TO: All Principals  
FROM: Robert Ellison  
       Diocesan Sport and Health Co-ordinator.  
SUBJECT: Advice to Schools: Gymkhana / Equestrian Events  
DATE: 11th July 2006

Following a number of inquiries in recent years, this is to offer some clarification and advice regarding the participation of any diocesan primary or secondary school in the annual Tenterfield High School Equitana to be held Thursday, 7th September and Friday, 8th September, 2006.

This advice would also apply to any other gymkhana/horse event to which your school may be invited to enter.

I understand that many, if not all, of our schools have received information and nomination forms for the long-running Tenterfield event.

The majority of inquiries from schools are in relation to issues such as safety, insurance and duty of care.

Please note the following recommendations and clarification from this office:

1. All entries to this event are on a school (not diocesan) team or individual student basis.

2. Schools are advised to be familiar with, and be able to comply with, relevant sections of the “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools: Horse Sports”, page 152-158.

   An updated (2003) copy of the three pages most applicable to this event is attached for your convenience.

   The majority of these guidelines are for the information and compliance of organisers. However, there are aspects listed that require the attention of participating schools.

   Schools should also have received a risk management plan from the school organising this event. Any queries in this regard should be directed to the organisers.

3. This advice refers only to the events to be held on Thursday, 7th and Friday, 8th September. Schools are advised to inform parents that the school has no involvement with events on Saturday, 9th September in Tenterfield.

4. Parents should, as always, be provided with full details of this activity including supervision details and the extent of responsibility they have in such aspects as transporting and accommodating their child and in ensuring their child has the competencies, experience, equipment (e.g. approved skull cap) and clothing as outlined in the carnival rules and in the “Safety Guidelines” document. The obtaining of written parental consent for the student to participate is, of course, a must.
All participating students from your school should be members of a pony club, camp draft club or of the EFA (Equestrian Federation of Australia). It is recommended that students provide the school with written evidence of this membership.

5. The Diocese through Catholic Church Insurance has Public Liability and Student Accident Insurance coverage which would be applicable for this event.

6. Schools should adhere to all rules and conditions supplied by the organisers of this event, e.g. providing a teacher to accompany your team.

The Catholic Education Office has agreed to provide casual release for a teacher to collectively supervise the very small number of students from a number of small primary schools entering the competition on **Friday, 9th September only.** This is a one-off support to assist these schools but cannot be extended to larger schools.