



WESTERN AUSTRALIAN  
COLLEGE of AGRICULTURE  
Narrogin

# HORSE ARRIVAL

Student horses must be brought to the College as follows:

**Horse arrivals for all students is Tuesday 31<sup>st</sup> January** between 8.00 am – 10.00 am and 2.00 pm to 4.00 pm (all horses must arrive before 4.00 pm)

Horse health and gear will be checked on arrival and quarantine requirements maintained.  
Riding Assessments will be made in their first week on farm.

The WA College of Agriculture – Narrogin has high standards of farm biosecurity measures in place therefore all horses coming onto the property must adhere to the following criteria:

All horse documents are to be returned by email to the College by **(Wednesday, 25<sup>th</sup> January 2023)**  
Attention: Farm Manager [narrogin.wacoa.admin@education.wa.edu.au](mailto:narrogin.wacoa.admin@education.wa.edu.au)

- Horse Arrival
- Horse Details
- Medical Details
- Horse Agistment Agreement
- Horse Riding Agreement

Horse MUST be of good health. This includes hooves either trimmed or shod and being recently vaccinated against tetanus and strangles, horses will be wormed on arrival to the College as part of our quarantine process.

Students need to bring TWO padlocks for their lockers. Information on your allocated locker will be given on arrival.

ALL gear must be clearly labelled.

***Should you need advice or assistance related to bringing your horse please contact the College.***

**Western Australian College of Agriculture Narrogin**

216 Cooramining Road, Narrogin Postal address: PO Box 38, Narrogin WA 6312

t: 9881 9700 f: 9881 9754 e: [narrogin.wacoa@education.wa.edu.au](mailto:narrogin.wacoa@education.wa.edu.au) w: [narroginag.wa.edu.au](http://narroginag.wa.edu.au)

fb: @wacoanarrogin



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# HORSE ARRIVAL

PLEASE SCAN AND EMAIL THIS SHEET BACK BY 24<sup>th</sup> JANUARY 2023

<b>Date horse is to arrive:</b>	
<b>Parents/Guardian Name:</b>	
<b>Contact Number:</b>	
<b>Student Name:</b>	
<b>Horse's Name:</b>	
<b>Owner of the Horse:</b>	
<b>Owner's Address:</b>	
<b>Owner's Phone Number:</b>	
<b>Last address of horse:</b>	

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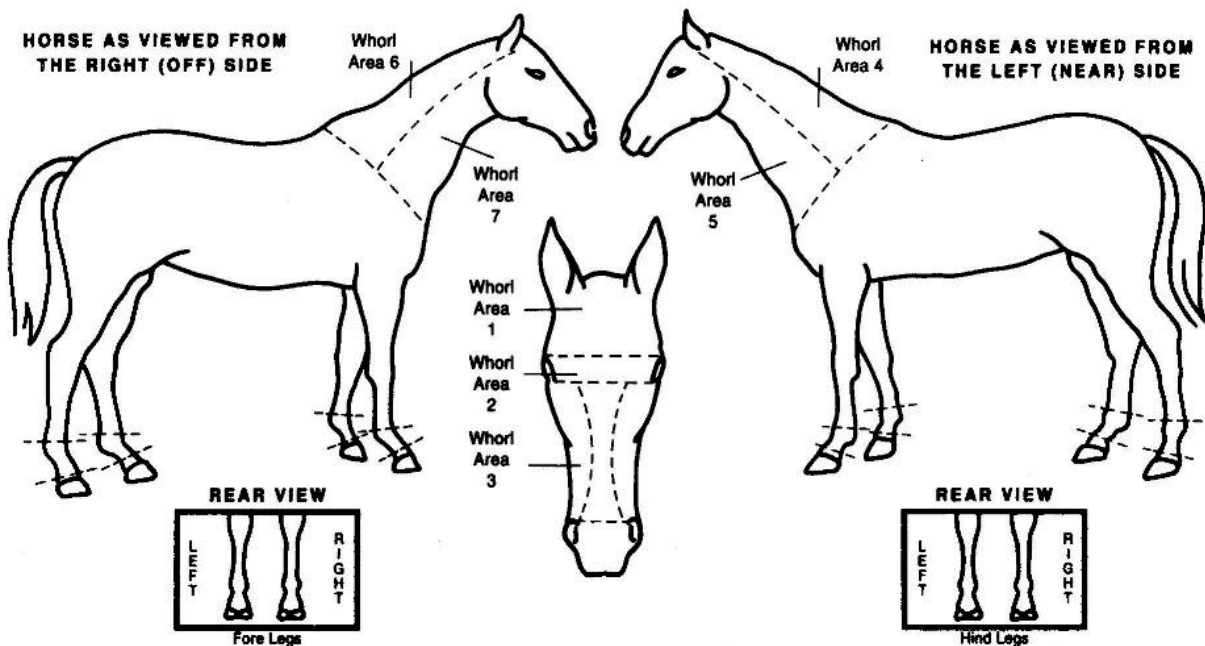
# HORSE DETAILS

<b>Name of Horse:</b>	
<b>Stable Name:</b>	
<b>Name of Student:</b>	
<b>Owner of Horse:</b>	
<b>Contact Details:</b> <i>(Including Phone number)</i>	
<b>Property Address</b> <b>(horse has come from) and PIC Number:</b>	

<b>Colour:</b>		<b>Brand:</b>	
<b>Breed:</b>		<b>Age:</b>	
<b>Sex:</b>		<b>Height:</b>	
<b>Body Score:</b>		<b>Value:</b>	

**Markings:**

**PLEASE DRAW ALL WHITE MARKINGS, BRANDS, WHORLS AND SCARS ON THE DIAGRAMS FOLLOWING A VISUAL INSPECTION OF THE HORSE.**





# MEDICAL DETAILS

<b>Date of last Vaccination:</b> <b>Strangles:</b> <b>Tetanus:</b>	
<b>Worming:</b> <i>Horses will be wormed on arrival at the college. Wormer costs are part of the agistment fees.</i>	
<b>Dentistry:</b> <b>Treatment:</b> <b>Date:</b>	
<b>Farrier:</b> <b>Treatment:</b> <b>Date:</b>	
<b>Vices:</b>	
<b>Soundness:</b> <b>(to be assessed by equine staff)</b>	

## Health of Horse

I, ..... declare that the horse named above has been in good health, eating normally and not shown signs of respiratory disease during the last 3 days leading up to its arrival. I give my authorisation for the designated College staff officer to call for veterinary inspection of the horse named above should it be showing signs of a respiratory illness at any time during its stay. I agree to pay any veterinary fees incurred as a result of this veterinary examination. College staff will ensure that parent/carers are contacted in the event that Vets are called in to treat the horse.

**Signed** .....

**Date** .....

## Cleaning and disinfection of horse gear

I, ..... declare that all horse equipment (tack, brushes, buckets and other articles that have come into contact with equines) and the horse transport vehicle have been cleaned and disinfected before leaving the property to travel to the College.

**Signed** .....

**Date** .....

## To be completed by Equine TO

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# HORSE AGISTMENT AGREEMENT

Students may bring horses onto WA College of Agriculture Narrogin property during the school year for the Equine course or recreational activities.

To have a horse at the WA College of Agriculture Narrogin, students and guardians must abide by the following:

## Horses must meet the following criteria;

- Horses must be unmated or gelded
- Horses must be between 3 years and 25 years and saddle broken unless authorised by Farm Manager.
- Only one horse per student unless authorised by Farm Manager.

## 1. Horse Movement (Arrival and Departures)

The Farm Manager is contacted prior to arrival of the horse and a yard allocated. Horses will only be accepted during normal school hours unless prior arrangement is made.

A qualified person designated by the Farm Manager inspects the horse on its arrival for soundness and health.

The following completed forms must be in before the arrival of the horse;

- Horse arrival
- Horse details
- Medical details
- Horse agistment agreement
- Horse riding agreement

A photo of the horse will be taken as a record.

All horse arrivals and departures must be recorded in the Horse Movement Log Book

## Equine load and unload area:

Set down and pick up point for horses and equipment is the unsealed area between the old white concrete silos and the farm workshop under the big sugar gum trees (this will be sign posted).

Parents and students must utilise this area when coming onto the farm and return out the same way following the bitumen road.

Students will need to carry equipment to the tack room by trolley or wheelbarrow.

## Quarantine:

We require new horses to undergo quarantine as well as if horses are taken home over long weekends and on holidays. New and returning horses will be placed into the cattle pens at the rear of the white silos for 48 hours so weed seeds are not transferred to our paddocks. Remember weed seeds are the main quarantine issues for the farm and for the equine area.

Horses are required to have their temperatures taken on arrival and at the end of their 48hr quarantine.

Short day trips away for events may not require quarantine. Please speak with the Farm Manager when taking horses away for short trips for clarification on quarantine.



## 2. Fees

- a) An agistment fee of \$400.00 per term is charged for terms 1, 2, and 3. This fee includes hay, water, yard maintenance and wormer. Agistment fees for term four will be charged at \$40 per week.
- b) Agistment fees are expected to be paid in full when invoices are provided at the end of each term or the horse cannot remain on site.

## 3. Care of Horse

Whilst the horse is at the *WA College of Agriculture Narrogin* the student will ensure that the horse is suitably cared for to the satisfaction of the Equine TO. Horses are the sole responsibility of the owners. The owners are responsible for any and all health, veterinary, shoeing, dental and other optional treatments, including their costs. **Students must have their own equine first aid kit.** The College and its staff will not be liable for any injury or loss of horse or equipment unless proven to be negligent. If a horse develops or has chronic or long term health issue the expectation is that they return home.

Whilst the horse is at the *WA College of Agriculture Narrogin* the student must:

- a) ensure that the horse is groomed at least 4 times per week and adequately fed (Feed program to be documented and accepted by the Equine TO)
- b) exercise their horse at least 4 times per week
- c) care and maintain their horses tack in good order
- d) keep their allocated yard tidy. Manure to be picked up **daily** and placed in prescribed area.
- e) worm the horse for parasites at the beginning of each term. Worming will be coordinated with other horses onsite.
- f) have the horse's hooves either trimmed or shod at least every 6 weeks
- g) complete their horse care duties by 8:00am each morning
- h) ensure all equine facilities are maintained in good order.
- i) record all horse movements in the Horse Movement Log Book.

## 4. Feed

Hay will be supplied by the College as part of agistment fees. The daily allowance of hay for each horse is no more than 4 biscuits. If more hay is required, ensure the Equine TO is aware and has booked out feed over the allocated amount. This must be recorded and reported daily.

Students are **not** permitted to provide their own hay due to biosecurity risks. Grain may be brought to the College but must be weed free. Students must bring their own feed and hay bins. Students **will be expected to supplement** their hay ration with hard feed. Grain feeds and additives are to be brought to the College by the horse owner or can be delivered by the local stockfeed store. All stock feed/requisites are required to be managed privately. The College will not organise the logistics of orders and freight. The Equine TO will monitor horse feeding to ensure animal welfare.

## 5. Weekend Leave

If a student with a horse at the College takes weekend leave and the horse remains at the College, they must organise another student to care for the horse over the weekend and notify Duty Staff and Equine staff who that person is.



## 6. Closed Weekend or Holiday Feeding

Students are expected to remove their horses over closed weekends and holidays. If this is not possible, parents must request permission from the Farm Manager in arranging for their horses to be paddocked/fed over these periods. The horses may be put out in larger paddocks with other horses. Arrangements must be made at least one week in advance using the request form to ensure that the Farm Manager can include this task in the farm staff weekend roster. Yards must be cleaned prior to leaving, if not cleaned there will be an additional charge of \$40 and the horse **may not be permitted to return**. There will be at an agistment cost of \$50 a week for horses onsite during holidays. All returning horses are to follow quarantine procedures listed above under arrivals.

During closed weekends and holidays College staff will provide hay, check water and check for general health and wellbeing of the horse. Staff will not be held responsible for issues that arise during these times. In the event that an issue arises, the horse owner will be contacted to arrange veterinary or other treatment at owner's cost. If the horse owner cannot be contacted and there are sufficient health concerns, a vet will be contacted at the owner's expense.

**It is the student's responsibility to record their horse's agistment and feeding arrangements.**

## 7. Contractors

If a contractor is needed for a student horse (Dentist, Manipulation, Vet, Farrier, etc) the following steps need to be undertaken;

- a) All contractor bookings must be approved by the Farm Manager
- b) Bookings will be arranged to have least effect on class, trades and farm rosters
- c) All confirmed bookings are to be communicated to Farm Manager by Equine TO
- d) Any student roster changes will only be approved by Farm Manager or Assistant Farm Manager when scheduling contractor visits
- e) Student will pay the contractor direct
- f) Contractors to sign in and out from front office.

## 9. Conduct

- a) If the student is not caring adequately for their horse as per this policy their horse will be required to be removed from campus.
- b) Students will be expected to conduct themselves in a responsible manner whilst in the horse complex and be aware that they are dealing with large and potentially dangerous animals.
- c) If a horse is deemed unsafe by the Equine TO or Farm Manager, the owner may be asked to remove the horse from the College.
- d) Caring for horses is not an acceptable excuse for lateness to any College program
- e) The 'Horse Movements' book must be filled out when a horse arrives at the college, leaves the college and changes paddocks.
- f) If a student is injured and is considered unfit to ride by a doctor, they will not be able to ride again until they have been cleared by a doctor.

## 10. Authorisation

It should be remembered that horses are allowed onto the College campus by the Principal and can be removed at any time at their direction.

Any damage to property by horse and/or rider is to be paid for by the student's guardian.

The College has the discretion to call for veterinary services to attend an injured or sick horse at the owner's expense. Owners will be contacted in this event.



# HORSE AGISTMENT AGREEMENT

I \_\_\_\_\_  
(parent/guardian)

- Have read, understood and agree to the conditions outlined in the Horse Agistment Agreement
- Understand and agree that my horse is my sole responsibility and that I am responsible for all health, veterinary, shoeing and dental treatment and associated costs.
- Have visited the horse facilities and approve of my son/daughter's horse to be housed there and give permission for my son/daughter to work and ride in these facilities.
- Accept that unless negligence by college staff can be proven, any costs associated with injury or damage to horse or equipment or my son/daughter is my responsibility.

Student Name: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Student* \_\_\_\_\_  
*Date*

Signed: \_\_\_\_\_  
*Parent* \_\_\_\_\_  
*Date*

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# 2023 HORSE RIDING AGREEMENT

Students have opportunity to be involved in horse-riding in a number of different circumstances.

Riding as part of the routine farm roster on the equine section for development of basic horse husbandary skills.

Riding as part of the equine course to contribute to the formal equine qualification.

Riding after hours and weekends on own horse or loaned college horse for recreational purposes.

Regardless of the purpose, students must abide by the following;

## 1. Riding Expectations

The rider must:

- a) Wear appropriate helmet (current Aust. Safety Standard 3838), we recommend all helmets to be tagged with an EA Helmet tag, appropriate riding pants and boots when riding. Boots are to be worn at all times in the Equine area.
- b) Wear the approved college equine uniform when involved in the Equine course.
- c) Have permission to ride horses from their parent or guardian.
- d) Undergo a riding assessment where a level is given, prior to riding any horse on the property and abide by the parameters of that level.
- e) Not allow other students to ride their horse, or ride another student's horse unless permission is given by the parents of both students and the owner of the horse or under direct supervision of an Equine Teacher or an Equine TO.
- f) Wear a body protector when riding in high risk situations such as cross country, show jumping, racing and pacing.

## 2. Riding Skills Assessment

Before riding personal or college horses, students will be assessed for their riding ability by the Equine Teacher or an Equine TO. A proficiency rating level will be given to each student and this will determine where they can ride and under what circumstances. Student levels will be affected by the capabilities of their horse.



Students can be reassessed at any time they feel they have progressed to the next level.  
Riding Levels are as follows:

- Level 1      Must be directly supervised at all times by an Equine TO or Equine Teacher. These are beginner riders still learning to handle horses and are learning basic riding skills.
- Level 2      Can only ride in the arena unsupervised but must have another student observer present with a mobile phone to contact staff in the event of an incident. May ride around the equine oval and farm under direct supervision of an Equine TO or Equine Teacher. These are novice riders becoming capable of handling horses and are developing basic riding skills.
- Level 3      Can ride in the arena and equine oval unsupervised but must have another student observer present with a mobile phone to contact staff in the event of an incident. May ride around the farm under direct supervision of an Equine TO or Equine Teacher. These are intermediate riders who have shown capability in controlling a horse in all gaits.
- Level 4      Can ride bareback only in the arena supervised and can ride around farm trails unsupervised but must have another student observer present with a mobile phone to contact staff in the event of an incident. These are advanced students who can control a range of horses in all gaits and show responsibility in following all trail ride safety rules at all times. A theory test on these safety rules must be sat and passed before Level 4 can be given.

### 3. Riding After Hours

When riding horses or caring for their horses after school hours, students must remember:

- a) to have permission from the Duty Residential Supervisor before going to the Equine complex.
- b) to have permission from the Duty Residential Supervisor before riding indicating where they are riding and expected return time.
- c) to go with at least one other student when going out for a ride.
- d) to take a working mobile phone in case of emergency.
- e) to leave all gates as they are found
- f) out of bounds areas are;
  - a. the main entrance road.
  - b. paddocks in crop or with free horses or containing pregnant stock or stock with young at foot.
  - c. the main College buildings including Staff residential areas.
- g) if any horse manures on bitumen roads the rider must remove it.
- h) riding on the farm is limited to daylight hours until 6.00pm. Students may ride in the arena with the flood lights on until 6:00pm. No one is to be at the Equine Complex after 6.30pm.
- i) early morning riding is not permitted unless part of the educational program and directed by a staff member.
- j) bareback riding is permitted for Level 4 students and is restricted to the arena and round yard only. All other students may only ride bareback under the direct supervision of equine staff.
- k) arena and round yard rules must be adhered to.
- l) double dinking is not permitted unless under the instruction and supervision of equine staff.
- m) swimming horses is not permitted.



#### 4. Specific location rules

##### Round yard:

- a) Round yard not to be used as a holding yard
- b) Keep gates closed at all times
- c) No more than two horses permitted at a time in round yard
- d) No more than two people permitted at a time in round yard
- e) Approved helmet and gloves must be used whilst lunging

##### Arena:

- a) Level 1 and 2 riders have first priority for arena use
- b) Always show etiquette and awareness whilst using the arena
- c) Keep gate closed at all times
- d) Maximum unsupervised permitted jumping height in the arena is 30cm
- e) No galloping games without staff supervision

##### Oval:

- a) Only level 3 and 4 riders permitted unless with staff supervision
- b) Always go with at least one other student and mobile phone
- c) Show jumps and oval must be left tidy at all times (rails off ground at all times)
- d) Follow designated track to the oval

##### Trail:

- a) Only level 3 accompanied by equine staff and Level 4 riders permitted unaccompanied
- b) Always go with at least one other student and mobile phone
- c) Always sign out at the duty room and specify which trail you are riding
- d) Stay on the designated trail
- e) Leave gates as you find them
- f) Do not ride in paddocks with free horses, pregnant stock or young at foot, or through crops
- g) Ride responsibly and safely catering for the whole riding group.

#### 5. College Horses

- a) The College has several horses available for students to ride after school hours. Students must request to book a horse through the Equine TO. Permission is then given on the basis of student riding ability.
- b) All students will need to undergo a riding assessment prior to riding the College horses. A suitable mount will be prescribed and the rider must have an Equine student or staff member present at all times whilst riding.



## 6. Conduct

- a) Students will be expected to conduct themselves in a responsible manner whilst in the horse complex and be aware that they are dealing with large and potentially dangerous animals.
- b) Caring for horses is not an acceptable excuse for lateness to any College program.
- c) If a student is injured and is considered unfit to ride by a doctor, they will not be able to ride again until they have been cleared by a doctor.
- d) Students can only ride after hours if they are on 'Good Standing'. Students who lose 'Good Standing' will only be permitted to lunge, feed and groom their horses until they return to 'Good Standing'. Students off 'Good Standing' may ride during the school day if it is a required part of the training program.

## 7. Responsibility

- a) Any damage to college property caused by deliberate misuse or failure to abide by College procedures is to be paid for by the student's guardian.
- b) Any damage to student property or injury to student horses is the student guardian's responsibility unless it can be proved that College staff were negligent.

***Breaches of the Riding Agreement may result in loss of riding privileges.***

# 2023 HORSE RIDING AGREEMENT

STUDENT NAME: \_\_\_\_\_

*I have read, understood and agree to the conditions outlined in the 2023 Horse Riding Agreement.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

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