



NEGS
EQUESTRIAN

HANDBOOK

NEGS Equestrian Centre 2023

Whatsoever you do, do it heartily.





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WELCOME



Welcome to the NEGS equestrian community, a place for learning, development, excellence and fun!

2023 commences with enthusiasm! Many of our local shows are back on the calendar with a sense of re-engaging with the equestrian community. NEGS will be host to many varied events over the year, which will bring fun, friendship and a sense of belonging direct to us.

A focus this year is to strengthen our squads, especially our campdraft squad who has been without a dedicated coach for the last few terms. We plan to build this team back to the powerhouse it has been in the past, through further coaching support, clinics and competitions.

NEGS Staff are available to support both students and families alike. Feel free to contact us between 9am and 5pm if you would like to discuss your daughter's equestrian experience. We have always found that regular consistent contact is the best way to assist students navigate the initial 'finding your groove' period. The EC works best when we work as a team. Students, families, coaches and support staff. We are all in this together. Teamwork makes the dream work.

Should you have any particular issues to be addressed, or ideas about how we can improve our services, please contact the Equestrian Centre (EC) Coordinator, Annyka Overton.

The information provided in this Handbook is for student and parent guidance and support. However, we value your feedback on the usefulness of the document and ways in which it can be improved.



IMPORTANT TELEPHONE NUMBERS AND INFORMATION



Meet the Team

Annyka Overton - Equestrian Centre Coordinator

Senior Eventing and Show Jumping Coach

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

PHONE | (02) 6774 8717 EMAIL | equestrian.centre@negs.nsw.edu.au

Annyka is the Equestrian Centre Coordinator, Eventing and Show Jumping Coach. Annyka has coached Internationally as Team Manager and Coach for both EA Young Rider and Pony Club Australian Teams including the Penang International Horse Show, Malaysia and IPE in Hong Kong. Annyka has been part of the NEGS Team for over 20 years, and is passionate about the growth of young people and their horses.

Lynda Rieder

Junior Programme Coordinator

EMAIL | lynda.rieder@negs.nsw.edu.au

Lynda has come to us from Coffs Harbour with a large amount of experience with Riding schools and working with NDIS. Contact Lynda if you have any questions regarding Junior lessons, kids club or kids camps.

Rachelle Hirst

Senior Eventing and Dressage Coach & Development Squad Coach

EMAIL | 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 Senior Dressage and Eventing, to organise lessons and/or schooling, horse behavioural issues and dressage competitions. Rachelle is our Senior Dressage Coach with a degree in Agriculture. She has produced several horses herself to FEI level. Rachelle is passionate about the overall wellbeing and performance of the horse and rider as a team.

Justine Aitken

Showriding and Junior School EC Coach

EMAIL | justine.aitken@negs.nsw.edu.au

Justine is our Show Riding Coach having ridden in many of Australia's biggest Shows including Sydney Royal and Grand Nationals.

Shanlee Duckett

Stable Staff - Team Leader

EMAIL | equestrian.centre@negs.nsw.edu.au

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.

Ebony Collier

Stable Staff - Horse Welfare

EMAIL | equestrian.centre@negs.nsw.edu.au

Ebony recently completed her Cert IV in Agriculture at Tocal college. She is a keen rider herself and has worked for Shane Rose, and Richard Webb before joining us at NEGS in 2021



IMPORTANT TELEPHONE NUMBERS AND INFORMATION



Parents are asked to respect that NEGS encourages a quality work/life balance for staff as it does for students, therefore parents should not expect that staff will be available by telephone or email 24 hours a day, 7 days a week. Messages received will, however, be answered the next working day.

In case of an emergency

AMBULANCE/FIRE/POLICE | 000

STATE EMERGENCY SERVICE | 132 500

ARMIDALE HOSPITAL | 6776 4777

HORSE EMERGENCIES | 0428 772 817

THUNDERBOLT EQUINE VETERINARY SERVICES | 0428 319 015

PLEASE NOTE | After hours calls are to be limited to emergencies and pre-arranged arrivals and exits only, all other issues will be addressed within normal opening hours.

NEGS Equestrian Centre Office: (for all general enquires)

PHONE | 02 6774 8717

EMAIL | equestrian.centre@negs.nsw.edu.au

EC Coordinator: Mrs Annyka Overton

MOBILE | 0428 772 817

EMAIL | annyka.overton@negs.nsw.edu.au

EC Staff - Mobile Phone - Emergencies and General Inquiries

MOBILE | 0417 806 395



Roving Insurance and personal property

It is the parents' responsibility to have insurance cover for their child's belongings while using the EC. For example saddles, bridles, rugs, riding gear and any parent leaving a float/gooseneck at NEGS. Valuable personal property should be kept to a minimum.

Personal accident insurance for students

It is highly recommended that all members of the NEGS team should be members of EA and as such gain the benefits of personal accident insurance offered by Equestrian Australia. However it is recommended that you read through the cover offered by EA and consider whether it is an appropriate level. NEGS has a school accident insurance policy that covers students in many circumstances. Please speak to the Business Managers office for details of this policy.

Personal accident insurance for parents/volunteers

While the NEGS Personal Accident for Voluntary Workers Insurance policy provides limited assistance when our volunteers are injured, we recommend that parents/guardians and grandparents that volunteer their time with NEGS Equestrian Parent Groups, or other activities of the Centre, obtain their own personal insurance that protects themselves and their family against any injuries (including death) any day of the year.

Horse insurance

Whilst the utmost care is taken to maintain a safe and well managed facility at all times, accidents sometimes happen. This however does not exclude the possibility of accident or injury to horses/ponies while either yarded, being handled or ridden, while at the EC or training with, or representing, NEGS at other venues. To this end NEGS strongly recommends that all horses/ponies are insured by the owners.

Health insurance

As a result of the increased risk of serious injury associated with horse activities, NEGS strongly recommends students have adequate health insurance to cover such possible injuries and subsequent treatment and rehabilitation.

Mobile Phones and Electronic Devices

Student mobile phones must be switched off during lessons. Riders are to switch off their phone or mobile device prior to mounting. It is preferred that the student secures the phone e.g. hands in to House Staff prior to going to the EC or to the instructor before entering the lesson.

Students are not to be wearing earphones of any manner whilst at the EC.

Videos and photos taken by parents and staff members for instructional purposes must be within NEGS privacy policy guidelines and may not be used in any form of publication without the written consent of the rider or parent if rider under 18 years of age.



NEGS Equestrian Programs provide structured group and individual coaching to suit students needs. The NEGS Equestrian Teams program allows students to develop their riding skills and knowledge in several disciplines such as: Eventing, Dressage, Show Jumping, Campdrafting, Polocrosse and Show Riding. Additional programs for 2023 include: Coach Education, Junior Riding Club, Ladies Club and Ready Set Trot programs.

Equestrian Squads

Equestrian Teams and squads are overseen by our Senior Coaches and supported by our Equestrian Coaching Team, Specialist Coaches, Mentors, Liaison Parents and Equestrian Centre staff.

General riding programs are open to both day and boarding students, who are students of NEGS and have access to a horse/pony (students may access school horses if required). General riding programs expose students to all facets of riding and assist in building a solid riding foundation.

Training programs are open to any student at NEGS, who commit to keeping a suitable horse either at the NEGS Equestrian facility or for day students, at home. Students will work on individual programs aimed to assist their development as competitive riders. The training consists of regular group lessons, however students are encouraged to take private or semi-private lessons from NEGS coaches and participate in workshops, master classes and clinics to further develop their horsemanship.

Parents are encouraged to communicate regularly with NEGS equestrian staff about the progress of students and their horses. While boarding students participating in the equestrian programs take sole responsibility for the care of their horses, the well-being and quality of care of all horses at the Equestrian Centre (EC) is closely monitored by equestrian staff.

Mentoring Program

NEGS senior students will be required to participate in a mentoring program. Junior students will be assigned a senior mentor to provide a first point of contact and leadership. Senior students model rules and behaviours for junior students with the Equestrian Prefect having input into the structure and goals of the mentoring program. Senior students are mentored by their chosen equestrian coach.



ARRIVAL GUIDELINES

The road in front of the EC carries a high volume of traffic, as such, HORSES WILL NOT BE UNLOADED AND LOADED ON THE ROAD or in the Forster carpark. Designated unloading and loading areas must be used inline with the arrivals procedure. Loading and unloading areas are located to the right of the Livestock Precinct entry gate.. Please ensure you are mindful that this a shared space and position your float as economically as possible to ensure enough space is available for all those loading/unloading. Floats should be positioned in the float parking areas backed onto the external fences once your horse is unloaded.

Horses must be wearing a halter and lead or bridle when moving about the EC at all times.

Night Lock Gateway System

The Equestrian Centre has implemented a “smart” padlock to manage access to the Night Yard / Float Park outside of business hours.

The smart padlock allows registered users to unlock and lock the yard’s double gate using an app on their smartphone. Each access is logged with time, date and user.

For students entering or exiting after hours using the smart lock system will need to have their horses in the Livestock Precinct night yards. Horses will be unable to be brought to and from their paddocks outside of opening hours.

For more information on registration and how to use the system please contact the EC Coordinator.

ATTENDANCE GUIDELINES

Horses showing obvious or suspected signs of ill health are NOT PERMITTED. Students and families will not knowingly bring an unwell horse into the NEGS Equestrian Centre. Horses who are assessed as unwell on arrival will not be permitted to enter the facilities.

Day students will follow the guidelines as laid down for boarding students as applicable including: sign in/out, vaccination, WHS, billing etc.

EC staff must be notified upon arrival of any special requirements or particular habits (e.g girthy, difficult to catch in large paddock, bites, special shoeing needs etc.) to ensure best practice, student, staff and animal welfare.

Day students using the yard facilities are responsible for the cleaning out of that yards once the horse has been removed.



Orah

Orah is an online platform where students are able to log their horses in and out of the EC, as well as request a departure notice for staff to look after your horse if a student is absent for any reason. A departure notice must also be logged if another student is looking after the horse. Each horse will have an Orah account attached to it. These will be organised by the IT department upon notification of a new horse arrival.

Horse Entry Procedure

Before leaving home

Arrival date and estimated time must be notified via Orah or email if you do not yet have an active Orah registration 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.

Arrival

Park in the unloading area;

1. Unload your horse/s and tie it up to your float. Move your float to the long stay or day parking area after your horse has been checked;
2. Ensure you have all required paperwork ready (horse entry documents);
3. Locate the duty staff member who will perform a health check and take a photo (photo not required for short stay/competition entry)
4. Ensure you are clear on the location of the paddock/stable allocated for your use.

Horse Exit Procedure

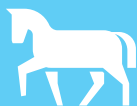
When taking your horse home at the end of term/year or for competition the exit procedure must be followed:

Provision of Notice

Exits should be advised on Orah 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 an Orah profile for their horse – please advise via email to equestrian.centre@negs.nsw.edu.au

Departing the Equestrian Centre

1. Parent/transport personnel collecting the horse must sign into the Equestrian Centre office.
2. Horses should be taken to the tie-up rail and secured.
3. Thoroughly clean your paddock (and stable if applicable). Locate a staff member to 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).



EQUESTRIAN CENTRE DAILY ROUTINE



The following is an outline of the activities and expectations of students during a typical weekday at the Equestrian Centre (EC).

NEGS understands that working with horses involves more risks than other sports. In conjunction with the NEGS and EA Codes of Conduct a high standard of behaviour is expected at all times at the EC from staff, students, visitors, agisters and families. It is expected that students (both boarding and day) will at all times conduct themselves with respect and consideration for all staff, riders, volunteers and visitors.

The EC opening hours

6.30 am – 6.00 pm Monday to Friday.

7.00 am - 5.00 pm on Weekends.

Please note the EC is closed between 12pm - 2pm on Weekends.

Morning Routine

Boarding students may leave the boarding house from 6.30 am to ride, feed, adjust rugs and check the health of their horses. Students are to sign in at the Stable desk. Junior students will be supervised and assisted by duty staff and senior students. Students must sign out before leaving the Centre.

Students riding before school may take breakfast in the boarding house before leaving (please advise House Staff prior to leaving the house). All other students must ensure they are on time for breakfast in the Dining Hall by no later than 8.00 am.

Early Arrival of students

Students must not wander through any part of the Livestock Precinct or commence any activity with their horses until the EC has been opened by staff.

The only exception to this may be if a horse is seen in trouble within their stable/paddock. In this situation the most senior student may approach the stable/paddock and observe the horse only. They are then required to contact the duty staff member immediately on 0417 806 395. The emergency contact list is located on the back and front doors of the EC office building, on the notice boards in each stable block and on the outside of the livestock team shed. All students are requested to add this number to their phone contacts list.

Securing of Site

On arrival and departure students must ensure that all gates around the EC are closed. The containment barrier enclosing the 'Livestock Precinct' area is for the safety of students and horses and must be maintained.



Daily Register

- **ALL students** (both day and boarding) are required to follow the EC sign in/out procedure upon immediate arrival and departure. The Daily Register is located at the entry of the main stable block and is required primarily as an attendance document to ensure EC staff are aware of students' whereabouts and secondly, in the event of an emergency or disease outbreak such information may be vital in preventing any further outbreaks and locating persons for evacuation.
- **ALL visitors** (including day and boarding parents) wishing to remain on the premises whilst a lesson is occurring as well as vets, farriers, equine dentists, chiropractors and all guest instructors must follow the sign in/out procedure upon immediate arrival and departure.

Student Absence Procedure

When students are absent from school or unwell and your horse remains on site at NEGS, a Departure Notice must be completed via Orah to ensure your horses' welfare and health are monitored more closely by staff, regardless of who will be looking after the horse during the absence.

In the event that a student has made arrangements for another student to look after their horse a Departure notice **MUST** also be submitted. Where the arrangement is with another student, these arrangements must be to the satisfaction of both EC and Boarding House staff.

Students may only look after a maximum of two horses (including their own) at any one time

A departure notice fee of \$20/day will be charged for each day that a staff member is needed to feed, rug and care for a student's horse. (\$5 per feed, and \$5 per rug change. Morning and Night)



Morning Inspection

A basic requirement and expectation of any student involved in the Equestrian Program is an understanding of a horse's normal signs of good health.

Students should carry out (each day) the following 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 and recorded in the stable diary, then in your horses' individual file.

Feeding and Water

Horses are fed a hay ration by EC staff twice a day. However hard feed rations are the responsibility of the student unless the horse is under a full board arrangement. NEGS provides both Lucerne and Oaten chaff for agisting horses. Individual horse feeding regimes will be assessed, monitored and determined in consultation with the EC staff if/when necessary. Water must be checked daily and troughs cleaned when necessary or at least on a weekly basis. Any leaks or breakages are to be recorded in the maintenance book located next to the sign in sheets and reported to EC staff promptly.

Hard feeds etc. must be provided by parents at their own expense. Families should set up accounts or pay via credit card with local feed merchants (see Contact list in Appendix for details). These costs cannot be debited to NEGS accounts. Please order feed prior to running out, not when the feed bin is empty as merchants may only deliver on set days. 10-14 day prior to running out is best to ensure the merchant has what you need in time.



Equipment – Rugs

Each horse's rugs are to be clearly labeled and checked daily to ensure that rugs are fitting correctly and no loose straps etc. are observed. Horses will be rugged according to the weather conditions in consultation with EC staff. Hoods may only be worn if in private paddocks. NO HOODS are to be on a horse in a shared paddock at any time. Any breakages or repairs should be reported to the EC staff. See Appendix for rug repairer contact details.

Cleaning of Stables and Paddocks

All stables and paddocks should be cleaned once a day during the school week. Stables must be cleaned/ 'put up' each morning before leaving the EC. Paddock inspections will be conducted each Tuesday afternoon. A \$50 paddock cleaning fee will be incurred at the end of each term for a paddock deemed to be unclean. **All stables must be fully removed of all shavings at the end of each term.**

Any damage or concerns with the stable/paddock is to be recorded in the stable diary and reported to EC staff promptly for entry into the maintenance book. Students must contribute to the overall hygiene and presentation of the EC areas. It is not the responsibility of the EC staff to clean up after students.

Personal Hygiene

Prior to leaving the EC students must wash/sterilise hands thoroughly, clean off shoes if necessary and remove any excess hay etc. before returning to the Boarding House, Dining hall or Classroom.

Students Departing the EC

Prior to leaving the EC, students must ensure the following has been completed:

- Clean and tidy area/s used (breezeway, day yard, wash bay etc.);
- Packed away equipment and tack used;
- Sign out as per procedure.



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.

School bags may be stored at the EC office in the designated area. However, this is at the students' own risk and whilst all care is taken, no responsibility will be taken by the EC for lost, damaged or stolen items.

Having a horse at NEGS is a large commitment for any student, and EC staff understand that at times, other NEGS commitments will take precedence over lesson times. In these instances, students must contact the EC staff to reschedule or cancel their lesson immediately when they become aware of the conflict.

From time to time, coaching staff may be unable to attend a scheduled lesson due to ill health, riding or coaching commitments. Where the assigned coach is unable to attend the lesson, an appropriately skilled alternative coach will be provided. However, the student will be offered the option to reschedule the lesson if they so choose.

NEGS EC staff are encouraged to compete and build their coaching/riding capabilities. Therefore, it is unavoidable that a small number of absences may occur throughout the year. To avoid disruption, EC coaching staff are required to provide a schedule of all off-site commitments where possible, prior to the commencement of each terms' lessons.

Preparing to Ride

Moving around the EC

Halters and leads must be used when moving horses around the EC (such as leading a horse to and from the paddock to the tack up area and back to the paddock), unless riding.

Tacking Up

Students must utilise the tack up areas located as follows: stables, days yards, Parade Arena Tie-up rail, or at your float (horses may only be secured to floats when the float is attached to a vehicle). This is not to be done if there are three horses or more. Horses are NOT to be tied up in the stable breezeway at any time. Horses are to be tacked up in a yard or stable which is to be left clean and tidy before leaving.

Student Attire (PPE)

All students and handlers must always be suitably attired. Whenever mounted or lunging students must be wearing the current EA approved helmet AS/NZ S3838/BS EN1384 and safety attire such as closed in, low heeled riding boots and a back protector/safety jumping vest when on the X-Country course. The NEGS sport shirt or Equestrian training shirt should be worn with jodhpurs or jeans during the week when riding.

Appropriate Tack and Equipment is to be used for lessons and free riding.

Mounting

Students should check the surrounding area before mounting to ensure it is safe to do so. Mounting blocks are available in each arena.

Moving to and from Tack Up areas

Whilst moving around the EC on horseback students must WALK only. Students should also be aware of other horses in the area and other hazards that may be of concern to their horse and be prepared to dismount if necessary. Students riding in public areas above a walk will be asked to dismount and lead their mount to their destination.

Students may ride bareback to tack up areas only if rider is wearing required PPE (helmet, boots), horse has a correctly fitted bridle on and rider has the prior approval of their coach to ride bareback and the ride is at a walk only.

Care of horse after riding

Horses must be appropriately cooled down after exercise which involves a 5-10 minute walk to allow horse's heart rate to return to standard rate. Horses can be washed down and towel dried or sufficiently brushed over entire body to remove all sweat and dirt, paying particular attention to legs, bridle path and saddle area according to the weather conditions. Students should check their horse's legs after exercise for any cuts, abrasions and swellings prior to returning them to their yard/stable/paddock.

Returning Horse to Yard/Stable/Paddock

Students should re-rug the horse according to weather conditions, use a halter and lead to return the horse to yard/stable/paddock then check water and feed horse as per requirements.

Storage of Equipment

All tack and excess rugs, equipment etc. will be stored in a designated area in the tack shed, in your float or other arrangement. No equipment should be left on the ground near yards, paddocks, stables or around tack up and wash bay areas. All unattended items will be confiscated. Retrieval of personal belongings will require the student to complete EC community service hours.



Day Students

Day students are an integral and valuable part of the NEGS Equestrian Community. Day students are encouraged to use the facilities, participate in organised EC events, outside training programs and coaching with EC staff, however, priority will be given to the boarding students when it comes to using the agistment facilities. All students/parents must book with EC staff accordingly and sign-in/out.

Use of day yards/stables/paddocks is by prior arrangement. Please contact the EC office as bookings are necessary to assist with staffing and booking requirements. Email equestrian.centre@negs.nsw.edu.au or call 6774 8717 for assistance.

See price list for current day yard/stable fee.

Weekends

Boarding House staff are responsible for the students' whereabouts on weekends thus, House Staff must be notified when a student is required to attend to their horse at the EC. Students are responsible for hard feeding (hay rations are provided twice daily), rugging and checking the health of their horse.

The NEGS EC staff provide supervised riding activities, lessons, and at times, training days on weekends. Parents/guardians will be informed of relevant clinics and training days and other activities in advance.

Lungeing

Lungeing is a basic tool of exercise and training of any horse. Competency to lunge must be assessed by an EC staff member before students may do so unsupervised.

All students must wear gloves, the current ASNZ S3838/BS EN1384 approved helmet and appropriate clothing and footwear as required (closed in boot only).

Horses should also be tacked up with appropriate and correctly fitting safety gear. This may include: boots, correctly fitted cavesson or bridle, lunge rein and whip. Side reins and a roller or saddle may also be used.

The round yard is located at the Uralla Road end of the large arena and should be used in preference to an arena, unless raining, to ensure riders having lessons have adequate space. Horses are to be led at a walk between tack up areas and the round yard. The gate must be closed during exercise at all times.

The gate must be closed on leaving the round yard.



COMPETITIONS

What assistance will the student receive for competitions?

The NEGS Equestrian Team will compete at a number of events throughout the year and the EC staff will attend. These events will be highlighted in the calendar as being staffed – see calendar in Handbook Appendix. The equestrian calendar of events will be available on the NEGS website from week 2 of term 1 in 2023. The website calendar will be updated as the need arises, students should check the calendar regularly.

The calendar will also have other events that may be of interest to students and their parents. These events will not be staffed. However, the EC staff will be happy to assist with enquiries regarding attendance at these events.

Coaches attending School Team Competitions will be responsible for;

Before the event

- Coordination of entries (to be carried out by both EC staff member and student)
- Coordination of permission forms
- Coordination of catering arrangements when required (to be carried out by EC staff member)
- Coordination with parents regarding transport and accommodation of horses
- Assist students to prepare horse/s for competition

During the event

- Assist students to prepare for competition
- Monitor student performance
- Pre-event briefing - arena familiarisation, test familiarisation, course walk etc.
- Offer coaching advice and warm-up
- Supervision

After the event

- Debrief and feedback on performance

Overall

- Provide guidance, supervision, coaching and meals (if required) for the duration

Nominations for Competitions

All NSW Competitions are pre-nominated online through www.nominate.com.au or www.globalentriesonline.com.au. Please check calendars on these sites for current event dates and information. Students and their families are responsible for completing this process, HOWEVER, staff are always available to help with this process. Late entries are not accepted for many events, so please check the closing date on nomination forms.

Some events such as North West Equestrian Expo and School horse sports, require entries to be approved by the Principal and submitted by the school as a team. Please contact the Senior Coach or EC Manager for more details.

Events such as agricultural shows are made on the day when programs become available. Please do not hesitate to contact the EC office should you require any assistance with completion of nominations.



COMPETITIONS

What is required for leave to compete (when not a school excursion)

All students will need to complete 3 steps to ensure all relevant parties are aware of the students whereabouts and whom the guardian is whilst competing.

Step 1 - If the student is a boarder, they MUST complete a leave request through the Orah app. The host will either be the coach with whom they are travelling, or a parent. This is to let the boarding staff know what is happening and when the student will be leaving and returning to school.

Step 2 - A student absence notification must be made through Engage for any days missed from school ie; Friday afternoon or Monday. This is to ensure day school staff are aware of the reason for the students absence and ensure comppliance with ASCA. Approval will then be given by the Deputy Prefect.

Step 3 - If the student has a horse agisted at the EC, an Orah leave request must be completed prior to the horse departing. This is to ensure stable staff know not to panic when your horse is missing from his/her paddock, and to make sure there is hay etc available on your return.

Calendar of events

Follow this link for the Term by Term updated calendar <https://calendar.google.com/calendar/u/0?cid=MzZmNmQ5YTM3Mzg5NTBkODYyYzk4ZDgzMWU1YzAzOWEyOTZhMWZhYmY3NWJmMTViMmIxNTA4ODY3MmI0M2I3NUBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Stay updated

Join the Facebook EC Family Noticeboard to stay updated with what's on and important messages relevant to the Equestrian Centre.

<https://www.facebook.com/groups/253535880288040>

FEES AND CHARGES



All students with a horse agisted at the EC must commit to at least once group lesson per week with a NEGS coach or participate in an equestrian squad.

Discounts are offered for whole term prepayment of equestrian fees (excludes programs and service charges). Please contact the EC Manager for more details.

Students are encouraged to participate in after school workshops, weekend clinics and holiday programs to continue their development. NEGS EC facilitates workshops and clinics with some of Australia's best coaches contact the Senior Coach or EC Manager for more details.

Coaching

Coaching is available to students before, during and after class however students must negotiate class absences for the purpose of coaching, in line with policy requirements and approval from appropriate academic staff. Please consult your year advisor for details regarding class absences for lessons.

Lessons Formats

- Private lesson (45 mins)
- Semi-private lesson (1 hour) 2-3 students per lesson
- Group lessons for 3-8 riders
- Equestrian Squads
 - Eventing
 - Show Jumping
 - Dressage
 - Show Riding
 - Cutting
 - Polocrosse Team
 - Campdrafting
- Specialist Workshops and Clinics;
- Team competition preparation will be provided at no cost for some school team events;
- Other lesson formats will be by arrangement and on the recommendation of coaching staff.

Free Riding

Freelance riding on a student's own horse or a booked school horse is permitted only within opening hours to ensure a first aid trained staff member is present. Whilst students are encouraged to ride in preparation for competition and to continue skills development, students must at all times be mindful that students under instruction have priority for arena space. Students must not SWAP horses, or ride another students horse without permission from both parents and an EC staff member.

Maximum numbers of riders must not be breached in each arena and unsafe and inappropriate behaviour will not be tolerated.



WHAT IT TAKES TO BE A NEGS EQUESTRIAN MEMBER



The NEGS Equestrian team plays a significant part in the academic and co-curricular life of students who participate in the programs and aims to achieve success in the competition arena as a team and as a combination of horse and rider.

As a valued member of the Equestrian team students are requested to abide by the following in addition to the Equestrian Australia and NEGS Codes of Conduct students are expected to:

- Respect the rights, dignity and worth of fellow riders, staff, coaches, officials, parents, visitors and volunteers;
- Respect the talent, potential and development of your team riders;
- Respect all riders choice of breed/discipline/event;
- Conduct yourself in an appropriate manner relating to language, temper and punctuality;
- Be courteous, kind and always set a good example in dress and behaviour;
- Develop a high standard of sportsmanship and display gracious behaviour at all times;
- Be honest in your attitude and preparation to training;
- Work equally hard for yourself and your team;
- Cooperate with coaches and staff in development of programs to allow students to reach their full potential;
- Not knowingly undermine the confidence of a fellow team member;
- Act in a safe and responsible manner;
- Follow the rules and guideline contained within the NEGS Equestrian Handbook

Uniform Requirements for competition

The NEGS Equestrian team has a formal and a casual uniform which is to be worn at all times at competitions while representing NEGS. The general rule is "NEGS on top". The formal uniform is to be worn while competing and at all presentations unless otherwise directed on the day. During the time students are not competing they may change into the NEGS excursion uniform. See 'What to Bring' section of this Handbook for uniform details.

Tack

It is best to make a list of everything required for your competition, ensuring that you carefully read the equipment rules associated with the competition so that you have the correct tack.

A high standard of turnout is requested when representing the NEGS Equestrian Team. Tack is to be clean, in good repair and suitable for the competition. At Interschool events riders must compete in their NEGS equestrian uniform at all times including a NEGS Saddle cloth/pad. Failure to do so may result in disciplinary action by the organising committee of that event, which may have an effect on the overall NEGS performance.

All team members need to keep a written record of all competitions they have ridden in and their results. These records are used to support applications for sporting awards.



Discipline for breaches of equestrian rules and etiquette are dealt with within the department however breaches of boarding or day school rules will be reported to the Head of Boarding and Deputy Principal for action. Whilst we encourage girls to extend themselves and enjoy their equestrian pursuits, this is not a licence for disruptive, dangerous or unethical behaviour. The Student Handbooks are provided to students at the time of commencement.

Indoor Arena Rules

- The arena is only for riding unless permission for lungeing is given by an instructor;
- No loose horses are permitted at any time;
- Unruly horses are not to be ridden/lunged while other less experienced riders are in the arena or lessons are being held;
- Riders pass left hand to left hand;
- No halting on the outside track;
- Slower horses to the inside track, faster pace has the right of way on the track;
- No overtaking on the inside especially on a circle;
- Lesser movements give way to advanced;
- Jumping is only available as part of a lesson;
- Individual riders give way to a lesson;
- You must ensure the indoor arena and stable lights are turned off after use;
- Permission must be asked if the lights are required for private use.

Parents' Oval/ Polocrosse Field Rules

If using the Parents' Oval to jump you must be supervised by an adult or Instructor;

Two riders or more must be together if trail riding

Children under the age of 18 years wanting to jump must be supervised by an approved person – jumping over prelim level must be supervised by an instructor;

Jumps are not to be moved unless directed to do so by instructors

Cross Country Paddock Rules

- Riders may only ride on the cross country (no jumping is permitted) in groups of 2 or more for fitness unless permission is granted by an Instructor;
- Jumping on the cross country course must be supervised by an Instructor at all times;
- Riders must wear a back protector when jumping on the X-Country Course;
- Riders must report to staff prior to riding on the course and upon returning.



Horse Swapping

- There must be a letter from both parents allowing their child to horse swap at the NEGS Equestrian Centre;
- The horses must be ridden in an enclosed area;
- A signed and completed Risk Waiver form must be on file from the rider.

General Housekeeping

- A person shall not bring an animal, other than a horse into the NEGS Equestrian Centre unless written permission is given by the Centre Manager. Dogs only permitted if on a lead at all times;
- NEGS is a non-smoking environment which also encompasses the entire Livestock Precinct in which the EC resides;
- Fire Evacuation and Lockdown Procedures are located in each stable block, the EC office, tack and feed sheds;
- Students are to follow EC staff directions at all times;
- All students must tidy and remove manure/wet waste from arenas, tie-up, stable, yards, wash bay, tack and loading areas before departing the EC;
- Students are responsible for the safety and welfare of their horse and personal belongings. NEGS does not accept any responsibility for any theft, loss or damage of personal belongings or horses;
- NEGS recommends that all parents satisfy themselves that their own insurance is adequate;
- No iPods or other electronic devices to be used whilst riding;
- No disruptive behaviour or noise will be tolerated within NEGS Equestrian Centre;
- Horse cruelty will not be tolerated. Riders will be given one warning only before they are asked to leave the premises;
- Gates must be left as found;
- Feed bins must be emptied at the end of each year;
- During large events some paddocks may need to be vacated as they form part of the course e.g. paddock 15 is the finish of the cross country course. Horses will be accommodated in stables during the event.



Please ensure student tack and equipment is clearly marked with student name and has been checked for defects. Equipment will need to pass a safety check. Students are welcome to bring any other suitable tack equipment deemed necessary for their discipline/s

Daily Equipment

- discipline appropriate bridle with reins and appropriate bit
- discipline appropriate saddle/s
- two work saddle cloths
- discipline appropriate whip (optional-see appropriate governing body guidelines)
- discipline appropriate spurs (optional-see appropriate governing body guidelines)
- discipline appropriate leg protection
- head/neck collar, rope halter and lead rope
- stackable buckets (x2) for mixing and feeding (to include competition use), feed scoop
- saddle and leather cleaning and conditioning gear
- hoof dressing and brush
- cotton combos or sets (x2), suitable warm/top rugs for time of year
- grooming equipment: body brush, comb, scissors, dandy brush, hoof pick
- Wash bucket, shampoo, conditioner, sponge, scraper

Paddock Stable

- stable/paddock scoop/rake
- wheelbarrow (recommended but not compulsory)
- Feed/water buckets

Competition Uniform

Everyday Riding

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

When visiting the Equestrian Centre to feed, girls must be dressed appropriately. School dresses are permitted to do minimal duties. School shoes, riding boots or gumboots must be worn at all times.

Do not wear

- singlet or mid rift tops
- sneakers, sandals, joggers, ugg boots, or thongs



TACK AND EQUIPMENT LIST



Competitions (Interschools and when representing NEGS)

Students who are on a NEGS Equestrian scholarship are required to wear NEGS uniform when competing at all events. All equestrian students need to be dressed in their respective discipline competition uniform when competing for NEGS.

When at competitions but off the horses, the general rule is 'NEGS ON TOP', meaning at least one piece of NEGS uniform must be shown. This can be a cap, jacket, sports shirt or anything else branded NEGS.

Parade Uniform - Mostly for Coona and ISHE

- White jodhpurs, jeans or moleskins
- NEGS blue chambray equestrian shirt
- NEGS tie
- NEGS school badge
- Navy woollen jumper or vest (depending on the event)
- NEGS equestrian scrunchie
- NEGS discipline appropriate saddle cloth
- 4 white bandages
- Navy show riding helmet (student's own) or NEGS helmet cover (provided)

Eventing X-Country

- White jodhpurs
- NEGS polo shirt or NEGS jersey
- Long boots or short boots and leather gaiters
- Approved cross country vest
- White NEGS jumping saddle cloth

Dressage

- White jodhpurs
- NEGS blue chambray equestrian shirt
- NEGS tie
- NEGS school badge
- Navy woollen jumper or vest
- Long boots or short boots and leather gaiters
- NEGS equestrian scrunchie
- White NEGS dressage saddle cloth



Show Jumping

- White jodhpurs
- NEGS blue equestrian shirt
- NEGS tie
- NEGS school badge
- Navy woollen jumper or vest
- Long boots or short boots and leather gaiters
- NEGS equestrian scrunchie
- White NEGS jumping saddle cloth

Show Riding

- White jodhpurs
- NEGS blue chambray equestrian shirt
- NEGS tie
- NEGS school badge
- Navy woollen jumper or vest
- Long boots or short boots and leather gaiters for hacks/showhunters, short boots only riding classes
- Black or tan belt
- NEGS equestrian scrunchie
- White NEGS show saddle cloth
- Show browband (ordered through Deb's Browbands)

Campdrafting/Cutting

- Jeans
- Interschool-NEGS blue equestrian shirt
- Open events NEGS blue Cutting/Campdrafting shirt
- NEGS equestrian scrunchie
- black or tan belt
- Hightops/riding boots
- White NEGS Angus Barret saddle pad

Polocrosse

- White jodhpurs or jeans
- NEGS blue Cutting/Campdrafting shirt
- NEGS equestrian scrunchie
- Hightops/riding boots
- Blue NEGS Bombers saddle pad

NEGS students must wear NEGS casual Equestrian Uniform during morning preparation at an open competition when travelling with the NEGS team.



Veterinarians

Callum Paltridge - Thunderbolt Equine	– 0407 392 148
North Hill Vet Clinic	– 02 6772 1686
Creeklands Vet Surgery	– 02 6771 2899 (Equine Dentistry available)

Equine Massage & Therapy

Jane Clothier	– 0447 672 523
Bruno Schaffner	– 0427 670 421
Baiba Niedre - Sol Pulse	– 0458 464 922

Chiropractic

Brett Myhill	– 0428 544779
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Equine Dentists

Daniel Faint	– 0427 066 934
Wilber Thornberry	– 0429 659 288
Creeklands Vet Surgery	– 02 6771 2899
Prue Capp	– 0429 638 950
Warwick Morgan	– 0427 502 899
Callum Paltridge – Thunderbolt Equine	– 0407 392 148

Saddlery

Horseland – 10% discount to NEGS students	– 02 6772 7192 - 88 Taylor Street, Armidale
Galletly Saddlery	– 02 6772 4786 - 44 Marsh Street, Armidale
Burtons Saddlery	– 02 6772 4786 - 118 Dumaresq Street, Armidale

Rug Repairs

Galletly Saddlery	– 02 6772 4786 - 44 Marsh Street, Armidale
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Farriers

Wayne O'Donnell	– 0407 231 352
Stuart	– 0432 494 678
Dave Adams	– 0427 005 332
Jacob Faint	– 0457 185 964

Feed Merchants

Grazag	– 02 67703400 - 12 Ampol Street, Armidale
Norco Rural	– 02 6771 4669 - 252 Mann St, Armidale



**NEGS
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