



NEGS  
EQUESTRIAN

# EQUESTRIAN STUDENT *Induction Booklet*

2021 EDITION

*Whatever you do, do it heartily.*



## Contents

Important Contacts	3
Meet the Team	4
Forms that must be filled out prior to arrival at NEGS	6
Horse Entry Procedure	7
Horse Exit Procedure	8
Riding Times	9
Signing in/ Signing out of the EC	10
Detention	10
Student Departure - Horse Care - If you are absent	11
Riding Lessons	12
Lesson Prices	13
Excursions	14
Uniform and Equipment	15
Tack and Equipment Checklist	16
Agistment	17
General Daily Procedures	19
Map of NEGS	20

## **Important Contacts**

---

### **GENERAL ENQUIRIES:**

Equestrian Centre Office - (02) 6774 8717 or [equestrian.centre@negs.nsw.edu.au](mailto:equestrian.centre@negs.nsw.edu.au)

### **OFFICE HOURS**

8:30am to 5:00pm Monday – Friday

### **VENUE OPERATING HOURS**

6:30am – 6:00pm, Monday – Friday, 7:30am – 5:00pm weekends (see specific riding times [page 9](#))

Equestrian Account Enquiries: [equestrian.centre@negs.nsw.edu.au](mailto:equestrian.centre@negs.nsw.edu.au)

For urgent matters ONLY: Equestrian Centre Mobile - 0417 806 395

PLEASE NOTE: the email [stables@negs.nsw.edu.au](mailto:stables@negs.nsw.edu.au) is no longer in use and will not be monitored. Please use [equestrian.centre@negs.nsw.edu.au](mailto:equestrian.centre@negs.nsw.edu.au) for all agistment and stabling enquiries.

## Meet the team



### **AMY LAYTON**

*Equestrian Centre Coordinator*

Phone | 02) 6774 8717

Email | [equestrian.centre@negs.nsw.edu.au](mailto:equestrian.centre@negs.nsw.edu.au)

Amy is the Equestrian Centre Coordinator and is your first port of call at Reception to answer all your equestrian questions including agistment and accounts. Amy has extensive experience and training in Horse Management, Business Administration, Accounts and Children's Services as well as many years of association with NEGS as a staff member (Reception and Finance Office), P&F Committee member and parent.



### **RACHELLE HIRST**

*Senior Eventing and Dressage Coach*

Email | [rachelle.hirst@negs.nsw.edu.au](mailto:rachelle.hirst@negs.nsw.edu.au)

EA Level 1 Eventing

EA Level 2 Dressage Specialist

EA SSTA

Contact Rachelle if you have any questions regarding squads, senior Dressage and Eventing, lesson organisation and/or schooling, horse behavioural issues, and Dressage competitions.



**ANNYKA OVERTON**

*Senior Eventing and Dressage Coach*  
[annyka.overton@negs.nsw.edu.au](mailto:annyka.overton@negs.nsw.edu.au)

EA Level 1 Eventing  
EA Level 2 HM & R  
EA SSTA

Contact Annyka for all Eventing squads and lessons, competitions and general lessons.



**JUSTINE AITKEN**

*Show Riding Coach*  
[justine.aitken@negs.nsw.edu.au](mailto:justine.aitken@negs.nsw.edu.au)

The NEGS Show Riding team enjoys consistent, outstanding success under the expert tutelage of Show Riding coach and industry professional, Justine Aitken.



**CLAUDIA TURNBULL**

*Junior Coach and Agistment Staff*  
[claudia.turnbull@negs.nsw.edu.au](mailto:claudia.turnbull@negs.nsw.edu.au)

Claudia is a NEGS Old Girl, Marcus Oldham College Graduate and Junior Riding Lesson Coach.

*Claudia and Shanlee are assisted by our friendly and capable team of casual stable hands and supervisors; Sarah-Lee, Jess, Dennielle and Muffie*



**GLORIA MCCORMACK**

*Campdraft Coach*  
[gloria.mccormack@negs.nsw.edu.au](mailto:gloria.mccormack@negs.nsw.edu.au)

Gloria coaches the Campdraft Squad and also offers private lessons.



**ELLA ELKS**

*Polocrosse Coach*  
[ella.elks@negs.nsw.edu.au](mailto:ella.elks@negs.nsw.edu.au)

Contact Ella for Polocrosse training sessions and team selection enquiries.



**SHANLEE DUCKETT**

*Agistment Staff*

Shanlee is a capable horsewoman, having been active in North Dorrigo Ponyclub for the past 15 years, assists with gymkhanas, training days, Zone events and has competed successfully at Zone and State level.

## Forms that must be filled out prior to arrival at NEGS

---

*(Forms can be obtained upon request from [equestrian.centre@negs.nsw.edu.au](mailto:equestrian.centre@negs.nsw.edu.au))*

1. NEGS Equestrian Agistment Booking Sheet
2. Agistment Application
3. Resident Horse Agistment Agreement including Induction Profile and Biosecurity Declaration.
4. Assumption of Risk Waiver
5. Lesson Consent
6. Student Code of Conduct
7. Parent Code of Conduct

## Horse Entry Procedure

### **I. BEFORE LEAVING HOME**

1. Arrival date and estimated time must be notified at least 48 hours prior to arrival at the EC. Horses must arrive between the hours of 6:30am and 6:00pm on weekdays and 7:30am to 5:00pm on weekends.
2. Ensure all worming and vaccinations are up-to-date prior to entry (Strangles and Tetanus are mandatory).

### **II. ON ARRIVAL AT THE EQUESTRIAN CENTRE**

1. ALL visitors must sign in at the office. Day and boarding students must sign in at the stable block;
2. Ensure you have all required paperwork ready for agistment (horse entry documents);
3. Park in the unloading area (this area is restricted to 20 minutes only);
4. Unload horse and tie up to your float;
5. Locate the Duty Staff member or ask a member of staff to locate him/her for you;
6. Duty Staff member will perform a health check of your horse/s;
7. Ensure you are clear on the location of the paddock/stable allocated for your use;
8. Move your float to the Long Stay or Day Parking area after your horse has been checked;
9. Sign out upon exit of the venue.

## Horse Exit Procedure

---

**WHEN TAKING YOUR HORSE HOME AT THE END OF TERM/YEAR OR FOR COMPETITION, THIS EXIT PROCEDURE MUST BE FOLLOWED:**

### **I. PROVISION OF NOTICE**

1. Exits should be advised on Boardingware to the EC office at least 48hrs prior to exit (where possible) advising an approximate time of departure to ensure staff are available to assist. If a student is new and does not yet have a Boardingware profile for their horse – please advise via email to [equestrian.centre@negs.nsw.edu.au](mailto:equestrian.centre@negs.nsw.edu.au)

### **II. ON EXIT OF THE EQUESTRIAN CENTRE**

1. Parent/transport personnel collecting the horse must sign into the Equestrian Centre office.
2. Horse should be taken to the tie-up rail and secured.
3. Thoroughly clean your paddock (and stable if applicable). Locate the agistment manager (0417 806 395) and request a paddock and stable inspection. If your paddock or stable is not cleaned to the satisfaction of staff, you will incur a cleaning fee of \$50 for each. NEGS do not charge an upfront cleaning bond as it is expected that paddocks and stables will be cleaned by the user upon exiting. If this does not occur, the user will be charged the fee. For a shared paddock, both users will be charged the fee if the paddock is left unclean.
4. Sign out of the Equestrian Centre - (student to sign out at stables, parent/transport personnel to sign out at EC front office).



## Riding Times

### GENERAL RIDING

Mon-Fri: 6:30am to 8:30am and 3:30pm to 6:00pm

Weekends: 7:30am to 1:00pm and 2:00pm to 5:00pm

- Students to be signed out of the EC by 5:45pm weekdays (unless in a squad/group or individual riding lesson with a NEGS instructor).
- On weekends, students need to be signed out before the closing times of 1:00pm and 5:00pm. Staff will check the sign-in book to ensure all students have left before they lock up.

### LESSONS

Students may arrange to take lessons before and after school, and during spares and double spares. Please check with your year advisor or Mrs Smith as to the rules.

### IMPORTANT RULES:

- Students are not permitted to jump in arenas or on the Cross Country course without NEGS coach instruction.
- Students are not permitted to ride around the Cross Country paddock or Parents Oval unless in a group of 3 riders (minimum).
- Students cannot ride another student's horse without written permission and supervision.
- Lunging is only permitted in the lunging arena.

*Please adhere to the rules of the arenas which are sign posted in the indoor arena.*

## Signing in/ Signing out of the EC

All students (**both day and boarding**) are required to follow the EC sign in/out procedure when entering or exiting the venue at all times. The Daily Register is on the stable desk located outside stable #1 in the main stable block and is required primarily as an attendance document to ensure EC staff are aware of students' whereabouts. Secondly, in the event of an emergency, such information may be vital in locating persons for evacuation.

\*All **day students** MUST sign in and out before and after their lessons

\*All **agisting students** are required to check their horses TWICE per day (before 9am and after 3pm). Students MUST sign in and out each visit.

\*Please remember, even if you are on an exeat, if your horse is on the grounds (even to return for a competition) you MUST sign in and out.

All visitors (**including day and boarding parents**) wishing to remain on the premises whilst a lesson is occurring or to observe vets, farriers, equine dentists, chiropractors and guest instructors must sign in/out upon immediate arrival and departure using the visitors' book in the front office.

## Detention

If you receive an infringement detention from the EC it is your responsibility to come and see us immediately to discuss this. Please read below, the detention process for the EC;

1. An email is sent to inform you of your infringement.
2. You are expected to contact the EC Coordinator via either an email or in person on the same day, between 3:45pm-4:15pm. If you come to see us the same day to complete your detention, the detention time will immediately be halved.
3. If you do not contact staff the day you receive your email, you are given a maximum of three days to contact staff and complete your detention. If this is not done your detention time will double.
4. If you still fail to act on your detention, the Deputy Principal will be notified for further action which may result in the confiscation of your phone until your detention has been **completed**.

Parents, we respectfully ask for your cooperation with this matter. If your daughter received a detention from an EC staff member, it is the result of her violation of the School rules in some way. It then becomes her responsibility to report to the relevant staff member and complete the detention graciously. If your daughter requires clarification, then she may do so respectfully, by making an appointment to see the appropriate person.

As you can appreciate, the onus on completing the detention is up to the student herself. It is not appropriate for parents to be contacting staff on their daughter's behalf, regarding the detention.

*With parents' support in this matter, we can help build responsibility, resilience and independence in our girls.*

## Student Departure - Horse Care - If you are absent

---

When students are absent from school or unwell and your horse remains on site at NEGS, a Departure Notice request must be completed on Boardingware to ensure your horse's welfare and health are monitored more closely by staff. **This must be submitted to the EC 48hrs prior to the absence.** A Departure fee of \$10 per morning and \$10 per night will be charged unless you have someone else to care for your horse during your absence (see below).

Students may make arrangements for another student to look after their horse while they are on departure. A student is only permitted to look after one horse in addition to their own at any given time.

### I. EQUESTRIAN CENTRE DEPARTURE NOTICE PROCESS

1. Intent for departure should be advised on Departure Request via Boardingware to the EC office prior to exit (where possible) advising an approximate time of departure to ensure staff are available to assist with horse care.
2. Horses on departure will be rugged as follows:
3. Winter - 1 x cotton, 1 x woollen and 1 x heavy (evening) and 1 x cotton, 1 x woollen, 1 x rainsheet (if required) during the day
4. Summer - 1 x cotton, 1 x rain sheet or 1x heavy at night (if needed) and 1 x cotton, 1 x rainsheet (if needed) during the day
5. \*Staff will only be doing one rug change for your horse morning and night whilst you are on departure.
6. All hard feed must be bagged and labelled.
7. Horses are not permitted to be stabled while a student is on Departure. Horses will need to be in a paddock.

### II. EQUESTRIAN CENTRE DEPARTURE FEES

1. Departure fees are \$20/day. Please note, this fee is charged even if your horse does not get hard feed or is not rugged.
2. If you have arranged for a friend to look after your horse whilst you are away, provided details of this on your Departure form and gained approval from EC staff, you will not be charged the departure fee. The student looking after your horse **MUST** sign in on your behalf. You should not ask the same student to look after your horse more than three times in a term.

## Riding Lessons

To arrange riding lessons, students are required to email the EC or the desired coach directly with the following details:

- Name
- Age/Year
- Level of Riding
- Discipline
- Available hours for the Term
- Contact details

If a new student is unsure of which coach best suits her, please email the EC Coordinator directly on the Equestrian Centre email address. If a student cancels a lesson due to illness or other commitments they will be offered the option to reschedule at another time. If the student cancels less than 24 hours before their lesson without a suitable reason, the lesson fee will still apply.

*Please note: It is the student's responsibility to allow enough time to carry out all required tasks and be ready to attend normal academic classes, prep and meals in a timely and prepared manner.*

## 2021 Lesson Prices

	<b>ANNYKA OVERTON</b> <i>(Snr Lessons)</i>	<b>RACHELLE HIRST</b> <i>(Snr Lessons)</i>	<b>GLORIA MCCORMACK</b> <i>(Campdraft Lessons)</i>	<b>JUSTINE AITKEN</b> <i>(Show Riding Lessons)</i>	<b>ELLA ELKS</b> <i>(Polocrosse)</i>	<b>CLAUDIA TURNBULL</b> <i>(Jnr Lessons)</i>
STUDENT Private Lesson   45 min	\$55	\$55	\$44	\$44	\$44	\$44
EXTERNAL Private Lesson   45 min	\$66	\$66	\$55	\$55	\$55	\$55
STUDENT Private Lesson   30 min	\$44	\$44	-	-	-	\$33
EXTERNAL Private Lesson   30 min	-	-	-	-	-	\$44
STUDENT Semi-Private Lesson   60 min	\$44	\$44	\$36	\$36	-	\$36
EXTERNAL Semi-Private Lesson   45 min	\$55	\$55	\$47	\$47	-	\$47
STUDENT Group Lesson   60 min	\$40	\$40	\$33	\$33	\$33	\$33
EXTERNAL Group Lesson   60 min	\$51	\$51	\$44	\$44	\$44	\$44
STUDENT Schooling   45 min	\$55	\$55	\$44	\$44	\$44	\$44
EXTERNAL Schooling   45 min	\$66	\$66	\$55	\$55	\$55	\$55

*\*School horse hire charged at \$11 per lesson*

## Excursions

### NEGS EXCURSIONS

The excursions listed below will incur a compulsory excursion fee for students representing the school. This fee will be outlined prior to the event, depending on number of entries.

- North West Equestrian Expo (COONA)
- Inter-schools Horse Extravaganza (ISHE)
- NSW Inter-schools
- Liverpool Plains Equestrian Inter-schools

### COACHING AT EVENTS OTHER THAN THE EVENTS LISTED ABOVE

Fees: If you would like to be coached by a NEGS coach at any event other than those listed above, coaching is available for a flat coaching fee of \$55 per student for the entire show. For students who would like coaching at these events, a discounted fee of \$33 is available if students represent at these events following the below dress code:

- Dressage - NEGS saddle pad
- Show Jumping - NEGS saddle pad
- Campdraft - NEGS shirt and saddle pad
- Polocrosse - NEGS shirt and saddle pad
- Cross country - NEGS helmet cover
- Showing - Brow band if possible

### RESULTS

For public recognition of student results (including posts on social media), families are required to email results and photographs to [marketing@negs.nsw.edu.au](mailto:marketing@negs.nsw.edu.au) by no later than the Monday following the completion of the event.

### TRANSPORT AND ACCOMMODATION

Transport is available for students and their horses to and from events. Students must inform staff of their transport requirements by the due date. Places on arranged transport are limited and will work on a first-in best-dressed basis. Transport costs are split between the number of horses being transported and will vary for each competition.

If you agree to transport horse/s other than your own to and from events; as the carrier of the horse, you acknowledge that you are liable for any damage that may occur to your equipment. By transporting the horse, you acknowledge that you are personally liable to pay for any damages that may occur. You acknowledge that NEGS is not liable to pay for any damages caused by the horse.

If students require accommodation at any event, extra costs will be incurred. Please note: Final event transportation and accommodation fees will include the costs associated with NEGS supplying a supervising staff member at the venue.

### STUDENT ATTENDANCE ON EXCURSIONS

All students who wish to attend the excursion or exchange must maintain a satisfactory record of behaviour. If a student's behaviour does not satisfy these requirements, the family will risk forfeiture of any amounts paid. In this instance, the school will endeavor to refund any costs, but this cannot be guaranteed.

The participating student's NEGS account must be up to date at the time of paying the deposit, and remain up to date until the excursion or the student will not be permitted to attend.

All students must be in good health (physical and mental), deemed safe to travel and given a health clearance by the school nurse and, if required, a third party medical professional.

Students who withdraw from the excursion once planning, costing and final numbers are established will be charged any non-refundable costs.

## Uniform

### EVERYDAY RIDING

All equestrian students must be dressed in appropriate clothing when at the EC. If students are riding/lunging or doing ground work, then they must be in jeans or jodhpurs with a polo shirt. NEGS riding tights are available at the Uniform Shop. Appropriate boots must be worn and hair must be tied back.

When visiting the EC to feed, girls must be dressed appropriately. School dresses are permitted to do minimal duties. Students must have closed in leather shoes or gumboots at all times.

### STUDENTS MUST NOT:

- Wear singlet tops or midriff shirts.
- Wear sneakers, sandals, joggers, ugg boots or thongs to the EC.

### COMPETITIONS

All equestrian students should be dressed in their respective discipline competition uniform when competing.

### NEGS EVENTS - EVENTING, DRESSAGE, SHOW JUMPING, SHOW RIDING/HACKING

- White jodhpurs
- Blue Equestrian shirt
- NEGS Tie
- Blue school jumper
- White saddle pad with NEGS logo
- School coloured brow band when hacking.

### CAMPDRAFTING/CUTTING

- Jeans
- Blue Cutting/Campdrafting shirt
- White Angus Barrett saddle pad with NEGS logo

### POLOCROSSE

- White jodhpurs or jeans
- Polocrosse shirt
- Blue Bombers saddle cloth with NEGS logo

## Equipment

Each student is responsible for their own equestrian equipment. It is advisable to clearly label ALL equipment that is brought into the EC. If a student/parent loans equipment to another student/parent, you are responsible for this arrangement. It is not the responsibility of EC staff to find equipment which has been misplaced.

# Student Uniform and Tack Inspection Record

Please ensure student tack and equipment is clearly marked, where possible, with the student's name and has been checked for defects. Equipment deemed not safe or suitable will not be allowed. Students are welcome to bring any other suitable tack/equipment deemed necessary for their discipline/s.

**STUDENT NAME:**

**DATE:**

	TACK	LABELLED	INSPECTION STATUS	NOTES
	Bridle			
	Reins			
	Bit			
	Saddle			
	Stirrups			
	Stirrup leathers			
	Girth			
	Work saddle cloths (x2)			
	Discipline appropriate whip (optional)			
	Discipline appropriate spurs (optional)			
	Leg protection			
	Halter and lead rope			
	Feed/water buckets			
	Feed scoop			
	Leather cleaning and conditioning products			
	Hoof dressing and brush			
	Cotton combo rugs or hood and rug sets (x2)			
	Suitable warm/top rugs for time of year			
GROOMING EQUIPMENT	Body brush			
	Comb			
	Dandy brush			
	Hoof pick			
	Scissors			
	Wash bucket			
	Shampoo			
	Conditioner			
	Sponge			
	Scraper			
FIRST AID EQUIPMENT	Poultice			
	Animal lintex			
	Elastoplast/ vet wrap			
	Thermometer (recommended only)			
	Medical scissors (recommended only)			
	Stable/paddock scoop			
	Wheelbarrow			
	Broom (stable horses only)			



# Agistment

## I. PRICES

AGISTMENT PACKAGES	PRICE PER WEEK
Private Paddock	\$195 <i>(If you have a private paddock, you may agist one additional horse at a rate of \$35 per week in this paddock.)</i>
Shared Paddock	\$115
Boundary, Oats and Polocrosse Paddocks	\$77
<b>EXTRAS</b>	
Stabling (new stables)	\$65 (+\$15 per week for lights)
Stabling (old stables)	\$45
Stable per night (old stables)	\$15 per night - <i>Book by 9am daily</i>
New stable block per night	\$25
Day use of stable	\$15
Day yard use	\$0 per day for agistees <i>(add \$10 per day non agisting students)</i>
Double hay	\$42 per week
Arena Hire	\$0 for Agistees, however any non-NEGS instructors must apply and pay annual affiliation fee.

*Agistment fee includes 1 biscuit of hay fed twice daily by staff and access to unlimited chaff*

## II. AGISTMENT POLICY

1.1 Paddock and stable agistment must be pre-booked prior to arrival at the beginning of each School Term. All agistment paperwork must be completed, submitted and approved by NEGS staff before paddocks/stables are allocated. Booking closure dates are advised at the end of each Term, for the upcoming School Term, to enable planning for staffing, feed orders and agistment allocation.

1.2 Agistment for each Term will be billed on the agistee's Equestrian Extras account from the date of arrival for the full Term.

2.1 If a horse departs the School (outside of normal planned competition) and is not returning for the remainder of that Term, the family may request an agistment credit if the period is for two weeks or more absent. Two week's notice of the departure is required to allow adjustments to end of term staffing, activities and feed orders if required. Once a credit has been given, the agistee will relinquish their paddock or stable for the remainder of that Term. If the agistee wishes to return to agist at NEGS after an agistment credit has been applied, a new agistment application must be completed and a paddock/stable will be allocated based on availability at that time.

2.2 Families may also apply for an agistment refund of two weeks or more with a Veterinary or Medical Certificate stating extended horse or student injury or illness which would require the horse to go home.

2.3 For all other periods of leave (mid term), written request for an adjustment may be submitted for departures of 3 weeks or more for which Equestrian Staff have been given two weeks notice.

3. Students are permitted to agist a maximum of two horses at any given time. Students may only agree to care for a maximum of two horses at any one time, including their own.

4. Agistees must sign and adhere to the Parent and Student Codes of Conduct at all times and have a Risk Assumption on file for each calendar year.

5. All procedures and rules stated in the Equestrian Student Induction Booklet should be followed.

### III. CLEANING OF STABLES AND PADDOCKS

- Stables must be cleaned each morning before 8:30am. If stables are not clean, the student will be given one warning. If they breach this condition a second time, a one hour detention will apply. If there is a third breach of this, the student will not be permitted to their stable for the remainder of the term.
- Paddocks should be cleaned once a day - inspections are conducted every afternoon during feed up. A two hour detention will be applied if paddocks have not been cleaned by the final inspection on Saturday afternoon. Paddocks will still be required to be cleaned or a fee will be charged for staff to do it.

## General Daily Procedures

---

### I. BASIC HEALTH CHECK

- Horse's eyes, nose and mouth should be clean and free from any signs of mucus.
- Check legs for any abnormal signs such as swelling, blood or deformities;
- Horse is moving freely with no sign of lameness;
- All feed has been eaten;
- Horse looks bright and alert;
- Droppings are normal in consistency and quantity; and
- Hooves should be cleaned out each day.

*\*Any suspect alterations to behaviour or health must be reported to EC staff.*

### II. FEED AND WATER

- Horses are fed a hay ration (1 x biscuit lucerne OR oaten hay) by EC staff twice a day. Students also have access to lucerne and oaten chaff. If your horse requires extra hay, this will be charged accordingly.
- Hard feed rations are the responsibility of the student. NEGS has Barastoc feed available on hand for purchase (please see order procedure on page 14). All feed must be kept in the students' feed bin (away from rodents). If feed bags are left on the ground, they will be collected by staff.
- Water must be checked daily and troughs cleaned when necessary. Any leaks or breakages must be reported to EC staff promptly via the maintenance request book.

### III. RUGS

- Rugs are to be clearly labelled and checked daily to ensure that rugs are fitting correctly and that there are no loose straps etc.
- Horses will be rugged according to the weather conditions in consultation with EC staff.

### IV. CLEANING OF STABLES AND PADDOCKS

- Stables must be cleaned each morning before 8:30am. If stables are not clean, the student will be given one warning. If they breach this condition a second time, a one hour infringement detention will apply. If there is a third breach of this, the student will not be permitted to their stable for the remainder of the term.
- Paddocks should be cleaned daily - weekly inspections are conducted every afternoon during feed up. If a paddock has not been marked as cleaned during the week by final inspection on Saturday afternoon, a two hour detention will be applied. Paddocks will need to be cleaned or a fee for staff to clean it will be applied.
- Students who have a lockable container, tack box or float in the EC must provide a duplicate key to the Agistment Manager within 5 days of arrival, in case of lost keys.
- Any damage or concerns with the stable/paddock must be reported to EC staff promptly for entry into the maintenance book.
- Any tack left on the ground in and around your stable will be collected by staff and returned to the student after a one hour detention has been completed.

### V. PERSONAL HYGIENE

Prior to leaving the EC students must:

- Wash/sterilize hands thoroughly.
- Clean off shoes and any excess hay off clothing.
- Remove spurs before attending class.

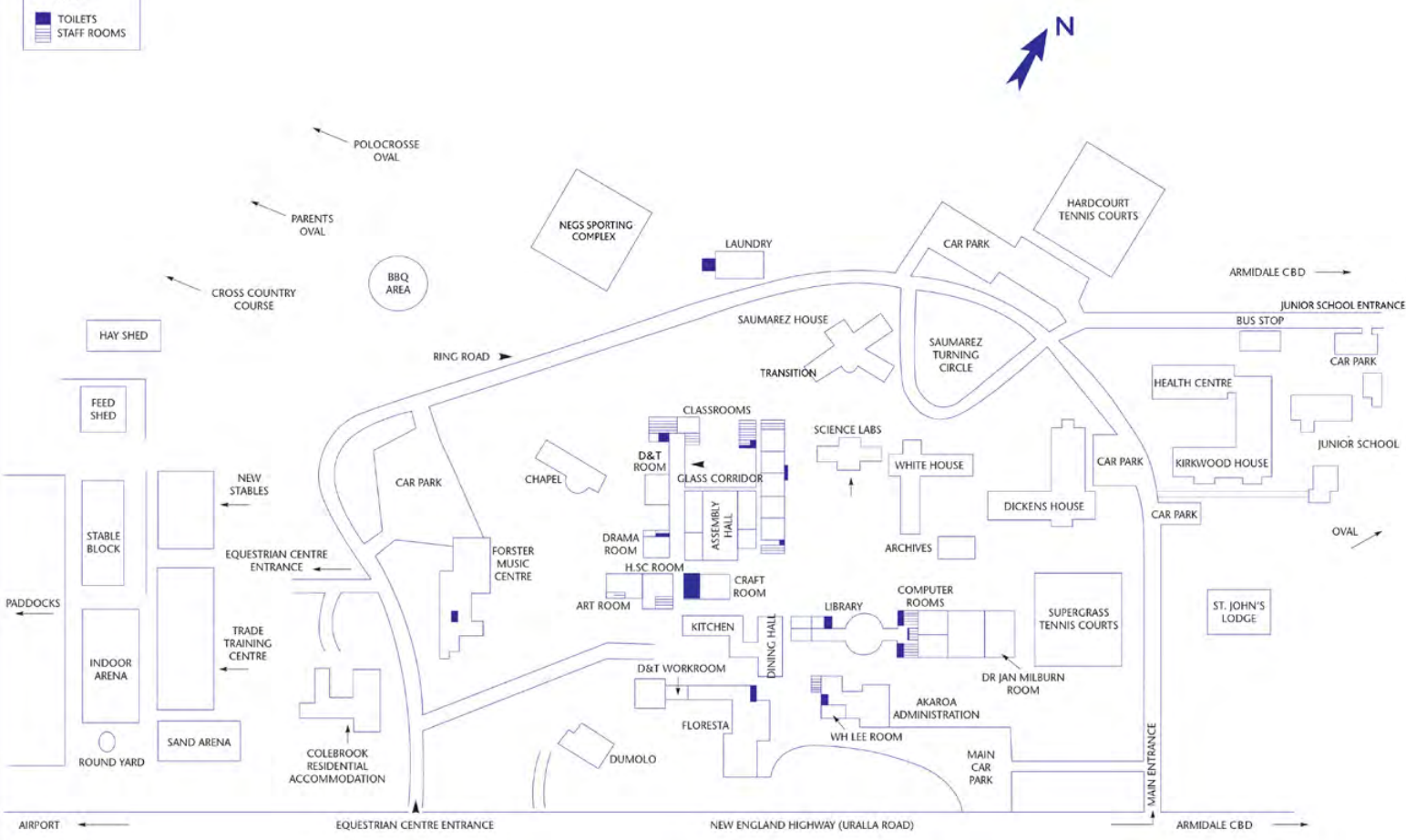
### VI. TACK & EQUIPMENT CHECKLIST

- Please ensure student tack and equipment is clearly marked where possible with the student's name and has been checked for defects. Equipment deemed not safe or suitable will not be allowed in the Equestrian Centre.

# Map of NEGS

**KEY:**

- TOILETS
- STAFF ROOMS



*'Whatsoever you do, do it heartily'*



**NEGS**  
MORE THAN  
A SCHOOL

**125**  
YEARS  
1895-2020

13-83 Uralla Rd, Armidale, NSW, 2350  
T +61 2 6774 8700 | F +61 2 6774 8741  
reception@negs.nsw.edu.au

[www.negs.nsw.edu.au](http://www.negs.nsw.edu.au)