MEMORANDUM

TO: All Principals
FROM: Dr Paul Thornton  
Assistant Director, Education Services 
Robert Ellison  
Diocesan Sport and Health Co-ordinator.

SUBJECT: Equestrian Event

DATE: 17th June 2008

We understand that at least some schools have been contacted by parents and/or the organisers themselves regarding the proposed Clarence Valley School Horse Gymkhana planned for Wednesday, 6th and Thursday 7th August 2008.

Schools considering making entries to this gymkhana are strongly advised to refer to Memorandum 7/6/2987 from this office before doing so.

That correspondence, dated 11th July 2006, is mainly in relation to what appears to be a similar event held annually under the name of Tenterfield High School Equitana.

As stated in that memorandum, however, “this advice would apply to any other gymkhana/horse event to which your school may be invited to enter.”

However, principals’ attention is drawn to the fact that the organisers of the Clarence event have asserted that “A teacher will not be needed to be present for children to compete but a representative i.e. team official (parent) is necessary.” Principals are advised strongly to consider the legal implications for not sending a teacher to supervise at this event especially as it is being held on school days, includes school in its title and requires a signed 5-point declaration from the school principal. Further consideration is recommended should any group representing a school be planning an overnight camp at the event venue – as I understand is the case for at least one school.

The other strong recommendations are for schools to request a copy of the risk management plan for this event as well as to closely refer to point 4 of the abovementioned memorandum especially before making the signed principal declaration organisers require for this activity.

I repeat however the recommendation to read the 2006 memorandum in its entirety before entering any students. Another copy of that memorandum will be emailed upon request.

Please also note that the diocesan sports budget is unable to fund casual release in relation to this event.

Given the above, if you have students from your school attending this event, advice from this office is that a teacher must be present.