



# Regular Rider's Guide

Crystal  
Cascades  
HORSE PARK

# REGULAR RIDER'S GUIDE



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## 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).

CCHP provides top class, horse-safe riding and agistment facilities, an extensive program of riding school lessons for children and adults. The riding facilities 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.

If you are looking for a safe and fun environment to ride/train your horse then Crystal Cascades Horse Park is the place for you.

Customers who join the Regular Riders Group have full use of all outdoor riding facilities and pay a discounted rate for use of the covered arena.

All enquires are welcome so please give us a call. We look forward to seeing you at Crystal Cascades Horse Park soon!

If you like more information please contact:

Karen Flanagan (General Manager) on	Mobile:	0438 174573
	Office:	07 40393143
	Email:	<a href="mailto:karen@crystalcascadeshorsepark.com.au">karen@crystalcascadeshorsepark.com.au</a>

## 2.0 THIS GUIDE

This Guide provides specific details in relation to using the facilities at Crystal Cascades Horse Park (CCHP).

All rider's are required to abide by the provisions contained in this document, the Regular Rider's Application, information signage located on site and any management decisions and instructions advised on a day to day basis.

The rider is responsible for the care, custody and control of their horse whilst it is on the premises.

CCHP has taken the following industry guides and codes into consideration in the development of this 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 Rider's Lounge located in the Office.**

## 3.0 PRIVACY STATEMENT (PRIVACY ACT 1998)

Personal information supplied by Regular Riders through the completion of Regular Rider's Application form etc. is needed to ensure their safety during their time at CCHP. The information customers 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 customers, regular riders, visitors (including trainers, farriers, vets) etc to abide by the Policies and Procedures that have been developed for use of the facility. **Riders 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:

- Implementation of rules and regulations associated with the use of the facility;
- Induction of new riders prior to their use of the facilities;
- Assessment of the horsemanship/riding skills of all new riders by a Senior Riding Instructor prior to the rider using the riding facilities;
- Conduct of regular checks of CCHP facilities and equipment;
- Random inspections of rider's equipment and tack;
- 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.

It is imperative that all CCHP customers maintain a high level of safety in the conduct of their horse activities at the facility. **CCHP customers 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.

Safety at CCHP is paramount at all times so Regular Riders 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.

### 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 Regular Riders take out Personal Injury insurance for themselves and insurance coverage for their horse and tack.

## 4.3 Emergency Procedure

In the case of emergency, CCHP First Aid qualified staff will immediately attend to the customer and apply any necessary First Aid. Staff will notify reception and advise of action i.e. call ambulance, send a car or other, and also advise of location.

Name	Phone #
Emergency	000
CCHP Reception	07 4039 3143
CCHP Mobile	0438 174 573

## 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

Human First Aid kits are located in reception and in the stable area. It is highly recommended that Regular Riders maintain their own Horse First Aid kit and keep it in their float/vehicle.

All senior CCHP staff have a current Senior First Aid certificate.

## 5.0 OUR STAFF

All staff riding instructors at the facility have a minimum AHSE Qualification (Horse Safety Australia <http://www.horsesafetyaustralia.com.au>). This qualification is recognised by the Queensland Education Department. The facility will be seeking AHSE accreditation in 2008.

All CCHP staff are dedicated horse people who have extensive, varied horse experience and who have a genuine desire to provide quality instruction and share their love of horses with our customers.

## 6.0 CCHP FACILITIES

CCHP has been designed with the safety of clients, staff, riders and horses paramount.

The location of CCHP (outside the floodplain) and the design /layout of its facilities (including the first and only covered riding arena in Cairns) means we are able to provide agistment and riding facilities that can be used all year round. Given the heat and prolonged wet seasons experienced in recent years our facilities enable clients to ride and train their horses and for events to be held during the traditional off season of November to April and riding lessons to operate throughout the day and year.

Our facilities include:

- Riding School with a wide range of quality horses and ponies. Lessons will be generally conducted in the covered arena.
- 28 Single Horse Agistment paddocks (majority with stable and private tack/feed storage)
- 6 Double Horse Agistment paddocks (majority with stable and private tack/feed storage)
- 70m x 30m covered, lit and fenced sand arena
- 70m x 30m outdoor sand arena
- 60 x 20 outdoor sand arena
- large fenced, grassed jump arena and horse play area (for those of you who do natural horsemanship with your horses)
- Two 17m dia. round yards
- large fenced, grassed riding area for groundwork, warming up and cooling down
- car parking for riding school customers
- tack room and feed storage area for school horses
- facilities building incorporating reception, rider's lounge with tea and coffee facilities, showers and toilets

## 7.0 REGULAR RIDER'S MEMBERSHIP

CCHP riding facilities are available for use by customers who own their horse but do not agist at CCHP. Annual membership enables free use of the outdoor riding facilities (including trails) as well as hire of the covered arena at a discounted rate (ie. pay the same rate as Agistees).

There are single and family memberships available. Customers under 18 years **must** be part of a family membership. Customers under 18 years **must** be accompanied by a responsible adult at all times whilst on CCHP property.

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## 8.0 REGULAR RIDER'S MEMBERSHIP FEE

The annual fee for Regular Rider's Membership is \$200/annum for a single member and \$300/annum for family membership.

This membership gives riders access to the covered arena at \$10pp/hour (without lights), \$15pp/hour (with lights). Based on booking the arena for 2 x 1 hour sessions per week for 40 weeks a single member will receive a reduction in hire fees of \$400 per annum.

## 9.0 APPLYING FOR MEMBERSHIP

A Regular Riders Membership Application form (**Appendix B**) must be completed and lodged. **The Regular Riders Membership application can only be made by adults over 18 years of age.** In the case of membership being required for a rider under 18 years of age the application must be a family membership and 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.

All Regular Rider applicants will be interviewed by the General Manager (or nominated representative) following submission of the Application form in order to ascertain your needs and ensure you are aware of CCHP policies, rules and regulations. The Regular Rider Application will be subject to approval by the General Manager.

## 10.0 TRANSFER OF MEMBERSHIP

Regular Rider Membership is not transferable.

## 11.0 PAYMENT OF MEMBERSHIP FEES

Membership fees are to be paid prior to commencement of use of CCHP facility. Renewal of Membership will be due on the anniversary of the original joining date.

It is preferred that membership 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 surname on your transaction to identify your payment.**

Cheques, and Cash are also acceptable.

## 12.0 LIABILITY FOR LOSS, INJURY OR DAMAGE

No matter how well a riding facility is managed, there is still the possibility of injury occurring to you and/or your horse. Regrettable as these occurrences are, Crystal Cascades Horse Park will not under any circumstances be liable for such events. CCHP will make every effort to ensure you and/or your horse remains safe and healthy, but in the event that you and/or your horse suffers an injury, all associated costs will be borne by yourself.

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

## 13.0 SUITABILITY OF HORSES TO BE RIDDEN AT CCHP

**Stallions and rigs are not permitted to be ridden at CCHP.**

**Horses with vices (e.g. windsucking, cribbing, weaving, biting, kicking) must be identified on the Application form.** If full disclosure of your horse's vices is not made the application form and subsequently become evident CCHP management may terminate your membership and you will be required to remove your horse from the facility.

## 14.0 COMMENCEMENT OF MEMBERSHIP

### 14.1 Induction

New members must be inducted by the General Manager (or nominee) prior to use of the facilities. 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

Following completion of the induction the member will acknowledge their understanding of CCHP rules and regulations by signing the Induction Register.

### 14.2 Capability Assessment Session

In order to maintain a high level of safety at CCHP particularly the safety of riders using the facility all riders are required to participate in a Capability Assessment Session **prior to** commencing use of the facilities.

The Capability Assessment Session provides the opportunity for the member 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 CCHP facilities based on their riding level eg. A member who is a beginner rider would need to lead their horse to the arena before mounting.

The member must make an appointment with a CCHP Senior Riding Instructor and complete the Member Capability Assessment form prior to the appointment.

## 15.0 OPERATING HOURS

Office Hours are generally 8.30am – 5.00pm daily. Should the office be unattended please call 0438174573.

The Riding School generally operates Tuesday to Thursday from 9.00am – 9.00pm Friday to Sunday from 9.00am – 6.00pm.

Regular Riders are able to access the riding facilities seven days per week between the hours of 5.30am and 9.00pm. Access outside these hours must have prior approval by management.

## 16.0 ACCESS TO CCHP

### 16.1 Regular Rider Access

Regular Riders are able to access the facility seven days per week between the hours of 5.30am and 9.00pm. These days and times are set by CCHP management and may be subject to change due to operational requirements of the facility. Management will provide 24 hours notice to Regular Riders in the case of change.

Regular Riders must ensure that CCHP security requirements are adhered to all times. The driveway gate adjacent to the facilities building will be kept closed at ALL times. This gate must be kept closed in order to prevent horses being able to get out onto Intake Road should the circumstance arise that a horse is not contained/under control (ie horse escapes from agistment paddock etc). The gate is automatic and entry is gained through use of a code for the key pad. The code will be advised once membership is confirmed.

Regular Riders must register at the office when they enter and exit the facility. If the office is unattended the agistee will record entry and exist times on the board provided outside the office. It is intended that an automatic, electronic security card system will be installed for access control in the future.

### 16.2 Restricted Areas

Regular Riders must be aware that the property also houses Twin Streams Nursery and a residential house. Access to these areas is prohibited at all times. These areas will be advised at the induction and are well signed. Employees of Twin Streams Nursery generally access the property Monday to Friday from 8.00 to 5.00pm.

Regular Riders are prohibited from entering the School Horse Paddock, the School Horse Holding Yard and Stable areas without prior approval from CCHP management.

Regular Rider's floats and horses are not allowed in the office and carpark area.

## 16.3 Vehicle Access

In the short to medium term Regular Riders will be required to park their floats and unload their horses in the jump area. This area is located adjacent to Intake Road and is accessed through double gates at the northern end of the front boundary. Regular Riders must comply with all signage relating to speed, right of way etc in order to ensure the safety of all users, particularly horses and riders.

Please observe the following rules:

- Horses must be unloaded from float/truck in a securely fenced area
- Floats/vehicles are not be parked along the internal access road
- Floats/vehicles must be parked so as not to impede movement of horses or vehicles
- Maximum speed limit in all areas is 10km/hour.
- Give way to horses at all times.
- If a horse is reacting badly to the presence of your vehicle stop and turn off the engine until the horse is past.
- Park in the designated areas.
- No vehicle parking beside the waterways.

## 17.0 VISITORS (FAMILY, FRIENDS, POTENTIAL HORSE BUYERS, etc.)

Management acknowledges that Regular Riders may bring visitors to the property from time to time. Regular Riders must register their visitors at the office prior to them entering the property. Regular Riders must accompany their visitors at all times and are responsible for their actions and behaviour. Regular Riders must ensure that visitors abide by CCHP policies and procedures at all times.

Visitors are not allowed to drive through the property and are required to park in the carpark at the front of the property.

If the visitor intends to sit on, be lead on or ride the Regular Rider's horse they **must** be inducted and assessed by a CCHP Senior Riding Instructor as set out in Section 15.1 and 15.2 prior to doing so. An assessment fee of \$45 will apply.

If the visitor does not want to complete a capability assessment session the horse must be taken off the property to ride.

Anyone found riding a horse, or even sitting on one, on CCHP property that has not completed a capability assessment session will be immediately asked to leave the property and the Regular Rider's membership may be terminated.

## 18.0 HORSE TRAINERS/RIDING COACHES

Regular Riders who use the services of an external horse trainer/riding coach and want to use CCHP facilities for a training session **must** have the trainer complete an External Trainer Registration Form and provide evidence of appropriate insurance prior to them entering the facility. The trainer must register at the office each time they visit CCHP.

## 19.0 CONDUCT

### 19.1 General

Regular Riders must conduct themselves in a proper and reasonable manner and maintain control of their horse at all times. They must be responsible for the well-being and safety of their horse and pay due regard to all other riders, persons and horses at CCHP.

If it becomes apparent that the safety of others and/or horses at the facility is compromised by the actions of a rider and/or horse an Incident Report will be initiated. While the incident is investigated the rider and/or horse will be unable to use the facilities. Should the investigation find the rider/horse at fault the membership may be terminated. If the membership is not terminated the rider will be required to demonstrate that they and/or their horse no longer compromises the safety of others in order to recommence use of the facilities.

The welfare of horses at CCHP is paramount. All handling/riding must ensure the health and well-being of the horse. Should a Regular Rider be seen to treat their horse in an inhumane manner management will initiate an Incident Report. While the incident is investigated the rider and/or horse will be unable to use the facilities. Should the investigation find the rider/horse at fault the membership may be terminated. If the membership is not terminated the rider will be required to demonstrate that they and/or their horse no longer compromises the safety of others in order to recommence use of the facilities.

Inhuman treatment may be described as:

- Excessively whipping or beating a horse
- Subjecting a horse to electric shock (excluding electric fences)
- Using spurs that puncture or tear the skin
- Excessively or persistently jabbing the horse in the mouth with the bit
- Mounting or remounting an exhausted, lame or injured horse
- Hyper-sensitizing any part of a horse
- Excessively exercising a horse.

If a Regular Rider:

- 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,

an Incident Report will be initiated and Management will provide

- A verbal notification (first instance)
- A written warning (second instance)
- Termination of Membership (third instance).

## 19.2 Supervision of Children

Children under the age of 18 must be accompanied by a responsible adult at all times whether they are riding or visiting. If the accompanying adult is riding it is not acceptable for this adult to also be responsible for supervision of children on the grounds. It is highly recommended in this instance that the children not be brought to the property. Children must not be allowed to climb on fences, round yards, arena rails etc. Children must wear covered shoes whether they are riding or not. The accompanying adult is responsible for ensuring children comply with CCHP policies and procedures at all times.

CCHP may provide crèche facilities in the future however this service will only be available Tuesday to Friday from 8.30am – 12.30pm. This service will only be available for Regular Riders who wish to ride their horse. Use of the crèche must be booked in advance.

## 19.3 Alcohol and Drug Use

Drugs are not permitted on CCHP premises at any time. Alcohol is only able to be consumed at functions authorized and/or organized by CCHP. These functions will not include horse riding activities. If alcohol or drugs are consumed prior to entering CCHP the Regular Rider is not permitted to be mounted (ride). Unacceptable behavior caused by the effects of alcohol or drug usage (through direct observation) will be immediately dealt with by CCHP management and the person will be escorted from the facility.

## 19.4 Smoking

Smoking is prohibited on CCHP premises except in the designated smoking areas. All smokers must ensure that all cigarette remnants are placed in the bins provided in the designated areas.

## 19.5 Infection Control for Animal Contact

Due to the interaction between animals, staff and clients 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 staff and clients must follow the infection control guidelines.

Hand-washing is the most important practice in preventing the spread of disease for staff and clients. 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 (ie at the completion of a riding lesson, grooming etc) will decrease the risk of disease.

Regular Riders 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. Appropriate information, signage and wash facilities will be provided for staff and clients.

## 20.0 CLOTHING AND EQUIPMENT

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

## 20.1 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 when the helmet has come into contact with the ground must not be used.

Evidence of compliance with this requirement will form part of the induction process. Random gear checks will be carried out by CCHP staff to ensure Regular Riders comply with this requirement. Any Regular Rider, agistee, visitor, trainer etc seen riding, or even sitting on a horse without a helmet will be asked to leave CCHP immediately and the rider may have their membership terminated.

## 20.2 Footwear

Appropriate footwear must be worn at all times when handling and riding horses.

When handling horses Regular Riders must wear covered shoes (ie. sneakers or boots) to protect their feet.

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

Regular Riders must ensure all visitors, horse professionals and trainers are wearing the appropriate footwear.

## 20.3 Clothing

It is suggested that Regular Riders wear comfortable, sunsmart clothing, not too loose, not too tight. 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 Regular Riders apply sunscreen prior to handling/riding their horse.

## 20.4 Riding Equipment

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 Regular Riders regularly check their 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 Regular Riders riding equipment is in good repair.

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## 21.0 HORSE WELFARE

### 21.1 Care of Your Horse

#### 21.1.1 Worming, Drenching, Vaccinating,

Upon arrival at CCHP all horses must be wormed and from then on must comply with the CCHP worming schedule.

Regular Riders must provide CCHP with a receipt or certificate from the vet to show that the inoculations have been carried out.

#### 21.1.2 Illness and Disease

Regular Riders must advise management immediately it becomes evident that their horse is suffering illness or has contracted a disease so that appropriate care and isolation measures (if required) can be put in place. CCHP staff are more than happy to assist the agistee with any required treatment, surveillance etc.

### 21.2 Condition of your Horse

The CCHP is in a location highly visible to the general community. In order to maintain the reputation of CCHP as a horse facility that promotes good horse care and horsemanship, horses ridden at CCHP must be maintained in "good" condition at all times.

### 21.3 Emergency Evacuation

Should emergency evacuation be required (ie threat of bush fire, flood etc) each rider is responsible for the evacuation of their own horse to a safe place either on the property or at an alternate location. The rider must abide by and follow management directions.

## 22.0 USE OF CCHP FACILITIES

Regular Riders are encouraged to make full use of the facilities at CCHP. The majority of facilities are free of charge however a discounted fee is charged for use of the Covered arena. Bookings need to be made for use of the covered arena and times must be strictly adhered to. Lights will be installed on the two outdoor arenas in the future. A discounted fee for use of these arenas with lights will also be payable.

It is recommended that Regular Riders new to the property and beginner/nervous riders lead their horses to the riding facilities. If you to choose to ride your horse to the riding facilities it must be at the walk at all times.

Regular Riders 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. All internal roadways maximum speed is walk. Regular Riders when mounted and/or unmounted 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.

## 22.1 Riding Facilities

As noted in Section 15 all Regular Riders must complete a Capability Assessment Session within one week of commencement of membership at CCHP prior to riding their horse on the property.

The following facilities are available for use by Regular Riders:

### 22.1.1 Round Yards

The round yards are safe areas for groundwork, lunging, and riding for beginner/nervous riders and training "green"/young horses. 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.

### 22.1.2 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 agistees 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. Regular Riders must not adjust the sprinkler settings. Advise the office if there are any problems with the sprinkler times.

The arena gate is to be kept closed at all times.

This arena is available for use seven days/week between 6.30am and 6.30pm. It is envisaged that lights will be installed in the future which will allow the hours of use to be extended. A discounted fee will be payable for the use of the lights.

### 22.1.3 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 Regular Riders are able to use the arena outside riding school operating hours.

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 Regular Riders will be able to use the covered arena between 5.30am – 9.00pm Monday, 5.30am and 9.00am each Tuesday to Sunday and 6.00pm and 9.30pm at least 4 nights per week. Regular Riders 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. Regular Riders must not adjust the sprinkler settings. Advise the office if there are any problems with the sprinkler times.

The arena gate is to be kept closed at all times.

### 22.1.4 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. 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.

Beginner/Nervous riders are encouraged to use a fenced sand arena until such time as they are confident they can control their horse.

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

This arena is available for use seven days/week between 6.30am and 6.30pm. It is envisaged that lights will be installed in the future which will allow the hours of use to be extended. A fee will be charged to cover the cost of lighting.

To ensure the safety of all riders using the arenas the following rules should be followed:

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

### 22.1.5 Main Arena

The large fenced grass arena 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.

Riders are to limit their horses to walk, trot and canter in this area.

### 22.1.6 Jump Area

A fenced, grassed jump area is located adjacent to the carpark. Use of this area and the jumps is limited to those times set by management. This is to ensure that supervision by a CCHP staff member is available. Jumps will not be raised higher than 60cm unless under the direction of a qualified jump instructor.

This area may also be used for natural horsemanship activities including work at liberty. This use is restricted to those times when the area is not being used for jumping. Please seek management approval prior to use.

## 22.1.7 Trails

**Regular Riders are advised that the riding trails are currently being developed. Regular Riders are not to ride in any forested areas (whether there appears to be a trail or not) until management advises the trails are open. CCHP staff are currently locating and removing hazards such as Stinging Tree and Wait-a-while from the proposed trails in order to ensure the safety of horses and riders.**

CCHP provides private trails throughout the property for use by Regular Riders. Trail times will generally be daily between 8.30am and 11.30am and 3.00pm – 5.00pm. Trails will be closed in wet weather.

Safety is paramount. Horses that are used to being ridden in fenced arenas may not be suitable for trail riding. Regular Riders must apply to use the trails and be assessed by a CCHP Senior Riding Instructor prior to management approval to use the trails. The rider must abide by the instructors assessment. On receipt of management approval the rider will be accompanied by CCHP staff on their first trail ride in order to ensure they know the route, can control their horse and are aware of any hazards etc. A fee of \$40 will be charged for the assessment and accompanied ride.

**Regular Riders must not ride the trails alone.** It is recommended that at least one rider has a mobile phone in case of emergency. Regular Riders 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.

Regular Riders must advise the office on their return.

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

## 22.1.8 Rider's Lounge

Regular Riders are able to use the Rider's Lounge which is located in the facilities building at the front of the property. Tea, Coffee and chilled water is supplied. There is a TV and DVD player and book library with a supply of horse DVD's and literature. Showers and toilets are also available for use.

## 23.0 DOGS

**Dogs are not permitted to be brought onto the property.** Please ensure your visitors, horse professionals and trainers are aware of this requirement.

## 24.0 ENVIRONMENTAL POLICY

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

- Disposal of rubbish in the appropriate bins (recycle / general refuse).
- Catching most run-off water from buildings.
- 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 trail 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.

## 25.0 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 Regular Riders, customers and 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.



# Appendix A





To Whom It May Concern

**CERTIFICATE OF INSURANCE**

This is to certify the insurance policy detailed below is current and in force as at 17 August 2007. The cover provided is in the terms, conditions and exclusion of the policy wording of your nominated insurer.

**Insured:** Crystal Cascades Horse Park

**Business Description:** Limited to equine facility including riding lessons, training, agistment and events

**Cover:** Combined General Liability Insurance

**Named Party:  
As per attached endorsement** Bengali Land Pty Ltd

**Limit of Indemnity:** \$10,000,000 each and every occurrence or series of occurrences arising out of any one event during the period of insurance.

**Deductible** \$1,500 each and every claims or series of claims arising from the one occurrence or series of occurrences arising from the one event

**Insurer:** Calliden Ltd ABN: 43 110 186 224

**Policy No:** 0000845

**Period of Insurance:** 15/08/2007 to 15/08/2008 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,

Jane Martin

For and on behalf of Affinity Risk Partners

Affinity Risk Partners (Brokers) Pty Ltd  
ABN: 15 091 944 580



# Appendix B





Intake Road  
Redlynch QLD 4870

PO Box 107  
Redlynch QLD 4870

Phone: 07 40393143 / 0438 174573

Email: karen@crystalcascadeshorsepark.com.au

## REGULAR RIDER MEMBERSHIP APPLICATION

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE (HOME): \_\_\_\_\_ (MOBILE): \_\_\_\_\_

(WORK): \_\_\_\_\_ EMAIL: \_\_\_\_\_

### Type of Membership (please circle)

Single Membership (must be aged 18 years and over) \$200/annum

Family Membership (children must be under 18 years) \$300/annum

### Riding History

1. Riding Ability (please indicate the riding ability of each family member based on the descriptions below)

Name	Age	No. of times ridden in past 12 months	Riding Level
Beginner	<ul style="list-style-type: none"> <li>Never previously ridden a horse.</li> <li>No horsemanship or riding skills</li> </ul> Beginner riders must have private lessons prior to joining the group program in order to develop their riding skills.		
Beginner +	<ul style="list-style-type: none"> <li>Have ridden a few times.</li> <li>Have not had riding lessons.</li> <li>Can mount and dismount unaided.</li> <li>Able to control horse unaided at the walk and trot.</li> </ul> Beginner+ riders may opt to have some private lessons prior to joining the group program in order to develop their riding skills.		
Novice	<ul style="list-style-type: none"> <li>Have ridden on an irregular basis.</li> <li>Confident and competent at walk and trot.</li> <li>Able to maintain a correct basic position at walk and trot.</li> <li>May be ready to canter.</li> </ul>		
Intermediate	<ul style="list-style-type: none"> <li>Have ridden on a regular basis.</li> <li>Confident and competent at walk, trot and canter.</li> <li>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.</li> <li>Able to canter and maintain control in the canter.</li> <li>Able to maintain a correct basic position during all three paces.</li> </ul>		
Advanced	<ul style="list-style-type: none"> <li>Competent rider who may have competed in chosen discipline.</li> <li>Established independent seat.</li> <li>Able to maintain a correct position during all three paces.</li> <li>Extensive understanding of what is required to achieve the effective and correct position and movement of the horse.</li> <li>Accomplished in riding upwards and downwards transitions, shortening and lengthening of stride and basic lateral work (ie. leg yielding and turn on the forehand).</li> </ul>		



2. The length of time you have owned the horse/s you will be riding at CCHP \_\_\_\_\_

\_\_\_\_\_

3. Current Riding Coach: \_\_\_\_\_

4. Do you require lessons with a CCHP Instructor: \_\_\_\_\_

**Riding Experience**

Please describe below the riding activities that you/your family have previously participated in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Riding Needs**

Please describe below the type of riding, training exercises etc you will be doing with your horse at CCHP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/My family am applying to ride at Crystal Cascades Horse Park and I/my family agree to the following:

- To only ride the horse/s in a safe and controlled manner.
- To will wear an Australian Standard Approved Helmet and the correct footwear at all times.
- To understand and acknowledge the conditions associated with participation in the Regular Rider's Membership program as outlined in the Regular Riders Guide.
- To will read and follow all signs on the property and follow all the management/instructors/staff instructions.
- To consent to be evacuated and to the provision of first aid and medical treatment if I am injured or become ill.
- To agree to pay for any such evacuation or provision of first aid or medical treatment.
- CCHP may cancel my membership with out refunding any fee if I/my family do not comply with any of these terms and conditions.
- To 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. To agree that **I/my family Ride** at my/our **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.

SIGNED \_\_\_\_\_ (APPLICANT) \_\_\_\_\_ (DATE)

**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.



## MEDICAL HISTORY (CONFIDENTIAL)

for a Family Membership please complete a Medical History form for each family member

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:

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

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

Other \_\_\_\_\_

### Allergies

Describe: \_\_\_\_\_

Describe Reaction: \_\_\_\_\_

### 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 Applicant: \_\_\_\_\_                  Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_                  Date: \_\_\_\_\_

(if applicant under 18 years of age)

Name of Parent/Guardian: \_\_\_\_\_



## HORSE DETAILS

*If more than one horse will be ridden at CCHP please complete a Horse Details form for each horse*

DETAILS OF HORSE	
Name	
Breed	
Height	
Age	
Colour	
Sex	
Identifying Marks/Brands	
Level of Training	
Vices	
Injuries	
Recent Illness	
Name and Contact details of Regular Vet	
Date of Last Tetanus / Strangles Vaccination	
Date of Last Worming	

I warrant that the above horse and associated equipment has not been accommodated and/or transported from or through any areas affected by Equine Influenza in the period July 2007 to current date.

I warrant that the above horse and associated equipment has not been exposed to horses, horse transport, vehicles, horse tack and equipment and humans who have traveled through or resided in any areas affected by Equine Influenza in the period July 2007 to current date.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ASSESSMENT LESSON (CONFIDENTIAL)

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

RIDER'S NAME: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

HORSE RIDDEN: \_\_\_\_\_

**Assessment Lesson content** (tick the movements that were covered in the assessment session – NB not to exceed the ability indicated by the customer on Page 1 of this document ):

	✓		✓
• Mount unaided		• Change Diagonal Across Arena	
• Walk (large around arena)		• Ride correct diagonal	
• Trot (large around arena)		• Transition Trot to Canter	
• Walk (20m circle)		• Transition Canter to Trot	
• Trot (20m circle)		• Canter (large around arena)	
• Transition Walk to Trot		• Canter (20m circle)	
• Transition Trot to Walk		• Trot 10m circle	
• Halt		• Trot 3 loop serpentine	
• Walk, Trot over poles on ground		• Leg Yield	
• Walk, Trot around Poles		• Dismount unaided	

**This client has been assessed and my judgement of their capabilities is as follows (Circle):**

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



**Comments (include any restrictions to apply):**

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Instructor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Customer Acknowledgment**

I acknowledge and understand that the Assessment Session provided me with the opportunity to demonstrate my horsemanship and riding ability. I acknowledge and understand that the CCHP Riding Instructor has assessed my skill level and advised any restrictions that may apply to my use of CCHP facilities. I acknowledge and understand that should I disagree with the riding level assigned by the instructor I will be required to undertake and pay for another assessment lesson.

Customer's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_