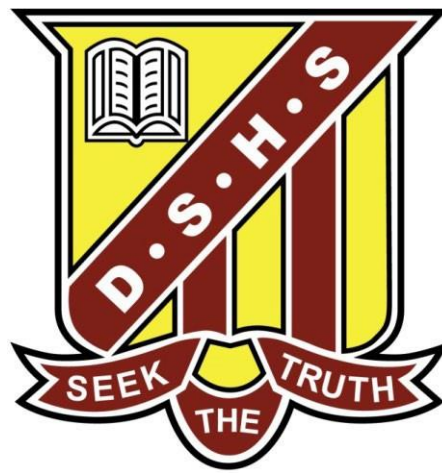


# DALBY STATE HIGH BUNYA CAMPUS



# EQUINE HANDBOOK



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**Welcome to the Bunya Campus Equine Program. The following handbook is provided to assist you in preparing to enter the Equine Program. Should you have any queries, please do not hesitate to contact us.**

All enquiries in the first instance should be directed to our main office on 07 4660 0333 or email our Business Manager: [dstep32@eq.edu.au](mailto:dstep32@eq.edu.au)

Dalby State High Bunya Campus Equine Program operates under the rules and guidelines of Equestrian Australia – Queensland Branch. It is recommended that all parents and students check the Equestrian Queensland website for guidelines of Uniform and Saddlery Rules for Gear Check. <http://www.pacq.asn.au/>

## **1. Bunya Campus Horse Yard Area Procedures**

All students, parents and visitors utilising the Bunya Campus horse area are required to adhere to the following regulations:

- **Arrival at the Campus** - Entry for floats and trucks is to be via Ashmore Road, not through the main entrance. Horses **MUST NOT** be unloaded if there is no Bunya Campus Staff member present. Please contact staff, to ensure arrangements are made in advance for arrival and collection.
- **General Rules for Stables/Yards** – The following is to be strictly adhered to at all times:
  - Safe footwear is to be worn at all times;
  - Approved helmets are **COMPULSORY** at all times and must be standard AS/NZ 3838, ASTM F1163 or VG01.040 or better, with effective and fastened chin strap;
  - Ensure that all equipment is stored neatly and in a tidy manner to minimize the risk of accidents;
  - Report any damage to yards or equipment to staff immediately;
  - The stables and yards are strictly out of bounds to all students without adequate staff supervision;
  - Students may not ride unsupervised at any time;
  - No student may jump without the permission and under supervision of a qualified instructor.
- **Additional Rules**
  - All DOE facilities (including the stable and yard areas) are non-smoking areas;
  - Fire Evacuation and Lockdown Procedures are located in the stables;
  - Students are to follow staff directions at all times;
  - Dalby State High School does not accept any responsibility for any theft or damage of personal belongings or horses.

## **2. Dalby State High School Equine Program**

All equestrian disciplines are supported by the Dalby State High School. The program is open to all Bunya Campus residential students. Students will be divided into riding groups according to their ability.

As a valued member of the Equine Program, students are requested to abide by the following code of conduct:

- Respect other riders, coaches, officials and volunteers;
- Conduct yourself in an appropriate manner;
- Demonstrate a high standard of sportsmanship.

### **3. Agistment, Feed Procedures and Costs**

Horse agistment is available at the Bunya Campus. An assessment by Campus staff of horse suitability and rider ability is to be done on arrival before approval to agist is granted. No stallions are permitted on the Bunya Campus Grounds.

All horses will be provided with their own day yard. Hay is made available for feeding horses and charged at current "market" cost to families. Any specialist feed requirements are provided by parents at their own expense.

All horses **must be vaccinated for Hendra and be micro chipped prior to their arrival** at the Campus. You will be required to **provide veterinarian confirmation** that this has occurred prior to arrival. All boosters and follow-up needles are at the owner's expense and must be organised by the parent with a veterinarian prior to the due date.

All agisted horses **must be removed** from the Bunya Campus **one week prior to the end of each term**.

All agisted horses are at the Campus at owners risk and the Campus takes no responsibility for any injuries / theft that may occur.

### **4. Before Your Horse Arrives at the Bunya Campus**

Please ensure that the relevant documents listed below are completed at least one week prior to arriving at the Bunya Campus. Forms are available from the Dalby SHS Bunya Campus office.

- **Agistment Agreement**
- **Copy of owner / leasee Public Liability Insurance (if available)**
- **Horse Health Declaration to be provided on arrival – with certificates of vaccination.**

### **5. Insurance**

The following insurances **are recommended**:

- Personal property insurance;
- Personal accident insurance and health insurance;
- Horse insurance.

### **6. Additional Costs**

- **Horse Care Costs** - Veterinarian, shoeing, chiropractic and other related costs are the responsibility of the parents. Bunya Campus staff must be informed of any intended visits from external trades people prior to them arriving at the Bunya Campus. They must also first attend the Administration Office to sign the Visitor's Register. All external trades people must have their own Public Liability Insurance and be able to provide a copy to the Administration Office upon arrival.

### **7. Feeding and Watering Horses**

Horses are required to be checked once a day (rugged horses, twice daily). Water must be checked daily and cleaned when necessary.

- All residential students will need to sign out with Recreation Staff to walk down to the yards for the morning and afternoon feeding routine. Students are allocated 45 minutes to feed, clean yards/tack/ and rug, then return to the main section of the Campus as a group (minimum of 2).

- Any residential students who are absent/ill at any stage will need to organise with admin staff from the Bunya Campus to organise checking, feeding and watering of their horse during the absence.

## 8. Horse Care

- **General** - All horses are to be checked at a minimum, once a day. Any changes to behaviour or health are to be reported to Bunya Campus staff and home immediately. Rugs are to be checked morning and night to ensure that rugs are fitting correctly. Horses will be rugged according to the weather conditions in consultation with staff.
- All horses must be up to date with worming and continued treatment must be provided throughout the duration of the stay.
- **Yards** - All yards **must** be cleaned once a day. Yards **Must** be cleaned before taking home over weekends and holidays. Rake and wheelbarrow provided.
- **Hygiene** - Prior to leaving the stable area all students, staff and visitors must wash/sterilise hands thoroughly.

## 9. Lesson Times

Monday & Thursday

First Session: 3.30pm to 4.30pm

Second Session: 4.30pm to 5.30pm

Own horses can be used during lesson times if approved by instructors.

## 10. Riding of own horse

Riding of own horse can be undertaken on Monday and Thursday under the supervision of a suitable approved person. Limit of two riders at a time.

## 11. Horse Handling

Halters and leads must be used when moving horses around the yard areas.

- **Tack/gear**- Students may tack up in the designated area or as instructed by staff.
- **Clothing & Helmets** - All students are to wear clothing, footwear and helmets that are PCAQ approved.
- **Mounting** - Students should check their surrounds before mounting. Mounting blocks are available.
- **Movement** – In the stable area students must not be mounted. Students should only mount in the designated area. All students must wear a PCAQ approved helmet when mounted or on the ground around horses.
- **Returning Horse to Yard** – Re-rug horse according to weather and use a halter and lead to return horse to stable or yard. Check water and feed horse as per their requirements.

## 12. Competitions

Students are responsible for their own nominations and travel to competitions.

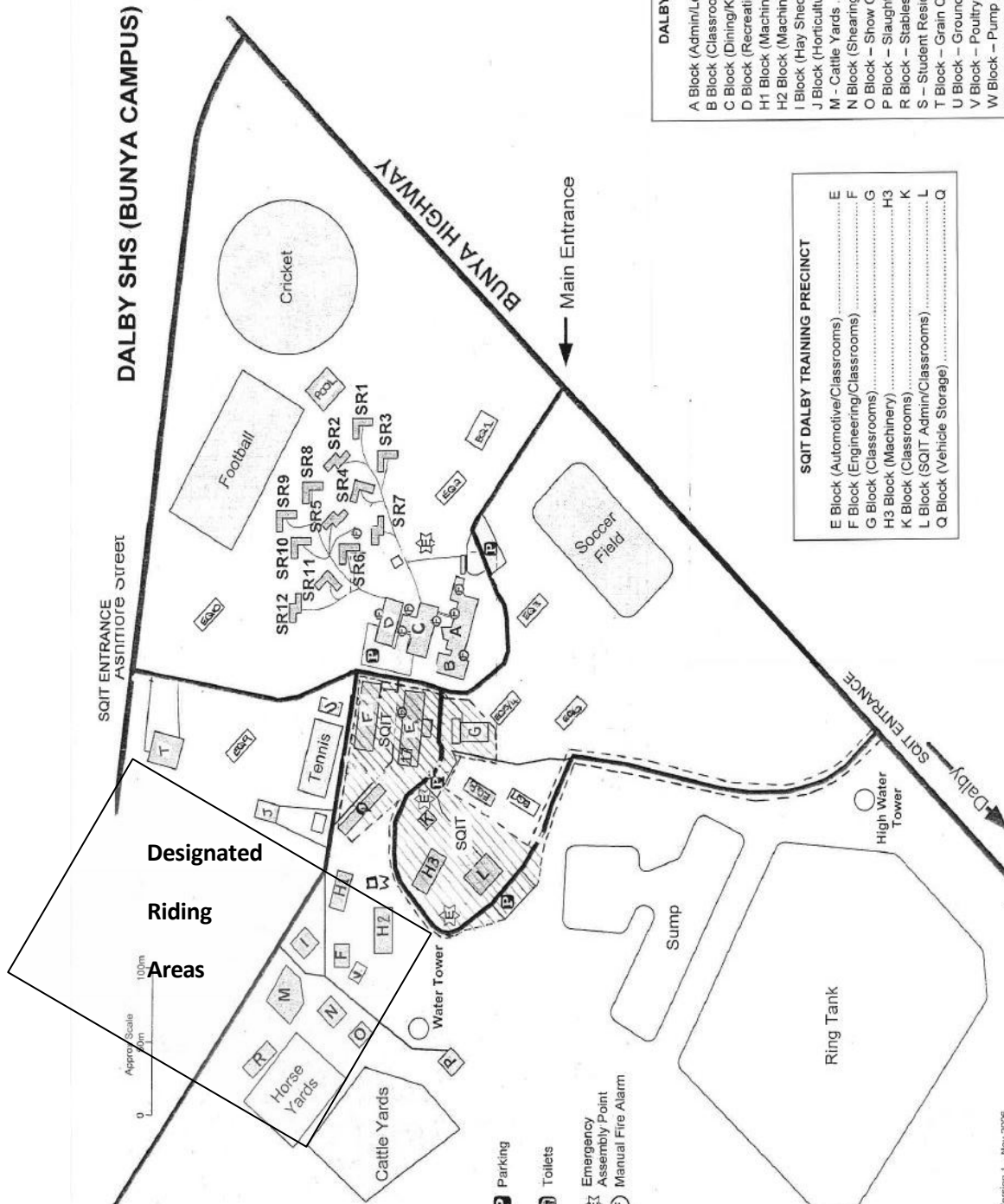
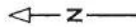
## 13. Equipment

All clothing/ gear will be checked at every riding lesson by the instructor. All gear must be PCAQ approved. Any unsafe or unapproved gear will not be used. This will be confiscated and returned to the parent when the parent is next in attendance at the Campus.

***Management of Dalby State High School, Bunya Campus reserves the right to ask that a horse is removed from Bunya Campus if it is deemed that the care and wellbeing of the animal is compromised as per Animal Ethics guidelines and recommendations.***



# DALBY SHS (BUNYA CAMPUS) – Site Map



**Designated Riding Areas**

Approx. Scale  
0 50m 100m

- Parking
- Toilets
- Emergency Assembly Point
- Manual Fire Alarm

**SQIT DALBY TRAINING PRECINCT**

E Block (Automotive/Classrooms)	.....E
F Block (Engineering/Classrooms)	.....F
G Block (Classrooms)	.....G
H3 Block (Machinery)	.....H3
K Block (Classrooms)	.....K
L Block (SQIT Admin/Classrooms)	.....L
Q Block (Vehicle Storage)	.....Q

**DALBY SHS (BUNYA CAMPUS)**

A Block (Admin/Lecture/Classrooms)	.....A
B Block (Classrooms/Offices)	.....B
C Block (Dining/Kitchen/Laundry)	.....C
D Block (Recreation/Gym/SSW Office)	.....D
H1 Block (Machinery)	.....H1
H2 Block (Machinery)	.....H2
I Block (Hay Shed)	.....I
J Block (Horticultural)	.....J
M - Cattle Yards	.....M
N Block (Shearing Shed)	.....N
O Block - Show Cattle Area	.....O
P Block - Slaughter House	.....P
R Block - Stables	.....R
S - Student Residences 1-12	.....SR1-12
T Block - Grain Complex	.....T
U Block - Grounds Shed	.....U
V Block - Poultry Shed	.....V
W Block - Pump Station	.....W
DET Accommodation	.....EQ1-10 (45-53)
Pool Complex	.....Pool

Version 1 - Nov 2006



## DALBY STATE HIGH BUNYA CAMPUS EQUINE PROGRAM CONSENT FORM

STUDENT'S NAME: \_\_\_\_\_

STUDENT'S DOB: \_\_\_\_\_

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

PHONE NO. & EMAIL: \_\_\_\_\_

Please complete the required information and tick and initial all appropriate boxes below to indicate your agreement/consent:

\_\_\_\_\_ I give consent for me/my child to participate in the Equine Program

My child will be (please tick & initial all that apply):

\_\_\_\_\_ Using their own horse & equipment

\_\_\_\_\_ Agisting their own horse

\_\_\_\_\_ Using a Bunya Campus horse for all lessons

\_\_\_\_\_ I have read all of the information contained in the ***Equine Handbook*** in relation to the activity and I am aware that the Department of Education **does not** have personal accident insurance cover.

\_\_\_\_\_ In the event of an accident or illness, I authorise school staff to obtain or administer any medical assistance or treatment my child may reasonably require, including contacting my child's doctor.

\_\_\_\_\_ I accept liability for all costs incurred in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the State of Queensland (via the Department of Education) the full amount of any costs incurred on my child's behalf.

\_\_\_\_\_  
Parent / Guardian Signature



**Relevant Medical Information:**

Please give full details of any medical conditions (including asthma/allergies, etc) which may affect your child's full participation in the activity described in the form.

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Name of child's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Medicare No.: \_\_\_\_\_

Private Health Insurance Company (if any): \_\_\_\_\_ Membership No.: \_\_\_\_\_

**Emergency Contact 1**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

**Emergency Contact 2**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

**Privacy Notice**

The Department of Education is collecting the personal information requested in this form in order to:

- obtain lawful consent for your child to participate in the activity;
- help coordinate the activity;
- respond to any injury or medical condition that may arise during, or as a result of the activity; and
- update school records where necessary.

The information will only be accessed by authorised school staff and will be dealt with in accordance with the confidentiality requirements of s.426 of the Education (General Provisions) Act 2006 (Qld) and the Information Privacy Act 2009 (Qld).

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorised or required by law, or you have given DoE permission for the information to be disclosed.

**Activity Risks & Insurance**

The activity outlined above carries an inherent risk of physical injury occurring. Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

**PARENT / GUARDIAN SIGNATURE:** \_\_\_\_\_

**PARENT / GUARDIAN NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_