

## **Background**

This document serves to outline rules and regulations related to the management of Harney Park Pty Ltd (Agistment and Indoor Equestrian Centre) as guided by the Equestrian Federation of Australia and the Australian Horse Industry Council, to ensure the safe and efficient running of the property.

## **Hours of Operation / Surveillance**

Hours of operation are from 6am to 9.30pm unless otherwise arranged. Agistees and visitors should be aware that there are surveillance cameras installed on the property.

## **Agistment**

Agistment is offered by Harney Park in private and shared paddocks. All Agistees must sign an Agistment Contract and Horse Riding and Activities Waiver prior to bringing their horse onto the property. Agistment conditions and fees are outlined in the Agistment Contract available from Management. Agistment fees commence from the day your horse arrives at Harney Park then subsequently on the first working day of each month thereafter.

## **Facilities**

The facilities are available for use by agistees but agistees do not have exclusive rights to their use. The facilities will at times be hired out for clinics and at the discretion of Management. Agisters must not ride on arenas prepared for private clinics.

Arenas may be closed for maintenance as required.

All reasonable efforts will be made to inform agistees of arena closure for these purposes.

All riders on the property must sign a Horse Riding and Activities Waiver prior to mounting their horse. This form is signed on a yearly basis.

Australian Safety Approved helmets and appropriate footwear must be worn at all times.

Riding outside designated arenas MUST be walking pace only with due consideration given to pedestrians and other horses.

Only one horse should be led at a time.

### *Indoor Arena*

Please ensure gates are closed and secured when riding.

Riders must ride left hand to left hand and/or slower gaits to be ridden on the inside track.

NO lunging or “at liberty” work is permitted in the indoor.

Manure must be picked up and disposed of in the appropriately marked bins.

Arena halogen lights are operated by a user pays coin system at \$2 per hour. There is a clearly positioned timer showing the time remaining and in addition an alarm sounds with 5 minutes remaining.

### *Outdoor Arena*

The above rules apply to riding in the outdoor arena.

### *Round Yard*

Lunging and “at liberty” work is permitted in the round yard only.

Only one horse is allowed in the round yard at any given time.

Please remove manure on leaving the yard.

### *Saddling up / Holding yards*

Undercover yards are provided for temporary use by agistees or visitors.

Manure and any discarded feed must be picked up and disposed of on leaving.

### *Wash Bays*

A hot horse wash located within the indoor arena shed is available for use by agistees.

A cold horse wash is available for use by agistees and visitors and is located adjacent to paddock 5.

Manure and any rubbish (detergent bottles, horse hair etc.) must be removed and placed in the rubbish bins provided and not washed down the drains.

### *Stables*

Agistees are welcome to use the stables if they provide all care for their horse whilst stabled. Management must be notified of the intended stabling date, time and length of stay. Anyone using the stables must provide their own bedding and once finished using the stable make sure it is thoroughly cleaned.

### *Tea Room and Toilet Facilities*

The Tea Room (located in the Indoor) and toilet (located in the Woolshed) is for use by agistees and visitors. Please ensure it is left clean and tidy. There is no smoking in either facility. The fridge must not be used to store any medication. The Tea Room also houses Emergency Phone Numbers and Policy and Procedure Forms.

### *Feed and Tack Areas*

There are several areas agistees are permitted to store feed and tack at their own risk. Hard feed should be kept in containers. These areas must be kept clean.

## **Procedure for hire by an Equestrian Club**

In order to hire the facilities a club must be affiliated with the EFA, HRCAV, AQHA or PCAV or have evidence of public liability insurance. To instruct at Harney Park the coach must be both qualified and insured. The coach must provide Management with a certificate of insurance as evidence of public liability insurance adequate for the activity they intend to conduct. All riders must sign the Horse Riding and Activities Waiver prior to mounting. The completed forms become the property of Harney Park Pty Ltd.

Any incident leading to an injury or indicative of the need of a response in order to improve risk management must be reported to Management by the club using the Incident/ Accident and Injury Report. Copies are located in the Tea Room.

### **Parking**

Agistees that have horses in private or shared paddocks are permitted to park in the designated arena parking areas. All other visitors must leave their cars in the visitor parking area. A speed limit of 10 kilometres per hour or walking speed must be observed. Speeding will not be tolerated.

Farriers have a designated park and work area and must clean up after themselves.

Floats may be parked in designated area only and are stored at the owner's own risk. Harney Park accepts no responsibility for any damage sustained to vehicles, floats, or trucks parked on the property.

Vehicles are not permitted to drive or park on the open side of the Indoor Arena.

### **First Aid**

A First Aid box is located and clearly marked on the outside Tea Room wall in the Indoor Arena. Please inform Management if you have used any items from this box so they may be immediately replaced.

### **Smoking / Alcohol**

Smoking is not permitted on the property.

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### **Children**

Children are welcome at Harney Park but must be under direct supervision of a parent or guardian willing to accept full responsibility for their care and safety.

## **Dogs**

Sorry no dogs are permitted on the property.

## **Risk Management**

A Risk Management and Safety Plan is located in the Tea Room and may be viewed by agistees or visitors. This plan is updated and reviewed regularly.

## **Fire Plan**

A detailed Fire Plan is available in the Tea Room. Agitees and visitors should make themselves familiar with it.

## **Incident Reports and Complaints**

An Accident/Incident Report must be filled out after any accident regardless of severity as soon as possible after the event. This must be filled out by the affected person as well as one witness if available and given to Management. The forms are located in the Tea Room.