

Document No.:	IMS-GU-010	Version no:	V20220207
Issued: 20111210	Reviewed: 20220126	Authorised by:	Director - Communications & Marketing

CONTENTS

1.	INTRODUCTION.....	3
2.	RISK MANAGEMENT	3
3.	ATHRA RIDE RULES.....	5
4.	HARNESS DRIVING RULES	10
5.	THE SIXTEEN ENVIRONMENTAL RULES.....	11
6.	HORSE HEALTH AND WELFARE	12
7.	CHARITY TRAIL RIDES	13
8.	SPECIAL EVENTS.....	15
9.	DAY MEMBERSHIP.....	16

All documents referred to in this Code of Conduct can be downloaded from www.athra.com.au. The document reference numbers are shown in the footnotes at the bottom of each page.

ATHRA's postal address and the contact details for all ATHRA Position Holders¹ referred to in this document are available from the website.

Fees payable to ATHRA are detailed in the ATHRA Fee Schedule², also available from the website.

Note – This version of the Code of Conduct deletes certain sections from version V20120401. The deleted sections are available in the following stand-alone documents:

¹ IMS-R-005 Contact Us at ATHRA

² IMS-GU-021 ATHRA Fee Schedule

Code of Conduct		Stand-alone Document Reference
Rule 10	ATHRA Risk Management Plan	IMS-GU-016
Rule 11	ATHRA Accreditation Training Program	IMS-GU-018
Rule 12	Horse/ Rider Education Sessions	IMS-GU-019
Rule 13	Trail Ride Organisation Plan	IMS-GU-020
Rule 14	A Guide to ATHRA Forms and Procedures	IMS-GU-002
Schedule 1	Application to Conduct Special Event/ Charity Ride	IMS-GU-013
Schedule 2	Ride Notices	IMS-GU-032
Schedule 3	ATHRA Pre-Ride/ Event Checklist	IMS-F-010
Schedule 4	ATHRA Post-Ride Summary	IMS-F-011
Schedule 5	ATHRA Yearly Event Summary	IMS-F-004
Schedule 6	Incident Report Form	IMS-F-012
Schedule 7	Waiver Kit	IMS-GU-017
Schedule 8	ATHRA Guide to Combat Phytophthora	IMS-GU-015
Schedule 9	Horse Health and Welfare Policy	IMS-P-016

1. INTRODUCTION

- 1.1 The riding of horses in natural areas is a source of pleasure and enjoyment for many people. When members conduct themselves responsibly and in accordance with this Code of Conduct the risks associated with trail horse riding and the impact on Australia's natural environment are significantly reduced.
- 1.2 The aim of this Code is to put forward ATHRA's behavioral expectations of its clubs and members as ambassadors for the Association, to educate, guide and promote safe and environmentally responsible trail horse riding in Australia and in doing so, help preserve our heritage.
- 1.3 This Code is reviewed annually and updated as required, to ensure it remains relevant and appropriate to ATHRA's clubs and members.
- 1.4 Compliance with the Code of Conduct is a condition of club affiliation and individual membership. Membership is also conditional upon an applicant signing the ATHRA Risk Warning and Waiver³ (and Parental Consent and Indemnity⁴ form if the applicant is under 18 years) when applying for or renewing membership.
- 1.5 Recreational trail horse riding clubs, dressage clubs, adult riding clubs, and clubs which conduct other recreational horse riding activities may apply for affiliation with ATHRA. It shall be a condition of affiliation that clubs conduct a minimum of four (4) trail rides annually.
- 1.6 ATHRA has an expectation that all clubs and individual members become familiar with the Code and all subsequent amendments. The latest version of this Code of Conduct⁵ can be found on ATHRA's website at www.athra.com.au.
- 1.7 Members shall not engage in conduct likely to discredit ATHRA. At all times when attending ATHRA sanctioned events, members shall conduct themselves in a manner consistent with the family values and ideals of ATHRA and legislation relating to anti-discrimination, bullying, sexual harassment and equal opportunity.

2. RISK MANAGEMENT

- 2.1 Risk management is integral to the planning and conduct of safe trail rides. ATHRA's Risk Management Plan⁶, developed in conjunction with its insurance partner, Affinity Insurance Brokers, includes a risk and hazard analysis based on ATHRA's unique requirements, and details the key issues for clubs to address.

³ IMS-F-006 Risk Warning and Waiver

⁴ IMS-F-028 Parental Consent and Indemnity

⁵ IMS-GU-009 ATHRA Code of Conduct

⁶ IMS-GU-016 Risk Management Plan



- 2.2 All ATHRA sanctioned trail rides and events shall be conducted under the control of an ATHRA trained and accredited Trail Boss. It is important that all ride officials are suitably skilled, have a thorough knowledge of this Code of Conduct, and remain conversant with updates to ensure compliance.

The Ride Attendance Register and other ride forms relating to the trail ride or event may be signed by either the Trail Boss or an ATHRA trained and accredited Ride Coordinator attending the ride or event.

It is acknowledged that a newly affiliated club might not have members who are accredited as ATHRA Trail Bosses and Ride Coordinators at the time the club becomes affiliated with the Association. In such circumstances:

- a) In this context, a new club is deemed to be one that was not affiliated with ATHRA in the previous year;
- b) An exemption to the above rule requiring all ATHRA sanctioned trail rides and events to be conducted under the control of an ATHRA trained and accredited Trail Boss shall be granted, provided that,
 - in the opinion of the ATHRA Board, the club has made all reasonable efforts to participate in an Accreditation training session conducted within four (4) hours travel time from the club's home location, that being the post code under which the club is listed on ATHRA's website, or
 - in the opinion of the ATHRA Board, the club has made all reasonable efforts to have accredited members of other clubs officiate at their sanctioned rides/events until such time as they have their own accredited members.

The exemption shall expire six (6) months after the date of the club's affiliation; the ATHRA Board shall then consider the club's circumstances and whether a further exemption shall be granted.

- 2.3 A thorough risk assessment shall be conducted prior to all ATHRA events and activities to minimize risks and ensure safe and successful rides and events.
- 2.4 It is acknowledged that incidents/accidents cannot always be avoided, but with education, compliance with this Code of Conduct, careful planning and the use of appropriate risk mitigation strategies, risks can be significantly minimized.
- 2.5 The overall strategy to identify and manage risks that could impact ATHRA is encompassed in the following:



- Code of Conduct⁷
 - Risk Management Plan⁸
 - The ATHRA Accreditation Training Program⁹
 - Pre-Ride/Event check lists¹⁰
 - Pre-ride/event briefings
 - Ride route, base/camp site and activity specific risk assessments
 - Post ride/event de-briefings or summaries¹¹.
- 2.6 Special attention must be paid to non-horse related risks in the Risk Management Plan to ensure that all contingencies are addressed wherever possible.
- 2.7 All clubs and members should ensure that risk management remains a priority of the Association and its affiliated clubs.

3. ATHRA RIDE RULES

- 3.1 Each affiliated club may have additional rules consistent with this Code of Conduct, but all provisions of the Code have precedence and must be complied with. All ATHRA members should make themselves familiar with these rules and conduct themselves so as to do justice to the noble art of horsemanship and the promotion of ATHRA and its ideals.
- 3.2 Where a club reasonably anticipates that any planned trail ride or event will attract 80 or more participants, the club shall notify their Regional Trainer of this at least six (6) weeks prior to the event. The Regional Trainer shall liaise with the club to ensure that adequate and appropriate safety protocols are in place.
- 3.3 The appointed Ride Coordinator and/or Trail Boss is responsible for ensuring that all pre- ride/event risk assessments are conducted and all relevant ride forms are completed.
- 3.4 Each club secretary must ensure that the following forms for each ride or event are filed together in club records, and retained for a minimum of seven (7) years in accordance with the club's legal obligations. Clubs must make details of these documents available to ATHRA if and when required:
- Ride Attendance Register¹²
 - Pre-Ride/ Event Check List¹³

⁷ IMS-GU-010 ATHRA Code of Conduct

⁸ IMS-GU-016 Risk Management Plan

⁹ IMS-GU-018 Accreditation Training Program

¹⁰ IMS-F-010 Pre Ride/ Event Checklist

¹¹ IMS-F-011 Post Ride Summary

¹² IMS-F-009 Ride Attendance Register



- Post Ride Summary¹⁴
 - Day Member registration certificate (if applicable)
 - Incident Report¹⁵ if applicable
 - Special Event/Charity Ride Applications¹⁶ if applicable
- 3.5 Ride Coordinators and Trail Bosses must have a thorough knowledge of this Code of Conduct, and the ability and willingness to follow all rules and guidelines and ensure compliance with same by all participants.
- 3.6 The Trail Boss and Ride Coordinator must ensure a pre-ride briefing or talk is conducted to advise participants of potential hazards and other details relevant to the safe conduct of the ride. They must ensure that all participants understand the commands that will be used throughout the ride. It is strongly recommended that pre-ride briefings are held in the absence of horses.
- 3.7 High visibility or reflective vests or clothing must be worn by all ride officials who should each be identified to all participants at the pre ride briefing.
- 3.8 ATHRA recommends that all riders wear protective clothing appropriate for horse riding and the environment in which the riding occurs (e.g. full length trousers and sleeved shirt). Footwear which prevents the foot sliding forward through the stirrup iron, nor gets caught in the stirrup, is compulsory (i.e. no chunky soled footwear is permitted).
- 3.9 Details of all participants on a ride or event must be recorded in the Ride Attendance Register¹⁷.
- 3.10 Participants must sign the Ride Attendance Register prior to each ride or event and must obey all reasonable instructions from officials at all times.
- 3.11 It is the responsibility of each participant to advise the Trail Boss, Ride Coordinator or First Aid person of any pre-existing medical conditions prior to a ride or event.
- 3.12 At all times horses remain the responsibility of their riders. To avoid potential danger, riders should always be aware of others in their vicinity, including horses, riders, and others who are not ride participants such as cyclists, hikers and vehicles.
- 3.13 It is the responsibility of all riders to maintain control of their horse and to keep them out of kicking distance of other horses and people at all times. It is a rider's responsibility to check behind and to the sides before moving laterally, to ensure it is safe to do so.

¹³ IMS-F-010 Pre Ride/ Event Checklist

¹⁴ IMS-F-011 Post Ride Summary

¹⁵ IMS-F-012 Incident Report

¹⁶ IMS-F-013 Application to Conduct Special Event/ Charity Ride

¹⁷ IMS-F-009 Ride Attendance Register



3.14 The safety of others, particularly members of the public and other user groups, must be paramount in the minds of participants at ATHRA trail rides and events. Where an incident or accident appears imminent, positive and decisive action must be taken to avoid injury or property damage of any kind.

Depending on the circumstances, this action may include, but is not limited to, the following:

- Stopping the ride
- Moving horses away from the potential danger
- Requesting the other party to stop
- Assuming the other party is ignorant of horse behaviour and propensity to inflict severe injury
- Not relying on another party to react to potential danger
- Providing clear and concise instruction to all, especially the public

3.15 Riders must not pass or overtake another rider at a speed or in a manner which is likely to excite their horse.

3.16 It shall be the responsibility of the rider of each horse to ensure that all riding equipment is regularly checked, well maintained and correctly fitted. The minimum equipment required is a saddle with stirrups and girth and appropriate head gear with reins. Bareback saddle pads of any design are not permitted on trail rides. The Trail Boss has discretion to remove horse/rider combination for safety reasons.

3.17 ATHRA recommends that each rider carry a headstall and lead rope on all rides. The Trail Boss shall ensure that Ride Stewards carry headstalls and lead ropes for use in circumstances which may require a horse to be led. It is strongly recommended that a horse not be led by fixing a lead rope to the bit, bridle or reins of the led horse.

3.18 No rider shall pass the Lead Rider without the Lead Rider's permission, and no rider shall ride behind the Drag Rider without the Drag Rider's permission.

3.19 Riders must maintain sight of the horse in front and the horse behind at all times during a ride.

3.20 No participant may leave a ride without first obtaining permission from the Trail Boss.

3.21 All riders must comply with the State Road Rules when riding on or near roadways.

3.22 To comply with State Road Rules, the blood alcohol level of a rider must be less than 0.05% during a ride. The drinking of alcohol is not permitted whilst mounted.

3.23 For safety reasons, a Trail Boss has the discretion to exclude a participant from a ride if they believe on reasonable grounds that the participant is adversely affected by alcohol or any other substance.



- 3.24 All gates should be left as they are found. Riders should always consider other user groups and respect private property. ATHRA's 'Sharing the Bush' guide¹⁸ provides more information on this.
- 3.25 All junior riders under 16 years shall be accompanied and supervised at a trail ride, camp or other event by their parent or guardian; or an adult member nominated in writing by their parent or guardian. The parent, guardian or nominated adult member shall be responsible for the junior rider's welfare and supervision at all times, whether riding or otherwise.
- 3.26 Riders under 18 years must wear a regulation helmet that complies with current Australian Standards or equivalent British, American or European Standards and is no more than five years old. When buying a helmet always check the date of manufacture as this determines the age of the helmet.
- 3.27 A first aid kit that meets the requirements of Australian Standard AS2675-1983 (Portable First Aid Kits for use by Consumers) and an effective communication link (i.e. satellite phone, mobile phone, two-way radio) must be carried on each ride by nominated persons competent in their use.
- 3.28 No dogs are permitted on rides.
- 3.29 In any situation where a stallion or any other horse is behaving in a manner likely to cause injury to riders, horses or property, the Trail Boss has the responsibility to minimize or eliminate the risk of injury by the separation or removal of the offending equine from the ride or event. In any such case, an Incident Report is to be completed and the club shall take action to ensure that the horse is excluded from further participation on ATHRA sanctioned events, until such time they are satisfied, appropriate behavior / control has been restored or achieved.
- 3.30 Clubs have discretion to exclude stallions from trail rides, drives or events. When club rules permit their use, stallions shall be clearly identified with a blue ribbon on his head gear and his tail so it is clearly recognized as a stallion front and rear. Stallions shall be identified to all participants at the pre-ride briefing.
- 3.31 Any horse for which a commercial hire fee has been paid for its use may not be used at any ATHRA sanctioned trail ride or event, including Education Days, Charity Rides and Special Events. This rule does not prevent the use of a horse which is the subject of a written or verbal lease agreement.
- 3.32 Except as provided for in Rule 7.9 (Charity Rides) and 8.12 (Special Events), all participants on Trail Rides, Charity Rides, Special Events or Education Sessions which exceed 48 hours, must be members of an ATHRA affiliated club.
- 3.33 Changing horses or swapping gear or tack is not permitted during a ride unless and until authorised by the Trail Boss.

¹⁸ IMS-GU-022 Sharing the Bush

3.34 A Record must be kept of any incidents or accidents that occur on a trail ride or ATHRA sanctioned event; including incidents or accidents at social functions, meetings or any activity whatsoever. In the event of an incident or accident the following procedure must be followed:

- The Trail Boss and/or Ride Coordinator must complete an Incident Report¹⁹ in full, after consultation with the injured party and all witnesses. Attach additional pages with further information if necessary.
- The Incident Report is filed by Club Secretary as per Rule 3.4 of this Code of Conduct.
- All serious or life threatening matters, and all incidents involving a person not participating in a ride or event (for example pedestrian, cyclist or occupant of a vehicle), and all incidents involving property damage, must be reported to the ATHRA Insurance Coordinator at the earliest opportunity, but within two (2) days of the occurrence.

This will enable the Insurance Coordinator to coordinate and contribute to the production of the Incident Report, including appropriate witness lists, witness summaries and so on.

- Please refer to ATHRA's guide to Forms and Procedures²⁰ for more information.
- When a club becomes aware an insurance claim is to be made they shall forward the Ride Attendance Register and Incident Report with all supporting information to the Insurance Coordinator, preferably by email.
- The Insurance Coordinator records the claim, confirms membership, reviews the file and forwards to ATHRA's insurer.
- ATHRA's Insurer forwards claim form to claimant and handles the claim.

3.35 Solo riding is not permitted. Further, no rider may leave a ride without first obtaining permission from the Trail Boss who has discretion as to how a rider may retire and return to the camp / venue. ATHRA recommends that two responsible riders familiar with the route accompany the retiring rider. That said, ATHRA recommends that a minimum of 3 should be the goal for all sanctioned club activities.

This procedure is depicted in graphic form in ATHRA's Insurance Claim Procedure²¹ More information is available in ATHRA's Insurance Frequently Asked Questions²² document.

¹⁹ IMS-F-012 Incident Report

²⁰ IMS-GU-002 Forms and Procedures

²¹ IMS-GU-014 Insurance Claim Procedure

²² IMS-FAQ-002 Insurance FAQ

4. HARNESS DRIVING RULES

- 4.1 Each individual ATHRA club shall have the discretion to allow harness vehicles to participate in their club activities or otherwise.
- 4.2 Harness vehicles may only be used in ATHRA sanctioned trail rides/drives when suitable and safe tracks are available.
- 4.3 The provisions of Rule 3 (ATHRA Ride Rules) in this Code of Conduct shall be read and interpreted so as to apply to all horses, drivers and passengers in participating harness vehicles.
- 4.4 All drivers and passengers must comply with ATHRA membership rules.
- 4.5 The minimum age of a driver shall be 16 years.
- 4.6 Junior members (under the age of 18 years) shall wear an approved safety helmet as (described in Rule 3.26 of this Code of Conduct) at all times whilst in the vehicle. It is strongly recommended that all members wear an approved safety helmet whilst participating in any harness related activity.
- 4.7 Two or four wheeled vehicles may be used, provided they comply with Australian Road Rules regarding the use of horse-drawn vehicles on public roads, and are otherwise in a safe and operational condition. ATHRA strongly recommends that effective brakes be fitted to all vehicles.
- 4.8 All vehicles shall comply with Australian Road Rules which currently state that a person must not drive an animal-drawn vehicle at night, or in hazardous weather conditions causing reduced visibility, unless the vehicle is fitted with and displays:
 - (a) a white light fitted at or towards the front on each side of the vehicle that is clearly visible from at least 200 metres from the front of the vehicle; and
 - (b) a red light fitted towards the rear of each side of the vehicle that is clearly visible from a distance of at least 200 metres from the rear of the vehicle; and
 - (c) a red reflector fitted at or towards the rear on each side of the vehicle that is:
 - (i) not more than 1.5 metres above ground level; and
 - (ii) clearly visible for at least 50 metres from the rear of the vehicle when light is projected onto it by another vehicle's headlights on low beam.
- 4.9 The driver of a harness vehicle should inspect the vehicle and all harness equipment before each drive or event to ensure it is in a safe and serviceable condition. The Trail Boss shall have the discretion to exclude a vehicle from a drive or event if of the opinion that the vehicle, or harness equipment, may present a safety risk.

- 4.10 For safety reasons it is recommended that each vehicle has a driver and passenger, both of whom must be capable of handling the horse in an emergency. A harness vehicle shall not carry more passengers than its design will allow.
- 4.11 Where a harness vehicle is not designed to carrying a passenger, the Trail Boss shall have the discretion, (based on the driver's experience and ability to handle the horse alone in an emergency), to exclude that driver from the trail ride/drive or event or otherwise.
- 4.12 It is strongly recommended that one person remain in the vehicle in control of the horse at all times whilst participating in any trail ride/drive or event.
- 4.13 ATHRA rules relating to Accredited Ride Officials shall apply. Harness participants are required to have a designated Trail Boss, Lead Driver, Drag Driver, First Aid Officer and Drive Stewards as per the rules for trail rides, if at any time during the trail ride/drive the vehicles and ridden horses separate and take different routes. Accredited harness participants can only officiate as Trail Boss in their rig during a Harness club ride.

5. THE SIXTEEN ENVIRONMENTAL RULES

The following "Sixteen Environmental Rules" and other Rules in the Code of Conduct were formulated to help minimize the impact of horses on the environment and to promote safe and environmentally responsible trail horse riding:

- 5.1 Only allow your horse to eat weed free feed at least 48 hours prior to entering bushland areas. Weed free feed includes clean chaff, pellets, and cracked, rolled or steamed grains. Never take meadow hay as it often contains weed seed.
- 5.2 Undertake some basic education in weed identification, and whenever possible assist land managers in quickly identifying and eliminating new outbreaks of problem species.
- 5.3 Members should become familiar with and put into practice ATHRA's Guide to Combatting Phytophthora²³.
- 5.4 Always be observant and avoid disturbing unstable or erosion-prone soils and vegetated sand dunes. Avoid disturbing coastal birds nesting in soft sand, and ride between the high and low tide water marks when you have reached the beach.
- 5.5 Rather than risking damage to fragile creeks, streams and riverbanks, select firm, stony crossings. Use bridges wherever possible and when safe, to help limit erosion and ensure good water quality.

²³ IMS-GU-015 Guide to Combatting Phytophthora



- 5.6 Do not to allow your horse to defecate or urinate during stream crossings. Stop prior to entering the water to allow your horse to rest, relax, and (hopefully) to eliminate waste PRIOR to crossing. By not allowing your horse to stop or dawdle in the water you may also help prevent contamination.
- 5.7 Carry and use canvas or collapsible buckets, and/or a pump and hose, to water and wash horses where possible. Wash horses at least 50 metres away from any watercourse.
- 5.8 All ATHRA members are to utilize supplied facility yarding where it is logical and appropriate. Members should be conscious of the space they take up within the yard to ensure efficient and shared use of the available area.
- 5.9 Always camp horses well clear of watercourses – at least 50 metres, unless camping areas or yards provided by the governing authority are constructed/situated contrary to this rule.
- 5.10 Avoid vegetation being denuded by horses, especially during stays of more than one night, by regularly relocating nightlines and portable yards.
- 5.11 Use tree protectors and suitable length stops to prevent damage to trees caused by nightlines and horses.
- 5.12 Where possible, make the nightline length 15 metres or more to reduce concentrated ground impact.
- 5.13 Avoid horses not already familiar with each other being yarded together. This will avoid conflicts in establishing a new social order.
- 5.14 Dispose of or disperse manure from overnight camp sites.
- 5.15 Remove all rubbish from campsites. Do not bury it as feral animals may dig it up. Where possible remove litter left by others. Take out what you take in.
- 5.16 Always be friendly and civil to other bushland users. Members should always take the initiative to avoid any conflict or potentially dangerous situations involving your horses and the general public.

6. HORSE HEALTH AND WELFARE

- 6.1 ATHRA expects that members will always place the health and welfare of their horse above their own needs or desires. The misuse or abuse of any horse at an ATHRA trail ride or event will be regarded as conduct likely to discredit ATHRA and may be subject to sanction. Members should reference IMS-P-016 Horse Health and Welfare Policy.
- 6.2 ATHRA strongly recommends to all members that sufficient preparation be put into a horse's training and conditioning before being used in any ATHRA activity or pursuit such that the horse is fit for the intended activity.

- 6.3 Members have a responsibility to regularly monitor the health of their horses and to ensure that they do not take a sick or ill-prepared horse to a trail ride or event.
- 6.4 Participants at ATHRA trail rides or events must ensure that their horse's feet are adequately conditioned and/or shod for the intended activity to ensure the horse's soundness and safety.
- 6.5 Participants at ATHRA trail rides and events must ensure that all saddles, harness and other gear is regularly checked, well maintained, safe, and is a good fit for the horse.
- 6.6 ATHRA recommends the publications to be found on the Australian Government's Rural Industries Research and Development Corporation (RIRDC) website at:

https://www.agrifutures.com.au/publications-resources/publications/?fwp_rur

There are numerous downloadable publications on horse well-being, training and nutrition. (Note that a purchase cost applies to these publication downloads.)

7. CHARITY TRAIL RIDES

- 7.1 Where a club holds a fund-raising trail ride for charity, regardless of the membership status of participants, the following procedure must be adhered to. Note the approval process does not apply to a club holding a fund-raising trail ride or event which is restricted to 50 or under participants of their club members only.
- 7.2 Charity Trail Rides must be organised and conducted by an ATHRA club, under the control of an Accredited Trail Boss and Ride Coordinator, in accordance with the Code of Conduct²⁴
- 7.3 A club intending to hold a Charity Trail Ride must complete an Application to a Conduct Special Event/Charity Ride²⁵ which includes the proposed Risk Mitigation Strategies developed for the event, a list of emergency contacts (e.g. doctors, police, SES, vet, hospitals and other emergency services), and the Pre Ride/ Event Check List²⁶ completed with as much detail as possible.
- 7.4 The Application to Conduct a Special Event/Charity Ride shall be forwarded to ATHRA's Insurance Coordinator at least six (6) weeks prior to the event, preferably by email.
- 7.5 The Insurance Coordinator shall record and review the application, and, if necessary, liaise with the club to ensure details are complete and appropriate.

²⁴ IMS-GU-009 ATHRA Code of Conduct

²⁵ IMS-F-013 Application to Conduct Special Event/ Charity Ride

²⁶ IMS-F-010 Pre Ride/ Event Checklist



- 7.6 The Insurance Coordinator shall notify the club and Regional Manager of approval or otherwise at the earliest opportunity.
- 7.7 It is recommended that prior to preparing an application for the first time, or if in doubt on how to proceed, the club should contact the Insurance Coordinator.
- 7.8 Day Members may participate in Charity Trail Rides providing they are made aware of current ATHRA ride rules and the Code of Conduct and are conscientiously monitored for safety and behavioral issues by ride officials.
- 7.9 Day Members may participate in Charity Rides exceeding 48 hours duration, but may only participate on a maximum of two (2) days per year, regardless of the hours involved. Note that Rules 9.1 and 9.2 of this Code of Conduct are not applicable to Charity Rides.
- 7.10 Except as provided in Rule 7.9 of this Code of Conduct, where the duration of a Charity Trail Ride exceeds 48 hours all participants must be members of an ATHRA club.
- 7.11 Any horse, where a fee has been paid for its use, is not permitted at Charity Trail Rides.
- 7.12 The names of all participants (listed as either a member or a Day Member) must be recorded in the Ride Attendance Register²⁷. Day Members must comply with Rule 9 (Day Membership) as a condition of participation on a charity Ride.
- 7.13 A Day Membership registration fee is payable by each individual for each day they participate (maximum two (2) days per year per Day member). Day Membership registration certificates are only available online from www.athra.com.au.
- 7.14 Clubs may charge Day Members an additional participation/ride fee.
- 7.15 The club shall file all ride and event forms (including the Application to Conduct a Special Event/Charity Ride²⁸ with club records and make them available to ATHRA if and when required in accordance with Rule 3.4 of the Code of Conduct.
- 7.16 For every ten (10) riders (maximum) a Ride Steward shall be appointed.
- 7.17 All officials at a Charity Ride must be sufficiently competent and conversant with the Code of Conduct. ATHRA trained and accredited members are preferred. Each official should wear a high visibility vest or similar garment to readily identify themselves as event officials.
- 7.18 The Charity Trail Ride must be conducted in accordance with all details stipulated in the Application to Conduct a Special Event or Charity Ride as approved by ATHRA.

²⁷ IMS-F-009 Ride Attendance Register

²⁸ IMS-F-013 Application to Conduct Special Event/ Charity Ride



8. SPECIAL EVENTS

- 8.1 A Special Event is defined as any ATHRA affiliated club sanctioned event other than a Trail Ride, Charity Trail Ride (refer Rule 7 of this Code of Conduct), Trail Ride Challenge or Education Day. Note that a club Education day which involves payment of a fee to an instructor is classified as a Special Event, (refer Rule 8.5). Reimbursement of reasonable out of pocket expenses to an instructor volunteering their services shall not be regarded as payment of a fee.
- 8.2 Special Events must be organised and conducted by an ATHRA club, under the control of an Accredited Trail Boss and Ride Coordinator, in accordance with the Code of Conduct.
- 8.3 Events which are not organised and conducted under the direct control of an ATHRA club, in which ATHRA members participate, are not covered by ATHRA's insurance policies.
- 8.4 A club intending to hold a Special Event must complete an Application to Conduct a Special Event/Charity Ride which includes the proposed Risk Mitigation Strategies developed for the event, a list of emergency contacts (e.g. doctors, police, SES, vet, hospitals and other emergency services), and the Pre Ride Check List²⁹ completed with as much detail as possible.
- 8.5 The Application to Conduct a Special Event/Charity Ride shall be forwarded to ATHRA's Insurance Coordinator at least six (6) weeks prior to the event, preferably by email.
In the Case of an Education Day, Horsemanship Clinic or similar event involving payment of fee to an instructor the application must contain full details of the commercial arrangements with the instructor and a copy of the instructor's insurance Certificate of Currency.
- 8.6 The Insurance Coordinator shall record and review the application, and, if necessary, liaise with the club to ensure details are complete and appropriate.
- 8.7 The Insurance Coordinator shall notify the club of approval or otherwise at the earliest opportunity.
- 8.8 It is recommended that prior to preparing an application for the first time, or if in doubt on how to proceed, the club should contact the Insurance Coordinator for assistance.
- 8.9 Any horse, where a fee has been paid for its use, is not permitted at Special Events.
- 8.10 Day Members may participate in Special Events providing they are made aware of ATHRA Ride Rules and the Code of Conduct and are conscientiously monitored for safety and behavior issues by event officials.
- 8.11 Day Members may participate in Special Events exceeding 48 hours duration, but may only participate on a maximum of two (2) days per year, regardless of the hours involved. Note that Rules 9.1 and 9.2 of this Code of Conduct are not applicable to Special Events.

²⁹ IMS-F-010 Pre Ride/ Event Checklist



- 8.12 The names of all participants (listed as either a member or a Day Member) must be recorded in the Ride Attendance Register. Day Members must comply with Rule 9 (Day Memberships) as a condition of participation at a special event.
- 8.13 A Day Membership fee is payable by each Day Member for each day they participate (maximum two (2) days per year per visitor). Day Membership registration certificates are only available online from www.athra.com.au.
- 8.14 Clubs may charge Day Members an additional participation/ride fee.
- 8.15 The club shall file all ride and event forms (including the Application to Conduct a Special Event/Charity Ride³⁰ with club records and make them available to ATHRA if and when required in accordance with Rule 3.4 of the Code of Conduct.
- 8.16 All officials at a Special Event must be sufficiently competent, and conversant with the Code of Conduct. ATHRA trained and accredited members are preferred. Each official should wear a high visibility vest or similar garment to readily identify themselves as event officials.
- 8.17 The Special Event must be conducted in accordance with all details stipulated in the Application to Conduct a Special Event/Charity Ride as approved by ATHRA.

9. DAY MEMBERSHIP

- 9.1 Clubs may permit NON ATHRA members, (including past members), to participate as Day Members at rides or events, providing the Day Member is sponsored and accompanied at all times on the ride by the sponsor, who must be an ATHRA member. A Day Member may only attend two (2) individual rides or events per year. Where a weekend camp is involved, each day shall be regarded as an individual ride.
- 9.2 The sponsor must make the Day Member aware of ATHRA's current Ride Rules and the other requirements of this Code of Conduct, and may only sponsor one rider per ride. The sponsor's participation in this procedure is an acknowledgement of responsibility for the conduct of the Day Member.
- 9.3 Rule 3.31 applies to Day Members. They may not ride a horse where a fee has been paid for its use.
- 9.4 The Day Member fee shall be determined by the ATHRA board. Should a Day Member apply for full ATHRA membership within fourteen (14) days from the date on the Day Member registration certificate which has been paid on line, their full ATHRA membership fee shall be discounted by the amount of the Day Member fee paid. In the unlikely event of a Day Member paying a membership direct to the club on the day of the ride, the member shall have seven (7) days from the date of the ride to upgrade to full membership to enable their fee to be discounted by the amount of the Day Membership.

³⁰IMS-F-013 Application to Conduct Special Event/ Charity Ride



- 9.5 Day Memberships are only available online from www.athra.com.au. The fee is paid online at the time of application. A Day Member registration certificate will be emailed to the Day Member once the application process is completed and the fee paid.
- 9.6 In order to participate as a Day Member an individual must produce their Day Member registration certificate to the club and sign the Ride Attendance Register.
- 9.7 Clubs may charge a participation/ride fee for Day Members, any additional fees are to be paid directly to the club.