10
5.1	Entitlements / Use.....	10
5.2	Transfer Of Lease.....	11
5.3	Horse Lease Fees.....	11
5.4	Indemnity / Assumption of Risk.....	11
5.5	Bonds.....	11
5.6	Payment Of Horse Lease Fees.....	11
5.7	Term Of Horse Lease Contract	12
6.0	APPLYING for a horse/pony lease.....	12
7.0	Horses/Ponies available for Lease	12
8.0	commencement of lease	13
8.1	Capability Assessment and Induction Session.....	13
9.0	Clothing and Equipment.....	13
9.1	Helmets	13
9.2	Footwear.....	13
9.3	Clothing.....	14
9.4	Riding Equipment	14
10.0	USE OF cchp FACILITIES	14
10.1	Paddocks.....	15
10.2	Riding Facilities	15
10.2.1	Round Yards.....	15
10.2.2	60m x 20m Fenced Sand Arena	15
10.2.3	70m x 30m Fenced Covered Sand Arena	16
10.2.4	70m x 30m Unfenced Sand Arena	16
10.2.5	Main Grassed Area.....	17
10.2.6	Trails	17
11.0	Our Horses	17
11.1	Hours of Work.....	17
11.2	Feeding Program	17
11.3	Worming Program.....	18
11.4	Hoof Care	18
11.5	Vaccinations/Inoculations	18
11.6	Teeth.....	18
11.7	Weather Conditions	18
12.0	handling / preparation of horses for use.....	18
12.1	Collecting / Catching School Horses.....	19
12.2	Use of Horse Stalls	19
12.3	Grooming	19
12.4	Tacking Up	20
13.0	HANDLING/Horse Care after YOU RIDE.....	21
13.1	Cooling Down.....	21
13.2	Untacking.....	22
13.3	Washing Down	22
13.4	Rugging.....	22
13.5	Taking Horses back to Paddocks.....	23

1.0 INTRODUCTION

Crystal Cascades Horse Park (CCHP) has been established to meet the need for a fully integrated equestrian facility (incorporating a riding school) in the Cairns area. CCHP provides the opportunity for families and individuals to experience the joy of horses (some for the first time) without having to own your own horse.

CCHP provides top class, horse-safe agistment facilities, an extensive program of riding school lessons for children and adults and riding facilities that are unrivalled in Far North Queensland.

Horse riding is a fantastic activity for all the family to be involved in. It is fun, great exercise and teaches respect, discipline and responsibility.

CCHP is able to offer, on a very select and limited scale, the opportunity for riders to take part in our "Part-Time Horse Lease" program. The Part –Time Horse Lease program is available to approved, long-term, regular weekly customers. A part-time horse lease enables a customer to lease the horse they generally ride in their weekly lesson (or an alternative horse if their lesson horse is not available for lease) for a maximum of 10 hours/week (spread over 3 sessions/week including their regular riding lesson).

Leasing a CCHP school horse means that:

- you have the opportunity to learn and test out just how committed you/your child is without having to buy a horse
- you do not need to make the usual capital investment in buying a horses, tack etc as well as finding somewhere to keep it.
- the horse is regularly used in the school for lessons and on trail rides so it kept fit and well trained.
- there are no unexpected expenses and if your leased horse is lame or sick there will generally be another horse that you can ride.
- if your circumstances change you do not have to worry about selling the horse.

Full details of the part-time horse lease are provided in this document.

If you would like more information contact:

Karen Flanagan (General Manager) on Email: karen@crystalcascadeshorsepark.com.au

Phone: 0439 310222

20 THIS GUIDE

This Part-Time Horse Lease Guide provides specific details in relation to leasing a Crystal Cascades Horse Park (CCHP) horse or pony.

All Lessees are required to abide by the provisions contained in this document, Part-Time Horse Lease Application, information signage located on site and any management decisions and instructions advised on a day to day basis.

CCHP has taken the following industry guides and codes into consideration in the development of this Part-Time Horse Lease Guide:

- The Code of Practice for Horse Riding Schools, Trail Riding Establishments and Horse Hiring Establishments Industry of January 2002, Queensland Government DETIR.
- Workplace Health and Safety Act of 1995 (Amended October 2000), Queensland Government DETIR.
- HorseSafe Code of Practice for Agistment, Hire and Tuition of July 2003, Australian Horse Industry Council.
- Standards for Group Riding Programs, Association for Horsemanship, Safety and Education
- "Draft" Infection Control Guideline for Animal Contact for Petting Zoo/Animal Farm/Animal Show Operators, Education and Childcare Services, June 2007, Queensland Health

A copy of each of these documents is available for perusal in the Office.

3.0 PRIVACY STATEMENT (PRIVACY ACT 1998)

Personal information supplied by lessees through the completion of Lease Contract forms etc. is needed to ensure their safety during their time at CCHP. The information lessees provide will not be supplied to any other person or organisation or used for any other purpose than that for which it is provided.

4.0 SAFETY AT CCHP

4.1 General

CCHP management and staff are aware that horse related activities are inherently risky. In order to maintain a high level of safety at CCHP at all times we require all lessees, agistees, customers, visitors etc to abide by the Policies and Procedures that have been developed for use of the facility.

Lessees are required to report any safety issues to management immediately they are evident.

People undertaking horse related activities have a higher risk of serious injury than participants in most other sports.

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

CCHP management and staff seek to maintain a high level of safety at the facility through:

- Assessment of the horsemanship/riding skills of all new lessees by a Senior Riding Instructor prior to the lessee accessing the leased horse;
- Induction of new lessees prior to their use of the facilities;
- Implementation of rules and regulations associated with the use of the facility;
- Conduct of regular checks of CCHP facilities and equipment;
- Adherence with horse industry codes and guidelines
- Continued education/training of staff and customers in the safe riding and handling of horses.

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

Safety at CCHP is paramount at all times so lessees must:

- wear approved safety riding helmets at all times;
- wear appropriate clothing and footwear at all times, whether riding or handling your horse; and
- maintain riding equipment in good order.

It is imperative that all CCHP lessees maintain a high level of safety in the conduct of their activities at CCHP.

CCHP lessees are responsible for complying with the facility's rules and regulations at all times.

Failure to do so may result in injury to riders, horses or others and may result in action being taken by management.

4.2 Insurance

CCHP has current public liability insurance coverage for Equine Related activities through Affinity Risk Partners. A copy of the Certificate of Currency is included as **Appendix A**.

It is highly recommended that lessees obtain personal accident insurance.

4.3 Emergency Procedure

Management Contact Phone numbers are as follows:

Name	Phone #
CCHP Reception	07 40393143
Karen Flanagan (General Manager)	0438 174 573
Erin Flanagan (Operations Manager)	0448 188 274
Kelly Plumb (Stable Manager)	0400 040 264

4.4 Emergency Services Phone Call (must be notified to the office)

In the case of a call placed with Emergency Services – “000”

- State your name and Company
- Nature of accident and injury.
- Status of patient i.e. signs/symptoms (consciousness, blood loss etc.).
- Describe any First Aid procedures already applied.
- Describe exact location of patient (access restrictions etc.).
- Stay on the line and answer any other questions.

4.5 First Aid

A Horse First Aid Kit is located in the tack room.

Human First Aid kits are located in reception and in the tack room.

All CCHP Management and Instructors have current Senior First Aid accreditation.

4.6 Emergency Vet Treatment

Should emergency veterinary treatment be required for a Part-Time Lease Horse the Lessee must attempt to contact the Lessor and/or representative. If the Lessee is unable to contact the Lessor the Lessee is then authorized to secure emergency veterinary treatment for the health and well-being of the horse.

CCHP’s vet of choice is Marlin Coast Veterinary Clinic Ph: 07 40576033.

4.7 Incidents/Accidents

All accidents, incidents and near misses involving horses, staff, clients, visitors and the general public that occur at CCHP are to be recorded on the Incident Report form (**Appendix B**). Where injury has occurred the Operations Manager must be notified immediately. If the accident, incident or near miss occurs during a lesson it will also be recorded on the Lesson Activity Record.

The Operations Manager will conduct a debriefing of staff involved in an accident, incident or near miss as soon as possible following the incident.

An Incident Report must be completed as soon as practical following the accident, incident or near miss and submitted to the Operations Manager. The Operations Manager will investigate the incident to determine any factors that may have caused the incident and appropriate preventative/ corrective actions that can be implemented to minimize the risk of a similar incident occurring.

CCHP management will contact the person involved in the incident within 24 hours to followup on the incident.

Incident Reports will be tabled for discussion as part of monthly staff meetings.

Any tack, equipment, etc. involved in an accident, incident or near miss must be appropriately tagged and removed from use until investigation of the incident is carried out and the tack/equipment deemed suitable for use.

CCHP Helmets involved in an accident involving a rider falling from a horse must be removed from use and disposed of. The Helmet Register is to be updated to record the disposal of the helmet.

If a client supplied helmet is involved in a fall from a horse the client must be informed that the helmet needs to be disposed of and they will not be able to use it again at CCHP. Details of the client's helmet should be recorded on the Incident Report form and the Lesson Activity Record so that the client should provide their own helmet for the next lesson the instructor can check that it is a new helmet and not the helmet involved in the fall.

4.8 Access to Site

CCHP is open for Lessee access 7 days/week from 7am – 6pm. Specific times for access to a leased horse will be negotiated and included in the Part-Time Horse Lease Contract.

Access outside the negotiated times must be approved by the Operations Manager.

4.9 Restricted Areas

Lessees must be aware that the property also houses Twin Streams Nursery and a residential house at the rear of the property. Access to these areas is prohibited at all times.

4.10 Visitors (family, friends, etc.)

Management acknowledges that from time to time lessees may bring visitors to the Horse Park. Lessees must notify the Operations Manager or General Manager prior to them and their guests entering the property. Visitors must not enter the riding areas, horse paddocks and/or stable area. Lessees are at all times responsible for the actions and behaviour of their visitors. Lessees must ensure that visitors abide by CCHP policies and procedures at all times.

4.11 Conduct

4.11.1 General

Lessees must conduct themselves in a proper and reasonable manner at all times. They must be responsible for the well-being and safety of other clients, CCHP horses and staff at all times and pay due regard to all other riders, persons and horses at CCHP.

The welfare of horses at CCHP is paramount. All handling/riding must ensure the health and well-being of the horse. Should a staff member treat a horse in an inhumane manner management will initiate disciplinary action. Inhumane treatment may be described as:

- Excessively whipping or beating a horse
- Using spurs that puncture or tear the skin
- Excessively or persistently jabbing the horse in the mouth with the bit

If a lessee:

- conducts themselves in a manner that is considered to be injurious or prejudicial to the character or interests of CCHP, its management, staff or customers, or,
 - fails to comply with the facility's rules and regulations,
- their lease will be terminated immediately.

4.11.2 Alcohol and Drug Use

Drugs are not permitted on CCHP premises at any time. Alcohol is only able to be consumed at functions authorized by CCHP. These functions will not include horse riding activities.

If alcohol or drugs are consumed prior to entering CCHP the lessee is not permitted to access the Horse Park. Unacceptable behavior caused by the effects of alcohol or drug usage (through direct observation) will be immediately dealt with by CCHP management.

Lessees who are taking prescription medication that may cause drowsiness etc must notify the General Manager as this medication may impact on their ability to appropriately react to horse movement and behaviour and increases the risk of injury. The lessee may not be able to access their leased horse or use the facilities until they finish taking the medication.

4.11.3 Smoking

Smoking is prohibited on CCHP premises.

4.11.4 Infection Control for Animal Contact

Due to the interaction between animals and humans there is a low but real risk of humans acquiring infection from the animals. In order to reduce the risk of infection at CCHP all lessees must follow the infection control guidelines.

Hand-washing is the most important practice in preventing the spread of disease. Infectious diseases may be spread from either animals or their environment to people via contaminated hands. Good hygiene practices, such as the correct hand-washing technique and washing hands at appropriate times (i.e. at the completion of a riding lesson, grooming etc) will decrease the risk of disease.

Lessees must ensure that they always wash hands with soap and running water following contact with the horses, tack, feed, manure, etc and prior to leaving CCHP.

4.12 Tetanus

Tetanus is a disease that affects both horses and humans. It is caused by a bacteria that exists in the soil. Protection for both horses and humans is gained by Tetanus toxoid injections. For humans this is given to babies in 3 booster injections, then one at 6 years when starting school and then at least one every 10 years.

Due to the increased contact with soil, manure etc all lessees must have current tetanus vaccinations and evidence of this is to be provided to the General Manager on commencement of the lease contract. A booster is required every 5 years.

All cuts however minor must be covered by a waterproof covering.

4.13 Dogs

Dogs are not permitted to be brought onto the property at any time.

4.14 Environmental Policy

Crystal Cascades Horse Park is committed to minimizing environmental problems and tries to achieve appropriate outcomes through:

- Disposal of rubbish in the appropriate bins.
- Removing manure from agistment paddocks, tie up areas, stalls and riding arenas.
- Disposal of this manure on a regular basis in a responsible manner.
- Working for minimal overgrazing of the land by a limitation to the overall number of horses and rotation of agistment paddocks were possible.
- Varying routes of Park rides in some cases, in others where sever erosion is not an issue, using the same paths to ensure trampling and compaction occur in minimum areas.
- Fencing the creeks to protect revegetation and promote rejuvenation of the waterways.
- Using designated creek crossings to minimize damage from horses crossing.
- Tree planting around the site.
- Use of solar energy for lighting to paddock shelters.

4.15 Storm Policy

During the months November – February thunderstorms are likely to occur. If thunderstorms are in the area when lessons are being conducted management will assess the situation and decide whether lessons should be postponed. If a thunderstorm is in close proximity to the horse park lessons will cease immediately. All horses in the stalls will be untacked and released into the float park area, run or main arena area. Staff and Clients are to take shelter in the office until such time as the storm has passed over.

4.16 Blast Policy

CCHP is located adjacent to the Boral Quarry on Intake Road. This quarry is fully operational Monday to Friday 6.00am to 5.00pm and Saturdays generally 6.00am to 1.00pm. As part of the operations of quarry regular blasts to expose more material are carried out. The quarry operators (Boral) are required to notify CCHP of the date and time of each blast, generally several hours prior to the blast.

In order to ensure the safety of all staff **no-one is to be mounted at the time of the blast**. CCHP management will advise all users of the facility on the day of the time of the blast. The blast will be signaled by a siren at the quarry which sounds for approximately 5 minutes immediately prior to the blast.

5.0 TERMS AND CONDITIONS OF A HORSE LEASE

5.1 Entitlements / Use

The lessee shall have use of the horse for a maximum of 10 hours/week (generally spread over three (3) sessions/week including their regular riding lesson).

The lessor reserves the right to use the horse in lessons or for another part-time horse lease.

The lessee is responsible for catching, grooming, tacking up, warm up, warm down, untacking, hosing off, rugging and returning horse to the paddock (unless the horse is required for use in the school immediately prior to or following the lessee's session then it will be left at the stables).

If the lessee needs to change the day/time that they are scheduled to ride 24 hours notice (via email) must be provided to the Operations Manager. If the leased horse is not available, the lessee may seek approval from the Operations Manager to ride a substitute horse.

The lessee is authorised to use the leased horse for CCHP lessons and riding on CCHP property. The leased horse must not be taken out on trails until the lessee has been assessed on a trail ride by a Senior Trail Guide. The lessee is not to ride on the trails alone.

The lessee is not authorized to engage external instructors for lessons on the leased horse.

Use of the horse for clinics, competitions etc will be subject to negotiation and additional fees. Leased horses are not to be jumped unless lessee has been assessed and given permission to jump by the Operations Manager.

The lessee is the only person authorized to prepare and ride the horse. If the lessee is under 18 years of age they must be accompanied by a responsible adult at all times. The adult may assist with the preparation of the horse.

The leased horse must be thoroughly groomed before and after riding.

No bareback riding is permitted. The leased horse must be lead from the paddock to the day stalls.

Spurs are not to be used on the leased horse as all our horses are able to be ridden without spurs. Lessees must seek permission from the Operations Manager if they wish to use spurs whilst riding a CCHP horse.

All CCHP equipment (jump wings, jump poles, barrels, etc – excluding the portable dressage arena) is not to be used without the permission of the Operations Manager.

All tack must be returned to the appropriate location in the Tack Shed. Tack must be cleaned once a fortnight.

Any injuries to the horse or concerns about the tack must be immediately notified to the Stable Manager.

All queries/requests in relation to Lease Terms and Conditions must be submitted in writing (via email) to the Operations Manager at least 48 hours in advance.

5.2 Transfer Of Lease

A horse lease is not transferable. The contract runs with the lessee.

5.3 Horse Lease Fees

Horse Lease fees are set by CCHP management. Horse Lease fees may be increased at any time by CCHP however four weeks written notice will be provided. Horse Lease Fees will be increased in July each year by at least the CPI increase.

The horse lease fees are based on the cost of the client's weekly lesson as well as contribution to agistment, feed, general vet fees, farrier, dental costs, etc. The fees will be included in the Horse Lease Contract.

5.4 Indemnity / Assumption of Risk

During the time that the horse is in the care/custody of the lessee, the lessee shall be liable for any sickness, disease, estray, theft, death or injury which may be suffered by the horse or any other cause of action whatsoever, arising out of or being connected in any way with the lease of the horse, to include negligence on the part of the lessee and/or its agents.

The lessee agrees to hold the Lessor harmless from any and all claims arising from damage or injury caused by the leased horse (whilst in the care/custody of the lessee) to any person or property.

5.5 Bonds

A bond equal to four weeks Horse Lease fees per application is required prior to commencement of the Lease period. The bond will be refunded in full when the lease ceases. However if there are any lease fees or other service fees outstanding these costs will be deducted from the bond prior to refund.

5.6 Payment Of Horse Lease Fees

Horse Lease fees must be paid four weeks in advance. A Tax Invoice will be issued on 21st of each month. Payment within 7 days of dated invoice is required. Lease will be terminated if payment is more than two weeks in arrears.

It is preferred that Horse Lease fees be paid by Direct Debit into the Crystal Cascades Horse Park bank account.

Details are:

Account Name: Crystal Cascades Horse Park Pty Ltd

BSB: 064-804

Account: 1329 1710

Please include your paddock reference number on your transaction to identify your payment.

Credit Card, Cheques, and Cash are also acceptable.

5.7 Term Of Horse Lease Contract

The minimum term for a lease is 3 months (unless otherwise negotiated). Lessees must provide CCHP with four weeks written notice if they do not wish to extend the contract following the initial 3 month period.

If the Horse Lease contract is terminated by management for any reason lessee access to the leased horse will cease immediately on notice of termination.

6.0 APPLYING FOR A HORSE/PONY LEASE

A Part-Time Horse Lease Application form (**Appendix C**) must be completed and lodged for each horse to be leased.

Lodgement of an Application form does not guarantee approval.

The Part-Time Horse Lease Application can only be made by persons over 18 years of age. In the case of a lease being required for a person under 18 years of age the application must be made by the child's parent or guardian. The applicant (ie parent or guardian) must ensure that the child is accompanied by a responsible adult at all times whilst on CCHP property. Details of all immediate family members that may handle the horse must be included on the Horse Lease Contract.

All Horse Lease applicants must be regular, long term CCHP customers (i.e. have weekly lessons for a minimum of 6 months) and the lease must be approved by the Operations Manager. The Part-Time Horse Lease Application form will be subject to approval by the Operations Manager and a suitable horse/pony being available.

The Horse Lease Contract (one per horse) covers:

- Lessee details
- Full details of the horse to be leased including name, age, gender together with a physical description (ie colour, markings (brands, whorls and scars), etc.)
- Pre-existing injuries, ailments or vices (**NB. Wind sucking, cribbing, weaving, biting, kicking are notifiable vices**)
- Terms and Conditions of the Lease

7.0 HORSES/PONIES AVAILABLE FOR LEASE

CCHP is able to offer on a very select and limited scale the opportunity for riders to take part in our "Part-time Horse Lease" package.

For safety and welfare reasons CCHP has a maximum work limit of four (4) hours/day each for our school horses. They are also required to have at least one full day off/week. Work is deemed to be actual time being ridden/worked i.e. including warm up and warm down.

Availability of horses/ponies available for part-time lease will depend on their work load associated with providing lessons for the riding school.

8.0 COMMENCEMENT OF LEASE

8.1 Capability Assessment and Induction Session

In order to maintain a high level of safety at CCHP, particularly the safety of riders using the facility, all lessees are required to participate in a Capability Assessment and Induction Session prior to access to the leased horse and use of the facilities.

The Capability Assessment and Induction Session provides the opportunity for the lessee to demonstrate their horsemanship and riding ability so that a CCHP Senior Riding Instructor can assess their skill level and advise any restrictions that may apply to their use of their leased horse and CCHP facilities based on their riding level.

The induction includes the following:

- Guided tour of the facilities
- Explanation of policies and procedures
- Explanation of restricted zones
- Explanation of emergency procedures
- Location of first aid kits

The Capability Assessment and Induction session runs for 3 hours and must be booked in advance. All participants under 18 years of age must be accompanied by the adults/guardians who will be assisting them with the preparation of the horse for riding etc and supervising them whilst on site.

The details and cost of the Capability Assessment and Induction session is outlined on the Part-Time Horse Lease Application form (Appendix C).

9.0 CLOTHING AND EQUIPMENT

Lessees **must at all times** wear clothing and footwear suitable for handling and/or riding their horse. CCHP requires the following:

9.1 Helmets

All riders must wear properly fitted AS/NZS 3838 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 whether the helmet has come into contact with the ground or not must not be used.

Evidence of compliance with this requirement will form part of the induction process. Random gear checks will be carried out by CCHP staff to ensure Lessees comply with this requirement. Any lessee seen riding, or even sitting on a horse without a helmet will be asked to leave CCHP immediately and the lessee will have their contract terminated.

9.2 Footwear

Appropriate footwear must be worn at all times when handling and riding horses. Lessees (and any accompanying parent/guardian) must wear fully enclosed shoes (ie. sneakers or boots – “croc” are not appropriate) when handling their horse to protect their feet.

When riding, lessees must wear smooth soled boots with a slight heel. Lessees are not able to wear sneakers when riding unless they are using stirrups with clogs / toestoppers fitted.

Lessees must ensure all visitors are wearing the appropriate footwear to be on site.

9.3 Clothing

It is suggested that lessees wear comfortable, sunsmart clothing. Shirts should give protection against weather and abrasions (ie at least have short sleeves – no singlet type tops to be worn. It is recommended that lessees apply sunscreen prior to handling/riding their horse.

9.4 Riding Equipment

CCHP will provide all riding equipment to be used with the leased horse. If a lessee wishes to use their own riding equipment it must be fitted and approved by the Operations Manager.

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

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

Random gear checks will be carried out by CCHP staff to ensure Lessees riding equipment is in good repair.

10.0 USE OF CCHP FACILITIES

Lessees are encouraged to make full use of the facilities at CCHP. Bookings need to be made for use of the covered arena and times must be strictly adhered to.

Lessees must lead their horses to the day stalls and riding facilities.

Lessees are reminded that vehicles do have access to most areas of the property so care must be taken when crossing or riding on roads within the property. Lessees must keep to the left when using internal roadways. Horses have right of way to cars traveling on internal roadways. All persons must take adequate care when crossing internal roadways.

Lessees whose paddocks are located at the rear of the property and who make use of the round yard and arena at the rear of the property are reminded that these facilities are in close proximity to a private residence. It is requested that noise be kept to a minimum particularly before 8.00am and after 5.00pm.

10.1 Paddocks

Lessees are responsible for keeping their paddock, stable and tack/feed room tidy and free of rubbish at all times.

Lessees are responsible for ensuring their horse has access to fresh water at all times.

Lessees are encouraged to conserve water and requested to use a bucket to wash/shampoo their horse and the hose for rinsing only.

Horses are not to be tied up to wire fences or gates. Rugs are not to be hung over wire fences or gates. It is the responsibility of the lessee to ensure that the operation of the electric fence is not compromised.

Gates to paddocks must be kept closed at all times.

Lessees may park adjacent to their paddock but must ensure the vehicle does not block any part of the access road.

The general maintenance of paddocks will be carried out by CCHP staff. Paddocks will be poo picked, mown, fertilized, weeds controlled etc on a regular basis. All maintenance and repairs will be carried out by CCHP staff. Please report all maintenance issues to the office immediately they become evident.

10.2 Riding Facilities

The following facilities are available for use by lessees:

10.2.1 Round Yards

The round yards are safe areas for groundwork, lunging, and riding for beginner/nervous riders. There should be only one horse and one rider/handler in the round yard at any time. Spectators must remain outside the arena at a safe distance with no part of their body through the round yard rails. The round yard gates are to be kept closed at all times.

10.2.2 60m x 20m Fenced Sand Arena

CCHP provides a fenced 60m x 20m sand arena at the rear of the property to cater primarily for those lessees whose paddocks are located at the rear of the property. No-one has sole use of the arena at any time unless approved by management. The fenced dressage arena fence is 1.4m high and is ideal for training and riding your horse. 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.

An automatic sprinkler system is installed for dust management. Lessees must not adjust the sprinkler settings. Advise the office if there are any problems with the sprinkler times.

The arena gates are to be kept closed at all times.

This arena is available for use seven days/week between 6.30am and 6.00pm.

10.2.3 70m x 30m Fenced Covered Sand Arena

CCHP provides a covered, fenced 70m x 30m sand arena at the front of the property. This arena is primarily used for the Riding School however lessees are able to use the arena when it is available.

Use of the covered arena is subject to booking and payment of a discounted hourly hire fee (this fee is a percentage of the fee charged to casual users of the facility). Bookings must be made and paid for in advance and scheduled times strictly adhered to. It is envisaged that lessees will be able to use the covered arena between 5.30am and 9.00am each morning and 6.00pm and 9.30pm at least 4 nights per week. Lessees will be notified should the arena not be available.

No-one has sole use of the arena at any time unless approved by management. The fenced dressage arena fence is 1.4m high and is ideal for training and riding your horse. 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.

An automatic sprinkler system is installed for dust management. Lessees must not adjust the sprinkler settings. The arena is watered once daily at 4.30am.

The arena gates are to be kept closed at all times.

10.2.4 70m x 30m Unfenced Sand Arena

A second 70m x 30m sand arena is located within the main riding area adjacent to the covered arena at the front of the property to cater primarily for those lessees whose paddocks are located at the front of the property as well as day visitors. No-one has sole use of the arena at any time unless approved by management. 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.

Lessees are required to use a fenced arena/round yard until such time as they have been assessed as capable of riding in the unfenced arena.

An automatic sprinkler system is installed for dust management. Lessees must not adjust the sprinkler settings. The arena is watered twice daily at 4.30am and 12.00pm.

This arena is available for use seven days/week between 6.30am and 6.00pm.

To ensure the safety of all riders using the arenas the following rules must 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.
- Dismount to enter and leave the arena.
- Mount, dismount and adjust tack in the centre of the arena (not on the track)
- A mounting block must be used to mount the horse at all times.
- Do not stop on the track.
- The fastest pace has right to the track.
- Riders going around the track in opposite directions pass left shoulder to left shoulder.
- Riders on the track have right of way over those on a circle.
- Lateral work has right of way over all other work.
- For safety reasons a gap of at least one horse's length should always be left between horses.

10.2.5 Main Grassed Area

The large fenced grass area is available for use as a general riding area. When using this area you need to be aware of where other riders are at all times and give appropriate warning should you need to cross the path of another rider.

During the wet season it is recommended that the sand arenas be used in preference to the grassed areas.

10.2.6 Trails

CCHP provides private trails throughout the property for use by lessees. Trails can be used between 8am and 4pm daily. Trails will be closed in wet weather. A notice will be placed on the office door when trails are not available.

Safety is paramount. Horses that are used to being ridden in fenced arenas may not be suitable for trail riding. Lessees must apply to use the trails and will be assessed by a CCHP Senior trail guide prior to approval to use the trails. The lessee must abide by the Senior Trail Guide's assessment.

Lessees must not ride the trails alone. At least one rider must carry a mobile phone in case of emergency. Lessees must advise the office of the following details prior to setting out on a trail ride:

- Names of people participating in the trail ride
- Expected return time

Riders must limit their horses to walk and trot whilst on the trail. Trot sections will be clearly marked.

Lessees must advise the office on their return.

Lessees must advise management of any safety issues on the trails as soon as they become evident.

11.0 OUR HORSES

CCHP has a stable of quiet, well mannered ponies and horses suitable for beginner to advanced riders. Our ponies and horses have come to us from all over Queensland and Australia (even as far away as Victoria) and have been selected for their suitability for riding school work.

11.1 Hours of Work

In order to ensure the maintenance of good health and condition and minimize risk of injury or strain CCHP horses are used for a maximum of four hours work per day. Generally this four hour period is comprised of a mixture of different lesson types (ie. 25 minute lead pony ride, 30 minute lesson, 45 minute private lesson, 50 minute group lesson). All school horses have at least one day off per week.

11.2 Feeding Program

Our horses are our best marketing tool therefore we need to ensure that our horses are in a healthy condition at all times. Our feeding program is based on the type and length of work each individual horse performs and their physical condition etc. All horses are fed twice daily (am and pm) with Rhodes hay provided in the stalls throughout the day or at lunch time to those horses that are in their paddocks. Lessees are not to provide additional feed to the leased horse. Occasional treats such as bread, carrots and apples are permitted. Treats must not be given by hand. Treats must be placed in an appropriately sized container and fed to the horse from the container. This is to ensure that our horses are not "spoilt" and perceive all riders to have a treat in their hands.

11.3 Worming Program

Horses are wormed on a regular basis (generally every 6 weeks). A record is maintained in the Worming Register.

11.4 Hoof Care

Horses hooves are maintained on a regular basis (every 5 weeks) by an experienced farrier. A record is maintained in the Farrier Register. Hooves are cleaned out as part of the grooming process. Signs of seedy toe, injury, soreness, thrush etc must be reported to the Stable Manager so that appropriate treatment can be implemented.

11.5 Vaccinations/Inoculations

Horses are vaccinated for Tetanus/Strangles every 12 months and recorded in the Horse Record.

11.6 Teeth

Horses teeth are checked and treatment provided by a qualified vet every 12 months. This is recorded in the Horse Record.

11.7 Weather Conditions

The high temperatures and humidity generally experienced November to March may result in heat stress in our horses. This may result in the postponement or cancellation of riding lessons and lessee riding sessions. The Operations Manager will advise when this requirements needs to be implemented.

Refer **Appendix E** for detailed information regarding Heat Stress.

120 HANDLING / PREPARATION OF HORSES FOR USE

Whilst the CCHP school horses are generally well mannered, quiet and educated lessees must remember that horses are large, unpredictable flight animals and need to be approached and handled in a manner that reflects their psychology and behaviour. Lessees must ensure respect from CCHP horses at all times. Our horses are work animals and are not be "spoilt" by being given treats, being allowed to dominate the handler etc.

It is the responsibility of the lessee to be aware of safety at all times. Most accidents are caused by the following factors:

- carelessness
- ignorance
- arrogance
- unforeseen circumstances

Lessees must ensure they follow CCHP horse handling/preparation procedures at all times. All children under 18 years must be accompanied by a responsible, authorized adult at all times.

12.1 Collecting / Catching School Horses

Part-Lease horses generally reside in two horse paddocks at the front of the property.

CCHP requires the following safe horse collecting/catching procedures to be implemented:

- Talk when approaching a horse
- Walk towards the horse's shoulder area
- Place lead rope around the horse's neck so you have control of the horse prior to putting the halter on
- Lead the horse from the near side shoulder with lead rope held by right hand below the clip and excess lead rope folded and carried in left hand (NB. Lead rope must not be wrapped around wrist or hand). Do not allow the horse to crowd you.

12.2 Use of Horse Stalls

Always tie the horse to a solid, immovable object, with a quick release or slip knot, using a piece of baling twine as "the weak link". The horse must be tied to the top rail, with 50cms of rope from the post to the halter.

Bend down when working on horse's legs so that you can get out of the way quickly if necessary.

Never kneel or sit when working in close proximity to horses.

Never duck under the horse's neck or lead rope.

Horses should not be left in the stall for a prolonged period of time. If it is necessary they should have access to hay nets of Rhodes grass and fresh water. Haynets should be securely tied at or above chest height so that they can not slip down for a hoof to be caught in them. Horses may need to be untied and held periodically to ensure they are adequately watered.

12.3 Grooming

At CCHP our philosophy is that our horses are our best marketing tool and asset, we pride ourselves on healthy, well cared for, well presented horses. Not only is grooming a process to ensure the horses are well presented for our clients, it is a daily check of the general health, condition and comfort of our horses. The procedure for grooming horses in preparation for work is as follows;

- Grooming bags relevant to each horse should be collected from the tack room and hung in each stall.
- Tack and other equipment are not to be placed on the ground.
- The rubber curry comb is used first, in small, firm, circular motions, starting at the neck and working the way down the back. Its purpose is to loosen any dirt, hair or dry skin in the horse's coat. It is to be used on the neck, chest, shoulder, back, belly and rump. Particular care should be taken around the belly and flank area as these can be quite sensitive.
- The dandy brush is used second. It is used in longer, swift, flicking strokes in order to flick off the dirt and hair that was loosened by the curry comb. It can be used on the horse for the same sections as the curry comb, again taking particular care around the belly and flank areas. The dandy brush can also be used gently on the horse's legs to remove any dried or caked mud or sand. Whilst using the dandy brush, pay particular attention to any scrapes, bites, cuts or swelling that may be visible on the horse.

- The body brush is used next. As it is a softer brush it can be used over the face, the legs and the whole body. Particular care and attention must be paid to the head, legs, and girth; check for signs of heat, swelling, cuts or scrapes. The body brush is used to give a final polish and clean to the horse's coat.
- The hoof-pick is used to remove dirt, manure, stones and any other foreign objects that may be lodged in the hoof. Particular attention should be paid when cleaning out the hooves to any signs of bruising, cracks or separations and the condition frog, sole and hoof-wall.
- The mane comb or brush should be used on the forelock and mane to remove any knots or debris from them. The tail does not need to be tangle free, but should be checked for any sticks, dried grass or manure that need to be removed to keep it looking neat and tidy.
- Secretions from the eyes or nose can be cleaned with separate damp sponges. Any unusual signs such as a snotty nose or teary eyes should be noted.

ANY SIGNS OF INJURY, LAMENESS OR ABNORMALITY MUST BE REPORTED TO THE STABLE MANAGER IMMEDIATELY

12.4 Tacking Up

When tacking up a horse for use particular care must be taken in checking the safety of the gear first, the comfort of the horse secondly and lastly the comfort of the rider. Whilst tacking up, check the condition of the gear, for example; condition of the leather or material, any separations or abnormalities etc. The horse should also be monitored during the tacking up process for any unusual reactions to the fit of the gear. The process for tacking up a horse is as follows.

Saddling

- Gear should be collected prior to saddling and placed in an orderly fashion on the rail. No gear should be on the ground. Each horse will have gear corresponding as marked on its hook. Make sure ALL gear is collected, and Toe Stoppers are on all stirrups.
- Gear should only be taken out immediately prior to saddling. Gear should not be left on the rail for any length of time as the horses can ruin it.
- Check that all hair where the gear is to lie is lying flat and in the direction of growth so as to prevent rubbing.
- Check the underside of the saddle cloth to see that it is free from excessive dirt, hair and anything that may cause irritation to the horse. The saddle cloth is to be placed above the horse's withers and slid back into the correct position to make sure that hair remains flat.
- Appropriate risers for each horse are to be placed over the top of the saddle-cloth.
- Ensuring that the girth and stirrup leathers are not hanging down to hit the sides of the horse, the saddle should be lifted up over the withers and gently placed down onto the horses back. The riser and saddle cloth must be lifted gently under the saddle to ensure that no pinching of the withers occurs.

- Check that the flaps of the saddle on both sides are lying flat on the horse, the buckles are even and in good condition, the girth should be let down gently. The girth should be done up to a firm pressure, ensuring an even number of holes on each side are used. The girth should not be so loose that the saddle can slip if the horse moves about.
- Any additional gear such as martingales or boots should be fitted to the horse.

Bridling

- Leaving the halter on the horse, place the noseband on the horse, adjusting it so that it fits underneath the halter. Check that at least two fingers can fit between the top of the cavesson noseband and the protruding cheekbone. One finger should be able to fit underneath the noseband to ensure a snug fit. Adjust if necessary. If a Hanoverian noseband is to be fitted, it must be done up after the bridle has been fitted.
- When putting on the bridle, place the reins over the horses head and neck to ensure they don't hang down on the ground. Put the bridle on, check that it fits well over the horses ears and across the brow. The bit should sit up in the horse's mouth making a few crinkles in the corners. Bridles that appear too tight or too loose should be adjusted at the cheekstraps to fit. The Hanoverian noseband should be done up in front of the bit, under the chin and fit snugly. The throatlatch should be done up loosely, making sure that you can fit at least 4 fingers between the horse's cheek and the throatlatch.
- The reins should be secured to the monkey strap to ensure that they do not slip over the horse's head until you get into the arena.

After tacking up, do a quick, all-over check of the horse and gear, adjust if necessary.

13.0 HANDLING/HORSE CARE AFTER YOU RIDE

13.1 Cooling Down

Care of the horse after you ride is as important as when preparing a horse for to be ridden. To ensure appropriate action is taken, an assessment of the horse must be carried out.

- If the horse is sweating and breathing heavily, walk to the horse for at least 10 minutes to ensure that breathing returns to normal. After untacking, hose the horse with cool water over the whole body, including face, to ensure that any sweat, sand or dirt is washed away. Pay particular attention to hosing the elbow and rectum, as this can cool the horse dramatically. Excess water must be removed with a sweat scraper.
- If the horse is sweating slightly and the breathing is not effected the horse can be sponged with cool water, after untacking, on the face and body to remove sweat, sand and dirt. Pay particular attention to sponging the elbow and rectum, as this can cool the horse dramatically. Separate sponges must be used for the rectum and the rest of the body. Excess water must be removed with a sweat scraper.
- If the horse is breathing very heavily and is sweating very little or not at all, the horse must be hosed down IMMEDIATELY with cool water. At least 10 minutes must be spent hosing the rectum and elbow to ensure rapid cooling. REPORT A HORSE IN THIS STATE TO THE STABLE MANAGER IMMEDIATELY.

Any excess water must be removed from the horses coat in the cooling down process, as water retains heat and can impede the recovery rate of the horse.

HORSES COMING OUT OF LESSONS MUST NOT BE LEFT IN A STALL WITHOUT COOLING DOWN, EVEN IF THEY ARE IN LESSONS FOLLOWING.

13.2 Untacking

To ensure the longevity of the gear and help with keeping the days stalls safe and tidy, the following procedure must be followed when untacking:

- The horse should be taken to its stall and tied up at an appropriate length using baling twine.
- Remove the bridle and nose band first, being careful not to let reins drop on the ground. Nosebands should be done up after removal to ensure that pieces are not lost. The bit must be washed in cold water, using the sink and nailbrush.
- Check the saddle, make sure that ToeStoppers are on the stirrups and that the stirrups have been run up the leathers and secured. Undo the girth and place it over the back of the saddle. Remove the saddle, saddle cloth and any riser from the horse; being careful to lift the saddle, not drag it off the horse. The girth must be wiped down with methylated spirits. Saddle cloths that are damp can be dried over a fence in the sun.
- All gear must be returned to its appropriate hook immediately after untacking.

13.3 Washing Down

- Horse must be tied to baling twine on top rail in a quick release knot to a secure fence or post.
- Using a hose or bucket and sponge, we down the horse's body starting at the neck and working the way down. Pay particular attention to the areas where the saddle and girth sits. Run your hand or a sponge under and around the stomach and girth area to help remove any dirt or sand that might not be washed away. Wash the legs well to remove sand. Lift the horse's tail to the side, washing between the legs and around the rectum.
- To wash the horse's face, make sure the horse is untied and being held by you, or ask someone to help you. With the hose or sponge, wet the horse's face paying particular attention to where the bridle sat. Be careful not to get water in the horse's ears.
- After washing, use a sweat scraper to remove all excess water. Use your hands to take the water off the legs.

13.4 Rugging

At CCHP, we provide rugs for most horses in order to cut down on grooming time and protect them from the elements. The procedure for rugging is as follows.

- Make sure that the horse is tied to a rail at chest height with baling twine.
- From the nearside, lift and drape the rug over the horse's back.
- Secure the chest strap and slide the rug back to fit snugly over the horse's shoulder and hindquarter. The chest strap should be adjusted to fit.

- Leg straps MUST be fastened to the clip on the same side. Leg straps MUST be looped through each other. Clips are to be fastened facing in.
- The neck rug is to be done up.

13.5 Taking Horses back to Paddocks and Letting Them Go

When taking horses back to paddocks the rules from Section 12.1 must be applied.

To release the horse, turn the horse to face the gate so they are less likely to run off to rejoin the herd, kick out etc. Place the lead rein around the horse's neck so that you have control until such time as the halter is completely removed. Ensure there is sufficient distance between the horse and gate/fence should you need to move out of the way.



Appendix A





To Whom It May Concern

CERTIFICATE OF CURRENCY

This is to certify the insurance policy detailed below is current and in force as at 31 August 2009. The cover provided is in the terms, conditions and exclusions of the policy wording of your nominated Insurer.

Insured: Crystal Cascades Horse Park

Insured's Business: Including equine facility operation, horse riding lessons, training, agistment, equine events, trail/park rides, and share-lease of horses, and related activities

Cover: Combined General & Products Liability Insurance

Limit of Indemnity: AUD 10,000,000 any one Occurrence in respect of Public liability and in the aggregate during the Period of Insurance in respect of Product Liability

Deductibles: AUD 1,500 and every Occurrence (costs inclusive)

Insurer: Liberty Mutual Insurance Company T/As Liberty International Underwriters

Policy Number: BN-EAL-000317-09

Period of Insurance: From: 15/08/2009 at 4.00pm local standard time
To: 15/08/2010 at 4.00pm local standard time

We trust you find the above in order, however, should you have any questions, please do not hesitate to contact the undersigned.

Yours faithfully,

Tony Webster
For and on behalf of Affinity Insurance Brokers



Appendix B





Lot 626 Intake Road
Redlynch QLD 4870

PO Box 107
Redlynch QLD 4870

Phone: 07 40393143

INCIDENT REPORT

Stop! Before completing this form the incident must be reported to the Operations Manager to ensure area safety. If maintenance/repair is required please advise the General Manager.

This form should be completed for every incident, accident, work caused illness, dangerous event, near miss, significant first aid treatment, property damage or hazardous activity. **“Near miss”** is an incident which could have caused serious injury or extensive damage to property, but did not (NB. A fall from a horse is a “near miss”).

Submit this form to the Operations Manager as soon as possible. This person will complete Section C and arrange for follow up and investigation of the incident in conjunction with the General Manager.

If incident only: sections A, C and D are compulsory.

If an injury has occurred: the entire form must be completed.

Section A: Details of incident

Details of person completing report:

Name: _____

Contact telephone: _____

Date incident occurred: _____ Time incident occurred: _____

Incident occurred while: _____

Location of Incident: _____

What happened? (What was happening at the time of the incident? Who was involved? Briefly describe how it happened.)

INCIDENT REPORT



Were any government agencies called to the incident? eg Police, Fire Services etc **No** **Yes** (if yes provide details)

List any witnesses: (names, telephone contact details)

Section B: Details of injured person and injury

Name: _____

Contact telephone: _____

Date of Birth: _____ Role: (staff, client, etc) _____

Details of Treatment Required: (ie. none, first aid, etc, if first aid – describe treatment given)

Nature of Injury:

Signature: _____ Date : _____

INCIDENT REPORT



Section C: Incident Investigation

This section is to be completed by the Operations Manager for any incident involving personal injury, and for a serious incident or near miss where required.

Identify any factors contributing to the incident

Number in order from most direct cause (1) to other underlying causes (2, 3, etc)

- | | |
|---|--|
| <input type="checkbox"/> Design Issues | <input type="checkbox"/> Inadequate Supervision |
| <input type="checkbox"/> Environment (eg. Floor/ ground surface) | <input type="checkbox"/> Inadequate / lack of training |
| <input type="checkbox"/> Failure to follow work procedures | <input type="checkbox"/> Lack of appropriate protective clothing / equipment |
| <input type="checkbox"/> Improper Use/Storage of Equipment/Materials | <input type="checkbox"/> Lack of Experience |
| <input type="checkbox"/> Inadequate Equipment Functioning | <input type="checkbox"/> Personal Factors – stress, fatigue etc |
| <input type="checkbox"/> Inadequate Equipment Maintenance | <input type="checkbox"/> Poor housekeeping |
| <input type="checkbox"/> Inadequate Safety Procedures | <input type="checkbox"/> Poor/lack of suitable Equipment |
| <input type="checkbox"/> Inadequate Space | <input type="checkbox"/> Unforeseeable Event |
| <input type="checkbox"/> Other Environmental Conditions (eg. Weather, lighting, ventilation, temperature) | |

Preventative/Corrective Actions:

Describe the follow up actions planned or taken to prevent a similar incident.

Action/s (Short Term and Longer Term)	Who	Date

Section D: Acknowledgements *(This signature confirms that notification of the above incident has been received)*

Operations Manager: Signature: _____ Date : _____

General Manager: Signature: _____ Date : _____



Appendix C





Intake Road
Redlynch QLD 4870

PO Box 107
Redlynch QLD 4870

Phone: 07 40393143

Email: karen@crystalcascadeshorsepark.com.au

PART-TIME HORSE LEASE APPLICATION

LESSEE'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE (HOME): _____ (MOBILE): _____

(WORK): _____ EMAIL: _____

Parent/Guardian Details if Person to use the horse is under 18 years

PARENT/GUARDIAN'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE (HOME): _____ (MOBILE): _____

(WORK): _____ EMAIL: _____

I am applying to participate in a Part-Time Lease of a Crystal Cascades Horse Park Horse/Pony and I agree to the following:

- I will only ride the horse in a safe and controlled manner.
- I will wear an Australian Standard Approved Helmet AS3838 and the correct clothing and footwear at all times.
- I understand and acknowledge the conditions associated with participation in the Part-Time Horse Lease program as outlined in the Terms and Conditions attached and the Part-Time Horse Lease Guide.
- I will read and follow all signs on the property and follow all the management/instructors/staff instructions.
- I consent to be evacuated and to the provision of first aid and medical treatment if I am injured or become ill.
- I agree to pay for any such evacuation or provision of first aid or medical treatment.
- CCHP may cancel my lease with out refunding any fee if I do not comply with any of these terms and conditions or the rules in the Horse Lease Guide.
- **I understand and acknowledge that horse riding and handling can be dangerous and that Serious Injury or Death may result from horse riding activities and in particular this ride/lesson. I agree that I Ride at my Own Risk.**

I understand that my signature to this document constitutes a complete and unconditional release of all liability of the proprietors of Crystal Cascade Horse Park to the greatest extent allowed by law in the event of me and/or the child/children under my care, suffering injury or death.

I acknowledge that Crystal Cascades Horse Park relies on the information provided by me and I state that all the information is accurate and complete.

Signature of Lessee or Parent/Guardian: _____ Date: _____

(if applicant under 18 years of age)

Name of Parent/Guardian: _____

Privacy Statement – Privacy Act 1998

By completing this form you are supplying Crystal Cascades Horse Park with personal information about yourself. This information is needed to ensure your safety during your time with us. Crystal Cascades Horse Park is required to collect this information by our insurance company and by the Department of Workplace Health and Safety. This information you provide will not be supplied to any other organization or used for any other purpose than that which is stated above.



Riding History

1. Riding Ability (please circle the most appropriate description of your current riding ability)

Beginner	<ul style="list-style-type: none"> • Never previously ridden a horse. • No horsemanship or riding skills
Beginner +	<ul style="list-style-type: none"> • Have ridden a few times. • Have not had riding lessons. • Can mount and dismount unaided. • Able to control horse unaided at the walk and trot.
Novice	<ul style="list-style-type: none"> • Have ridden on an irregular basis. • Confident and competent at walk and trot. • Able to maintain a correct basic position at walk and trot. • May be ready to canter.
Intermediate	<ul style="list-style-type: none"> • Have ridden on a regular basis. • Confident and competent at walk, trot and canter. • Able ride on the correct diagonal, ride a variety of school figures (ie figure of eight, serpentine, 10m circle), have the ability to ride smooth up and down transitions and able to work over poles and bending around poles at the walk and trot. • Able to canter and maintain control in the canter. • Able to maintain a correct basic position during all three paces.
Advanced	<ul style="list-style-type: none"> • Competent rider who may have competed in chosen discipline. • Established independent seat. • Able to maintain a correct position during all three paces. • Extensive understanding of what is required to achieve the effective and correct position and movement of the horse. • Accomplished in riding upwards and downwards transitions, shortening and lengthening of stride and basic lateral work (ie. leg yielding and turn on the forehand).

2. Date you commenced lessons at CCHP: _____

3. The number of times you have ridden at CCHP in the last 6 months. _____

4. Name of Regular CCHP Instructor: _____

5. Name of Regular CCHP Horse/Pony you ride in lessons: _____

6. Name of horse you wish to Lease: _____

7. Date you wish to commence Lease: _____

8. Brief statement of why you wish to lease a CCHP Horse:

I, _____, Operations Manager, support the application for the Applicant to participate in a Part-Time Horse Lease. I advise the following horses would be suitable for the applicant.

Instructor's Signature: _____

Date: _____



MEDICAL HISTORY (CONFIDENTIAL)

The following information is intended to assist CCHP in case of any emergency with you/your child.

Name and Telephone numbers of contact people

Emergency Contact Name	Relationship to rider	Home No.	Work No.	Mobile No.

Please circle if you/your child suffer from any of the following: YES / NO

Any pre-existing medical or other condition that may affect the rider or put other people at risk:

- | | | | |
|-------------------------|-------------------------|----------------------|---------------------|
| Asthma | Epilepsy / Fits | Fainting / Dizziness | Blackouts/Migraines |
| Intellectual Disability | Heart / Blood Condition | Back Problems | Pregnancy |
| Uneven Pupils | Recent Injuries | Medications | Diabetes |

Other _____

Allergies: YES / NO

Describe: _____

Describe Reaction: _____

Height: _____ Weight: _____

Tetanus Immunisation

It is particularly important that people dealing with horses are immunized against tetanus. Tetanus is normally given at five years of age as Triple Antigen or CDT and at fifteen years of age as ADT.

Year of last tetanus immunization: _____

Medication

Is it necessary for the rider to carry their own medication at all times? **YES / NO**

If YES please complete the following: Name of Drug: _____

Dosage: _____ Frequency: _____

Consent to Medication Attention

I authorize the instructor in charge to administer first aid and call an ambulance if necessary for the medical attention of myself/my child. I agree to bear any cost thereby incurred.

Signature of Lessee and/or Parent/Guardian: _____ Date: _____

(if applicant under 18 years of age)



LESSEE CAPABILITY ASSESSMENT AND INDUCTION (CONFIDENTIAL)

To be Completed by Instructor on behalf of Crystal Cascades Horse Park

Instructor (or representative) is to observe the lessee carry out the following activities and ensure they do so in a safe manner. The instructor may instruct the lessee to modify their actions to ensure safety at all times.

	Instructors Signature	Date
Horsemanship Assessment		
Identify the points of a horse		
Identify basic horse characteristics		
Interpret basic horse behaviour and identify safety concerns relating to this behaviour		
Demonstrate safe horse handling techniques (includes catching using rope halter, leading, tying and releasing horses)		
Identify the signs of good health		
Assess and discuss the physical benefits of grooming a horse		
Identify and demonstrate the use of common grooming equipment		
Demonstrate safe grooming techniques		
Safely pick up, handle and clean out all four hooves of the horse		
Identify the parts of a saddle		
Identify the parts of a snaffle bridle.		
Fit saddle, snaffle bridle with noseband		
Demonstrate gear check prior to mounting horse.		
Demonstrate correct horse washing techniques		
Describe the signs of a horse that is suffering from dehydration, overheating, "the puffs", lameness, colic		
Demonstrate rugging and unrugging of a horse		
Fenced Arena Assessment		
Mounting / Dismounting		
Walk (large around arena)		
Trot (large around arena)		
Walk (20m circle)		
Trot (20m circle)		
Transition Walk to Trot		
Transition Trot to Walk		
Halt		
Change Diagonal Across Arena		
Ride correct diagonal		
Transition Trot to Canter		
Transition Canter to Trot		
Canter (large around arena)		
Canter (20m circle)		

	Instructors Signature	Date
Unfenced Arena Assessment		
Mounting / Dismounting		
Walk (large around arena)		
Trot (large around arena)		
Walk (20m circle)		
Trot (20m circle)		
Transition Walk to Trot		
Transition Trot to Walk		
Halt		
Change Diagonal Across Arena		
Ride correct diagonal		
Transition Trot to Canter		
Transition Canter to Trot		
Canter (large around arena)		
Canter (20m circle)		
Ability to control horse outside fenced arena		
Understanding of how to use the emergency brake		

This lessee has handled and ridden the proposed Part-Time Lease Horse and their capabilities are as follows (Circle):

Beginner	<ul style="list-style-type: none"> • Never previously ridden a horse. • No horsemanship or riding skills
Beginner +	<ul style="list-style-type: none"> • Has ridden a few times. • Has / Has not had riding lessons. • Can mount and dismount unaided. • Able to control horse unaided at the walk and trot.
Novice	<ul style="list-style-type: none"> • Has ridden on an irregular basis. • Confident and competent at walk and trot. • Able to maintain a correct basic position at walk and trot. • Ready to canter.
Intermediate	<ul style="list-style-type: none"> • Has ridden on a regular basis. • Confident and competent at walk, trot and canter. • Able to ride on the correct diagonal • Able to ride a variety of school figures (ie figure of eight, serpentine, 10m circle), • Able to ride smooth up and down transitions • Able to work over poles and bending around poles at the walk and trot. • Able to canter and maintain control in the canter. • Able to maintain a correct basic position during all three paces.
Advanced	<ul style="list-style-type: none"> • Competent rider who may have competed in chosen discipline. • Established independent seat. • Able to maintain a correct position during all three paces. • Extensive understanding of what is required to achieve the effective and correct position and movement of the horse. • Accomplished in riding upwards and downwards transitions • Accomplished in shortening and lengthening of stride and basic lateral work (ie. leg yielding and turn on the forehand).



Recommendation / Comments (ie note any restrictions that apply to the lessee and horse)

Instructor's Name: _____ Instructor's Signature: _____

Date: _____ Time: _____

I, _____ the Lessee and/or Parent/Guardian acknowledge that:

1. The above assessment is a true reflection of my capability and that I must ride in accordance with the applied restrictions.
2. In order to progress to riding on a trail I must schedule a Capability Assessment Session to demonstrate the appropriate skills to ride the leased horse on a trail.

Signature of Lessee or Parent/Guardian: _____ **Date:** _____

Name of Parent/Guardian: _____

	Instructors Signature	Date
Trail Ride Assessment		
Mounting / Dismounting		
Walk		
Trot		
Ability to control horse outside fenced arena		
Understanding of how to use the emergency brake		
Knowledge of trail rules		
Knowledge of trails that are available		

Recommendation / Comments (ie note any restrictions that apply to the lessee and horse)

Instructor's Name: _____ Instructor's Signature: _____

Date: _____ Time: _____

I, _____ the Lessee and/or Parent/Guardian acknowledge that the above assessment is a true reflection of my capability and that I must ride in accordance with the applied restrictions.

Signature of Lessee or Parent/Guardian: _____ **Date:** _____

Name of Parent/Guardian: _____



DETAILS OF PART-TIME LEASE HORSE (to be completed by Lessor)

Name	
Breed	
Height	
Age	
Colour	
Sex	
Identifying Marks/Brands	
Level of Training	
Vices	
Injuries	
Recent Illness	
Other	
Assessment Fees	Capability Assessment & Induction Session (3hrs) \$120.00 Trail Ride Assessment (1hr) \$ 85.00
Lease Fees/week	Lesson (circle rate) \$45 / \$55/ \$65 / \$85 per lesson Horse Insurance (if applicable) \$ Lease Fee (contribution for agistment, feed, general vet, farrier, horse dentist etc) \$100 ponies / \$120 horses

I, _____ the Lessee and/or Parent/Guardian acknowledge that:

1. Whilst the CCHP school horses are generally well mannered, quiet and educated lessees they are large, unpredictable flight animals and need to be approached and handled in a manner that reflects their psychology and behaviour.
2. The Part-Time Lease horse that I am contracting to lease is fit and healthy and suitable for me to ride.
3. I am responsible for complying with the facility's rules and regulations at all times. Failure to do so may result in injury to myself, other riders, horses or users of the facility and may result in action being taken by management.
4. I am responsible for complying with the lease payment requirements at all times. Failure to do so may result in action being taken by management.
5. Should emergency veterinary treatment be required for the leased Horse I must attempt to contact the Lessor and/or representative. If I am unable to contact the Lessee/representative I am then authorized to secure emergency veterinary treatment for the health and well-being of the horse. **I acknowledge that I must contact CCHP's (vet of choice) - Marlin Coast Veterinary Clinic Ph: 40576033.**

Signature of Lessee or Parent/Guardian: _____ **Date:** _____

Name of Parent/Guardian: _____



Appendix D





Intake Road
Redlynch QLD 4870

PO Box 107
Redlynch QLD 4870
Phone: 07 40393143
Mobile: 043817573

18 January 2008

A NOTICE TO ALL OUR LOYAL CLIENTS

Re: HORSES AND HEAT STRESS

Thankyou for your continued patronage, your support of our new business is greatly appreciated.

Management and Staff at CCHP would like to provide some information regarding our school horses and the potential impact of the current weather conditions we are experiencing (ie. high temperatures and high humidity). We value our horses and their health and safety is paramount therefore should the current weather conditions continue we may need to modify our riding school program so that our horses' healthy conditions are maintained. This may result in the postponement or cancellation of your riding lesson.

Every measure will be taken to ensure this does not happen however should the horse assigned for your lesson display symptoms of heat stress and no other horse be available or suitable for your lesson postponement or cancellation of your lesson may be required. Should postponement or cancellation be required we will endeavour to reschedule lessons within the subsequent 7 days.

We provide the following for your information (extracted from the Hygain website <http://www.hygain.com.au>).

Regards
Karen Flanagan (General Manager)

In Australia and in the tropics of Asia horses endure severe extremes in temperature and humidity. This can dramatically affect the horses health and performance if not managed correctly

High temperature, high humidity, lack of air movement, poor ventilation, dehydration and exposure to direct sunlight all increase the danger of serious heat and sun related problems for humans and horses alike. Horses are no exception, especially when they are expected to perform at intense levels. .

Signs of Heat Stress

During exercise, there is a significant increase in the amount of heat produced by working muscles. Muscles cannot transform energy into movement with 100% efficiency. Horses transform energy to movement at approximately 25% efficiency. As a result, some of the energy is lost in the form of heat. The rate of heat production by working muscles is proportional to how hard the muscles work. Therefore the faster a horse goes the more heat it produces. The amount of heat a horse produces in a 160 km endurance race would be enough to boil approximately 770 litres of water. That's approximately 7.7 litres per mile. Fortunately for the horse, it is able to dissipate around 97% of the heat it produces during an endurance race in cool-warm conditions!! If not, its body temperature would increase by around 15°C/h. In response, a horse increases its sweating rate, moves more blood to the capillaries under the skin and increases its rate of breathing in an effort to release this build up of heat.

- Commonly observed signs of heat stress are:
- Profuse sweating
- No sweating
- Rapid breathing rate - panting (>20 breaths / min)
- Rapid heart rate (>50 beat/min)
- Skin that is dry and hot
- Unusually high rectal temperatures (>38°C)



A simple pinch test can basically determine whether a horse is dehydrated as a result of heat stress. When you pinch the horse's skin on the neck, it should resume its original position immediately. If the skin takes a while to resume to its normal position it could be assumed that the horse is somewhat dehydrated

Who is at Risk?

Obviously horses that perform at high levels such as thoroughbreds, standardbreds, endurance and other performance horses will be influenced by heat stress during their training and competition. However high performance horses are not the only types of horses to be at risk. Foals, especially the very young, have very poor thermo-regulating ability. They can overheat simply standing in the very hot sun. Add to this some activity, such as following an upset mare up and down a fence line, or weaning, and a serious problem can develop quickly. Horses stabled in poorly ventilated barns, which are also fed a poorly digestible feed will produce a lot of heat during digestion, which can seriously affect horses prone to heat stress. Additionally any horse that does not have access to salt and electrolytes will be at greater risk of suffering heat stress.

Warning Signs and Treatment

Horses that are breathing with great difficulty, appear distressed, become weak, develop diarrhoea or signs of colic, or stop sweating are in serious distress and need immediate attention. A veterinarian should examine the horse as soon as possible and provide medical treatment. You should immediately get the horse into shade and hose or sponge it with cool or even cold water. Direct the hose to the insides of the legs and the head and neck areas where large blood vessels are located near the surface.

Use fans and encourage the horse to drink. Offer water, both plain and with electrolytes, and let the horse choose. It may take an hour or more to get all the vital signs back to normal. Horses that have seriously overheated tend to be more susceptible to overheating in the future. Horses that have suffered a serious episode should have 10 to 14 days of rest with some turnout and a gradual return to work.

If a horse develops these symptoms in tropical environments such as Asia, they should be sent to higher elevations to be rested, as it is generally cooler and less humid. Thus horses can recover from heat stress more quickly

Most horses adapt to summer weather if given time to adjust gradually. Use a little common sense and keep a close watch on horses for signs of distress. Horses that are overweight and not used to regular hard physical activity are at the greatest risk.

How do we know if the horses are in danger

A practical test to determine whether it is safe to work your horse is the "effective temperature" test, used to help determine the environmental conditions most likely to result in heat related illness in an exercising horse. This test combines ambient temperature with relative humidity.

"When the sum of the ambient temperature in degrees Fahrenheit and the relative humidity is around 150, the rider should use caution in exercising the horse so heat build-up doesn't become critical". Most riding activities involving long or intense exercise should be postponed when figures approach 180.

To convert Celsius into Fahrenheit $F = (9 * C / 5) + 32$

Today's Temperature (18/01/2008) is 35C therefore $F = (9 * 35 / 5) + 32 = 95F$

Humidity 67%

Therefore $95 + 67 = 162$

How does a Horse Chill Out?

The single most important means the horse has for getting rid of the enormous heat load generated during exercise is evaporation. This accounts for approximately 65% of the heat dissipation. Sweat is evaporated off of the skin surface and cools the horse. The lungs account for approximately another 25%. The capacity of the respiratory tract to dissipate heat from the body becomes very important under conditions of high humidity and high temperature when evaporative conditions are not favourable.

High humidity makes evaporative cooling less efficient. The combination of high temperature and high humidity combined can lead to serious trouble quickly. Direct sunshine on a clear day intensifies the problem.

What to do

- *Hose horses with cold water. Hose the horse down then take it for a 1-minute walk, then repeat hosing. This will encourage the dilation of capillaries close to the skin, which will increase the evaporation of heat from the horse.*
- *Encourage horses to drink cool water (small amounts frequently). If you are able to monitor the amount of water your horse drinks it will give you a good idea of how much water it is consuming. Horses working in hot/humid conditions should drink approximately 50-70Litres of water per day.*
- *In severe cases vets have been known to give cold-water enemas or drenches to cool the horses core body temperature down to approximately 38°C. The critical temperature, one that is characteristic of a life-threatening situation, if maintained for any length of time, is 40-41°C.*
- *Supplement electrolytes daily. 60g of Hygain Regain and 60g of Salt.*
- *It is important not to overlook cool-down periods following exercise bouts, even when environmental temperatures are well within normal parameters.*
- *Ensure that the horse has plenty of ventilation and access to a cool breeze as convection helps cool horses quicker. If none is available fans / air conditioners can be used to produce an artificial breeze. (Remember poor ventilation in stables can lead to respiratory problems).*