



# **AUSTRALIAN HORSE RIDING CENTRES NSW INC**

[www.horseriding.org.au](http://www.horseriding.org.au)

## MEMBERSHIP APPLICATIONS

U2006/1 Metters St  
Erskineville NSW 2043

Phone: 0432 919 223

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Dear

Thank you for your inquiry regarding the Australian Horse Riding Centres Association (A.H.R.C.). Please find enclosed our membership information kit for your perusal. The kit contains the following:

- General Information
- Aims & Objectives
- List of Member Benefits
- Conditions of Membership
- Regulations For Membership
- Rules Governing Approval
- Risk Management Procedures
- Application Forms
- The Associations Insurance Policy Summary

If you require any further information, please don't hesitate to call. Thank you once again for your interest in the A.H.R.C.

Yours Faithfully,

Keiron Tattler,  
AHRC President

## **General Information - The A.H.R.C.**

The first branch of the A.H.R.C. was established in Victoria in 1982. In 1992 the New South Wales branch of the A.H.R.C. was formed. By 1994 the A.H.R.C. became a National body.

In total the A.H.R.C. has well over a hundred members and it is continuing to expand. The A.H.R.C. consists of both teaching and trail riding centres. Members in NSW range as far as Jindabyne in the south and Glenn Innes in the north. The A.H.R.C. has a sub branch in the northern region and plans to create sub branches in the southern and possibly western regions of New South Wales.

The A.H.R.C. was primarily formed to act as a collective voice for commercial horse riding centres. The association also aims to provide a forum where by members can be kept informed and involved in the decision making process on issues of mutual interest. The A.H.R.C. does this through meetings and correspondence.

The Association also provides quality information to its members through guest speakers, risk management advice, training opportunities and group discussions. A.H.R.C. meetings are structured to open the lines of communication between centres, so that a friendly interchange of experiences and ideas can occur on problems and issues that we face as participants in the commercial horse riding industry.

Because A.H.R.C. centres have a reputation for quality and professionalism in the horse riding industry, all centres applying for membership are inspected to ensure that they meet the Association's standards. These standards are easily attained and should already be in place by all professional operators. Once the inspection has occurred you will be invited to attend the next meeting of the A.H.R.C. where your application will be considered. After you have been officially accepted as a member of the Association you are welcome to take advantage of the "A.H.R.C. approved Horse Riding Centre" badge of honour. In some instances it is possible for the Association to arrange temporary insurance cover for potential members between meetings.

In the event of a negligence claim against your centre, it is important to remember that your operating procedures will be compared to the industry standards. In this case the A.H.R.C.'s standards. This comparison is frequently used in an attempt to highlight deficient and dangerous practices that have resulted in negligence.

# Aims & Objectives Of The A.H.R.C.

1. SELF REGULATION:  
To encourage the Government to accept our professional guidelines for responsible and democratic self-regulation.
2. INSURANCE:
  - (a) To encourage the Government and educate the public that they ride at their own risk ie: following the British, New Zealand & American systems.
3. SAFETY:  
To establish uniform and reasonable safety standards for all centres.
4. NATIONAL STANDARDISATION:
  - (a) To categorise centres.
  - (b) To establish qualifications for the industry.
  - (c) To assist in the enforcement of welfare code for horses.
  - (d) To assist in raising the standard of instruction and trail riding through a system of inspection and advice to horse riding centres on facilities, instruction, horse welfare, supervision and safety
5. PROMOTION:
  - (a) To encourage mass participation in horse riding and promote the public image of A.H.R.C. Riding Centres.
  - (b) To provide the public with information explaining where good quality instruction and trail riding can be obtained, on well cared for horses, at clean and properly run centres.
6. TRAINING:  
To help each centre obtain recognised training in either recreational coaching, trail riding or both.

# List Of Member Benefits

## Aesop's Fable

*"A bundle of sticks  
Separately they are weak  
Bound together their strength is great."*

Being a member of a larger organisation provides many benefits for instance;

### 1. COST SAVINGS

Cost savings through bulk purchase discounts on printing, helmets and promotion.

An example of cost savings through the A.H.R.C. can be seen in the development of Application to Ride disclaimers and Application for Agistment agreements. If each member was to produce their own agreements, using a solicitor to ensure the wording was correct, the cost to each centre would be relatively high and the final result often doubtful. Instead the A.H.R.C. works with leading specialists to produce the best result money can buy. The expense of doing so is funded through each centres annual membership fee.

### 2. A COLLECTIVE VOICE

The Association has a significantly stronger say and level of authority in discussions with Government agencies than individual centres. Individual members are welcome to present matters or issues to the AHRC for the associations consideration of support.

### 3. INFORMATION AND NETWORKING

Through our regular meetings, seminars, guest speakers, news letters/minutes and discussions, members are provided with up to date information, that is beneficial to their business, on price increases, industry contacts and providing customer referrals eg. People who ride on their first extended trek or those without recent riding experience, frequently ask trekking operators if they can recommend a good teaching or trail riding centre close to where they live so they can improve their riding ability and vice versa.

### 4. CONSUMER CONFIDENCE

Regular customers of A.H.R.C. centres, who are on holidays or those looking for a different horse riding experience, often use the "AHRC approved horse riding centre" logo or list of members to identify establishments of a high standard.

Even consumers who haven't heard of the A.H.R.C. before regularly choose to ride at centres advertising that they belong to an industry association, in preference to centres that don't.

## Conditions For Membership

1. Centres applying for approval must submit the appropriate application forms with a payment of \$55.00 for the inspection fee. Application forms must be signed by the proprietor(s) or the manager of the centre and submitted to the Association. If the centre is a limited company, application forms must be signed by the Director or Secretary and submitted to the Association.
2. Once the inspection fee has been received by the A.H.R.C. a convenient time will be arranged for up to two committee members to inspect your centre. The Inspectors must not conduct a business within a 25-km radius of the centre to be inspected. A travelling fee may be charged for applicants in isolated areas. All subsequent inspections are without prior notice.
3. The members of the Association at the next general meeting consider all applications for approval. Approval is deemed to be that of the Association.
4. The basis upon which approval will be considered is that the centre must provide sound instruction and trail riding on well cared for horses and ponies. Each centre must be clean and properly run. Small centres with limited facilities are as eligible to be considered as the larger and more comprehensive centres.
5. Public and product liability insurance coverage of \$10,000,000 must be effective at the same time A.H.R.C. membership.
6. Once an applicant has been approved the first annual fee shall become payable to the Association. The centre shall not be deemed to be an approved horse-riding centre until this fee has been paid. The Association retains all fees.
7. Subject to these conditions, the approval of the application will entitle the centre to be an A.H.R.C. approved horse riding centre and a member of the Association. Membership is renewed annually at 30 June.
8. An approved horse-riding centre shall pay a yearly membership fee.
9. All members are required to hire and display the A.H.R.C. approved horse riding centre signage at their establishment. Please refer to the Rules Governing Approval - Point 4.
10. An approved horse-riding centre shall have a minimum of three horses for instruction or trail riding use. Approved horse riding centres also have full voting rights.
11. An Associate Member shall have less than three horses and has no voting rights.
12. Each centre is strongly encouraged to send a representative to a minimum of 3 meetings per year, one of which shall be the Annual General Meeting.
13. Each centre shall comply with the Associations risk management program.
14. Each centre must comply with the A.H.R.C.'s regulations on:
  - (a) Insurance and risk management
  - (b) Safety
  - (c) Horse Welfare
  - (d) Supervision and Instruction
  - (e) Facilities

# Regulations For Membership

## 1. SAFETY:

- (a) It is essential that all centres understand and fulfil their commercial and common law responsibilities when supplying products and services to the public for fee and reward eg.

Each centre must:

- 1) Provide products and services that are suitable for the purpose for which they are used.
- 2) Ensure that the duty to take all reasonable care owed to the public is met.
- 3) Fulfil their conditions of contract - which can be both expressed and/or implied.

Any breach of these responsibilities will cause the centre to be liable for negligence.

- (b) All saddlery, harness and other equipment used with horses must receive regular inspection and maintenance to ensure that it remains in a sound condition.
- (c) All equipment must be well fitting, correctly adjusted and regularly cleaned. Leather should be supple and synthetic products must be kept clean.
- (d) It is compulsory for riders under 18 years of age to wear an approved helmet when mounted on a horse. Adults are recommended to wear an approved helmet when mounted on a horse.
- (e) All riders of unknown ability should be observed or if necessary tested at the beginning of their ride to ensure their stated experience is the same as their riding ability.
- (f) Proprietors shall ensure that footwear is adequate for the purpose. Flat-soled, heeled footwear is preferable.

## 2. HORSE WELFARE:

Each member shall comply with the NSW Department of Agriculture's Animal Welfare Code Of Practice No. 3 titled: The Care & Management Of Horses In Riding Centres and Boarding Stables 1994 (a copy of which can be supplied via the website).

**[www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/codes/general/aw-code-3](http://www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/codes/general/aw-code-3)**

3. SUPERVISION & INSTRUCTION:

- (a) All applicants (proprietors or nominee employees) must be able to demonstrate an adequate level of experience and skill in horse riding centre management and shall be able to demonstrate proof of competence in horse riding or driving instruction, to the satisfaction of the Association.
- (b) The proprietor or nominee shall be personally responsible for all horse-related activities at the premises but may appoint a qualified person over the age of 18 years of age to take charge of the premises during his absence at any time.
- (c) Adequate numbers of staff who are competent, experienced and adequately trained must be employed. The number of staff employed must be sufficient to maintain regular supervision and will vary with the skill of the riders, the nature of the horses and the location of the ride. The ratio of supervisors to clients should not exceed 1:10 when instructing or on trail rides. Supervisors under 18 years of age must not be used to achieve the required ratio.
- (d) A qualified first aid attendant with a suitably equipped first aid kit must be present at all times on isolated trail rides and at horse centres when open for business. Full time employees should be encouraged to obtain a first aid certificate.
- (e) The only approved qualifications are National Coaching Accreditation Scheme Level 3 / 2 and 1 and Australian Horse Riding Centres Level 1, O / R and T. Level T, the Trail Ride Leaders Certificate will not entitle the holder to give formal riding lessons but will allow instructional riding.

4. FACILITIES:

- (a) All facilities shall be constructed of suitable materials and in such a manner that risk of injury to persons and horses is minimal.
- (b) An enclosed area for mounting must be supplied.
- (c) Adequate toilet facilities shall be provided.
- (d) Adequate fire-fighting equipment needs to be available.
- (e) Adequate transport should be available for emergency evacuation.

## Rules Governing Approval

1. The approval of a centre is granted on the understanding that -
  - (a) The Association has the right to have the centre inspected at any time without the need for prior notice, if the Association deems it necessary.
  - (b) The Association may at any time withdraw its approval of any horse-riding centre for non-compliance of regulations.
  - (c) The Association may delete the name of the centre from its list of members at any time on fourteen days notice, after the right of appeal, the fact of such deletion for non-compliance of regulations on periodicals, as the Association may think fit.
  - (d) Members and new applicants have the right of appeal.
2. If at any time an approved horse-riding centre shall cease to be, for any reason, that centre cannot be considered again for approval without making a new initial application.
3. Each approved horse-riding centre can be issued:
  - (a) A membership certificate which may be displayed at the centre.
  - (b) The Association logo which may be used on stationery and advertising matter.
4. The Association logo and National Logo Sign issued to an approved horse riding centre remains the property of the Association. Upon the centre ceasing for any reason to be an approved horse-riding centre, must be returned to the Association. All stock of stationery and advertising matter, upon which the logo has been reproduced, destroyed.
5. The approval of a centre is personal to the centre and is not transferable or transmittible either by the proprietor(s) thereof or by operation of law. In the case of a centre being a limited company, the approval of the centre shall be deemed personal to the directors thereof who shall be deemed to be the proprietors thereof for the purpose of the conditions.
6. The Approval of a centre shall be in respect of the address supplied with the initial application only. In cases where a proprietor has more than one centre or branch centre in different locations and under separate management, an initial application must be submitted in respect of each location.
7. Upon a centre changing its address from the one registered with the Association, notification of such removal must forthwith be given to the Association. The certificate and logo must not be displayed at or used in connection with the new address of the centre without the consent in writing of the Association, nor must the centre without such consent be described as an approved horse-riding centre. If any such consent is not applied for within one month of the date of such change of address the centre shall cease to be an approved horse riding centre and an additional inspection fee will be charged.
8. On change of ownership of an approved horse-riding centre, the new proprietor(s) thereof must make an initial application for approval.



# Risk Management

Risk management is the implementation of strategies aimed at reducing the chance of loss or injury.

These strategies fall into two categories being pre-accident and post-accident.

## 1. PRE-ACCIDENT

By far the most important strategy is accident prevention. This involves adhering to the following precautions;

- (a) Adherence to AHRC guidelines and standards.
- (b) Use of the A.H.R.C. disclaimer.
- (c) Overall awareness and understanding of the potential for accidents to occur.
- (d) The proper selection, training and supervision of staff.
- (e) The appropriate supervision of riders.
- (f) The proper assessment of each rider's ability.
- (g) Prominent display of disclaimer warning signs.
- (h) The use of appropriate safety equipment.
- (i) Taking riders over terrain that is suitable for their capabilities.
- (j) Maintain wherever possible a minimum distance of one horse length between riders.

## 2. POST-ACCIDENT

- (a) All accidents should be comprehensively investigated to prevent a re-occurrence.
- (b) The results of all accidents should be comprehensively recorded including statements from the injured person/s, witnesses and employees. Admissions of cause by the injured person or by other participants are important to record.
- (c) The A.H.R.C. incident report form must be filled out and retained for future use.
- (d) Serious accidents involving hospitalisation or bone breakage etc need to be reported to our insurance broker.

## Types of Membership & Fees

1. \$55.00 Inspection fee plus a per kilometre fee for inspections involving extensive travelling. This amount must be paid with the return of your membership application.
2. **Full Membership** - \$385.00 annual membership fee (July - June) or a \$192.50 membership fee if joining after December. (GST inclusive). These funds are used to pay the operating and promotional costs of the association.  
**Associate Membership** – For approved centres with less than 4 horses or agistment only centres. Membership is to be \$192.50 ( GST inclusive) with no voting rights. Associates must pass the same inspection requirements as full members.  
**Private Membership** – This membership will incur a \$33.00 (GST inclusive) fee with no voting rights. Requirements are for individuals to be AHRC &/ EFA minimum Level 1 or be registered for AHRC Level 1 Training. Private members must also hold a current First Aid Certificate.
3. It is necessary to lease 2 disclaimer signs from the A.H.R.C., one National Logo Sign and one “Enjoy your Ride” sign. *These signs are owned by the association and must be returned on cessation of membership.* Please refer to the Rules Governing Approval - Point 4.

# Application For Inspection & Membership

I / We .....

Name of centre .....

Address .....

apply for my / our Horse Riding Centre to be approved and included as a member of the Australian Horse Riding Centres.

I / We enclose a cheque / money order for the Inspection fee of \$55.00 (GST inclusive)

I / We give particulars of the Centre thereof which are truthful and accurate to the best of my / our knowledge

I / We have read the conditions of membership and the rules governing approval and agree to be bound by them

## 1. DETAILS OF CENTRE:

(a) Name of owner(s).....

(b) Address.....

(c) Phone no. ( )..... Email/Website .....

(d) Fax no. ( )..... Mobile no. ....

(e) Owner's Phone number (if different to above) ( ).....

(f) Name(s) of person(s) in charge .....

(g) Type of centre .....

(h) Date centre first established .....

(i) Commencement date of present ownership .....

(j) Previous / other business activities .....

## 2. INSTRUCTION:

(a) Number of clients per session / class ..... max ..... min

(b) Do your classes contain : Adults ..... Children ..... Both .....

(c) Do you cater for school groups? .....

(d) Number of Instructors employed .....

(e) Is instruction given in elementary riding? .....

Is instruction given in advanced riding? .....

(f) Is instruction given in elementary jumping? .....

- (g) Is instruction given in advanced jumping? .....
- (h) Are residential courses or camps held? .....
- (i) Are working pupils taken? .....
- (j) Are horses taken in for schooling and training? .....
- (k) Any other form of instruction offered? .....

3. HORSES:

- (a) Number of school horses .....
- (b) How many horses are available to be hired out for trail riding? .....
- (c) How many horses are taken on agistment? .....

4. FACILITIES: Is there -

- (a) An indoor arena? .....
- (b) An enclosed outdoor arena? .....
- (c) An enclosed mounting yard? .....
- (d) A jumping paddock? .....
- (e) A cross-country course? .....

OPERATORS AND INSTRUCTORS - QUALIFICATIONS.

Please list the certificates, qualifications and / or experience of the person(s) in charge of the establishment and its Instructors.

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Please provide a brief outline of all the commercial activities undertaken at your centre.

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Signed ..... Date .....

Signed ..... Date .....

Proprietor(s) or Secretary