



# Willow Tree Public School

## Horse Sports Day

**Friday 17 March 2017**

**7.45am – Start**

GEAR CHECK TO BE COMPLETED BY TEAM MANAGERS AND OFFICIAL GEAR CHECKERS PRIOR TO THE FIRST EVENT AT 8am

It is essential team managers liaise with riders prior to the event to ensure gear checks are completed ready to commence official gear check at 7.45am

Team Managers and supervising teachers are to collect information packs and attend an induction at the office at **7.15am**

### Venue – Quirindi Showground

**Entry Fee - \$25.00 per rider**

#### Ring Events

Horse Fit for Purpose class, Hack class, Riding class and Pleasure Hack

#### Sporting Events

Barrels, Bending, Flags, 3 Mug Race & Figure of Eight

**Entries are to be received by Wednesday 8 March 2017**

Entries are to be returned to:

**Willow Tree Public School  
Horse Sports Co-ordinator  
46 Merriwa Road  
Willow Tree NSW 2339**

For further information contact:  
Michele Wamsley - 0402 059484  
Kristy McCarthy - 0429 471670

STRICTLY RUN UNDER PONY CLUB RULES – NO GAITORS!

**Canteen facilities are available from 6.30am**

**We appreciate your support**

If camping is required, it MUST be pre-arranged with Liverpool Plains Shire Council on 67461755 and the Willow Tree Horse Sports Committee must be advised on - 0402 059484 or 0429 471670

Further confirmation of your school's attendance will be advised once all forms are received. Please note: if forms are not received by the due date, entries may NOT be accepted.

## WILLOW TREE PUBLIC SCHOOL HORSE SPORTS

Friday 17 March 2017

Quirindi Showground

### Conditions of Entry

- This event is a principal endorsed high risk activity. It has been verified by the NSW Department of Education WHS Directorate and all elements have been met. In addition a senior qualified horse sports representative has validated the procedures and the principal has endorsed the activity.
- Only one team entry form per school will be accepted. For each school entry either, one school cheque or direct LMBR deposit per entry. Personal cheques will NOT be accepted.
- **Students of Independent, Catholic and Private Schools please note:** Willow Tree Public School and the New South Wales Department of Education will not be responsible for any injury or damage incurred. Students not enrolled in a Department of Education school enters at their own risk and shall not hold Willow Tree Public School or the New South Wales Department of Education responsible and/or liable in the event of injury or damage.
- Parents or Team Managers for private school students must check their own insurance with their individual Principals to ensure their team/child is/are adequately covered. This is to be the responsibility of the Team Manager for each school. Private schools are to provide a CERTIFICATE OF CURRENCY for their PUBLIC LIABILITY to Willow Tree Public School before any nominations will be accepted.
- Any number of riders may be entered by each school. The maximum number of competitors will be 150. Entries will be accepted according to receipt date and schools will be advised of the acceptance of their entries via email.
- In addition to the Team Entry Form, each rider is required to complete a Rider Entry Form, a Disclaimer and PSSA Medical Information Form and provide a Health Care Plan if applicable. A Horse Health Declaration form must also be completed and handed into the *main gate* prior to parking and unloading horses.
- Entries for riders without completed and signed forms will not be accepted.
- Schools are required to collate and check the forms and return by mail, along with one school entry fee payment payable to *Willow Tree Public School P&C*, by Friday 3 March 2017  
Mail to: Horse Sports Coordinator  
Willow Tree Public School  
42 Merriwa Road  
WILLOW TREE NSW 2339
- Entries will NOT be accepted by phone, fax or email
- **Entry fees are non-refundable except in the event of (cancellation or postponement).** In the event of cancellation all supervising teachers will be advised via text message as early as possible and a notice will be placed on the event FACEBOOK page. For more information on cancellations please contact Kristy McCarthy 0429 471670 or Michelle Wamsley 0402 059484
- Students must be enrolled in school to participate at our event.
- The minimum age for riders is 8 years as at December 31<sup>st</sup> 2017.
- Each school must provide at least two (2) workers other than the team manager to assist on the day.
- If a worker is timing the event they must remain until the event has concluded. Schools will be notified via the Team Manager Information pack of helpers required for the sporting events. Rules and diagrams will also be provided in the sporting event packs to be collected from the office before the commencement of sporting events. Your assistance in ensuring your workers are available where designated is greatly appreciated and will help the day run smoothly.

## WILLOW TREE PUBLIC SCHOOL HORSE SPORTS

Friday 17 March 2017

Quirindi Showground

### General Rules and Regulations

- Any child found to be misbehaving or not following instructions of either the team managers or the Willow Tree Public School Horse Sports Committee will be asked to dismount and leave the grounds.
- The committee reserves the right to alter or change the program at any time without notice.
- Horses are NOT to be unloaded until the "*Horse Health Declaration*" form has been handed into attendants at the main gate.
- Team Managers & Supervising Teachers must attend an induction at **7.15am** at the office. Failure to do so will result in those riders not being able to participate
- Team Managers must ensure each rider's equipment is such that it will pass a Pony Club safety inspection or he/she will not be permitted to ride. Once Team Managers have completed a gear check they will issue riders with a green wrist band. Riders will then be required to have an official gear check before entering the ring where they will be issued with a yellow wristband. They must have wristbands visible or they will not be permitted to ride.
- The Team Manager and/or parent will assess and certify that horses are matched to the rider's ability and complete Horse Details - Horse Fit for Purpose Confirmation Form. The committee has the right to exclude any horse that is considered unsafe, exclude any rider that is not capable of riding safely or any horse and rider combination suitability is a concern.
- Parents and/or horse owners will unload horse from horse float/truck. The Team Manager will oversee the unloading and loading of horses on the day to ensure the safety of all concerned, including the wearing of helmets while working with the animals.
- Each school's Team Manager and Supervising Teacher is responsible for the supervision and behaviour of the competitors as well as getting them to the events. Should there be any queries during the day the Team Manager/Supervising Teacher will negotiate on behalf of the rider/school.
- Please ensure the office is notified of any scratching's on the day as early as possible. Scratching's can also be made prior to the day by calling Michelle Wamsley 0402 059484 or Kristy McCarthy 0429 471670.
- Team Managers and Supervising Teachers are to instruct students to use adequate sun protection and to keep up the intake of fluids.
- Events will be run under the rules of the Pony Club Association of NSW
- A standards Australia certified helmet No-ASN 3838, EN 1384 or F1163 is essential. This must be securely fastened at all times.
- **NO stallions are permitted onto the grounds**
- One horse, one rider to apply
- No dogs are permitted on the grounds at any time during the horse sports day. If any dogs are found the pound officers will be notified.
- The judge's decision is final!
- Please ensure all non-competitors, parents; children remain outside the boundaries of all competition areas and remain in horse free zones.
- The age category of competitors is the age the rider will turn as at 31-12-2017
- Team Managers are to collect their schools folder and attend induction at the office at 7.15am. Folders will include gear check wristbands as well as further information on the running of the day.
- **Any disputes to be lodged by the team manager in writing, within 15mins of the event ending. A fee of \$70 must accompany complaint, and will be forfeited if dispute is dismissed.**
- **All decisions of the disputes committee will be final. The committee reserves the right to alter, delete or vary any event on the day.**
- **No Gaitors are to be worn throughout the duration of the event!**
- There will be no finals and events will not wait for any late competitors
- Entry fees are NON REFUNDABLE (unless advised in the school confirmation of non attendance). In the event of cancellation due to weather etc, Team Managers will be advised by text message and a notice will be placed on the events Facebook Page.
- There will be a no smoking policy during the running of the event.

## WILLOW TREE PUBLIC SCHOOL HORSE SPORTS

Friday 17 March 2017

Quirindi Showground

### General Rules and Regulations continued

**PLEASE NOTE: RIDING IS ONLY PERMITTED IN THE DESIGNATED ENCLOSED AREAS. ALL HORSES ARE TO WALK FROM FLOAT/TRUCKS TO MARSHALLING/WARM UP AREAS. HELMETS ARE TO BE WORN AT ALL TIMES WHILST RIDING AND ATTENDING TO HORSES. NO ONE IS PERMITTED TO COMPETE IN AN EVENT UNTIL THEY HAVE HAD A GEAR CHECK FROM THEIR TEAM MANAGER AND AN OFFICIAL GEAR CHECK BEFORE ENTERING THE RING. IF A SADDLE HAS BEEN REMOVED, REPLACED OR LOOSENED THROUGHOUT THE DAY, IT IS THE PARENTS/TEAM MANAGERS RESPONSIBILITY TO ENSURE ANOTHER GEAR CHECK HAS BEEN COMPLETED. PLEASE ENSURE GIRTHS HAVE EXTRA HOLES FOR TIGHTENING!**

#### **Students of Independent, Catholic & Private Schools Please Note:**

Willow Tree Public School and the New South Wales Department of Education will not be responsible for any injury or damage incurred. Students not enrolled in a Department of Education school enter at their own risk and shall not hold Willow Tree Public School or the New South Wales Department of Education responsible and/or liable in the event of injury or damage. Parents or Team Managers for private school students must check their own insurance with their individual Principals to ensure their team/child is/are adequately covered. This is to be the responsibility of the Team Manager for each school. Private schools are to provide a CERTIFICATE OF CURRENCY for their PUBLIC LIABILITY to Willow Tree Public School before any nominations will be accepted.

#### **Point Score and Awards**

Ribbons will be awarded up to 5<sup>th</sup> place. Point score is

1<sup>st</sup> - 5,      2<sup>nd</sup> - 4,      3<sup>rd</sup> - 3,      4<sup>th</sup> - 2,      5<sup>th</sup> - 1

Age Champion and Reserve Champions will be awarded at the completion of the day. Encouragement medallions will be awarded in each age group.

Trophies will be awarded to the Highest Scoring Small School (<52 students) Highest Scoring Primary School, Highest Scoring High School and Overall Highest Point Scoring School

The Champion school or schools will be the school with the highest accumulated point score from their top four (4) riders.

Groups will be divided into boys and girls in each age group. However, where there are less than three (3) children in any age group it is requested that children move up an age group to compete. In this instance the parent will be contacted and given this option or the opportunity to have their entry refunded if the child is withdrawn.

#### **Uniform**

The uniform will be fawn, bone or oatmeal jodhpurs or stockman cut trousers (no other colour will be accepted), approved Pony Club jodhpur boots (**NO HIGHTOP BOOTS**), safety helmet, school shirt, tie and jumper (optional). Any rider wearing blue jeans will not be allowed to compete. School sport shirts will be permitted for the sporting events ONLY.

#### **Ring Events**

Horse Fit for Purpose Class, Hack class, Pleasure Hack, Riding class

#### **Sporting Events**

Barrel Race, 3 Mug Race, Bending, Flags & Figure of Eight

NSW ambulance will not be in attendance, however, Beneficial Safety will be operating at our venue.

**Please note:** Students with identified medical conditions will need to provide a health care plan for first aid purposes.



**WILLOW TREE PUBLIC SCHOOL - HORSE SPORTS  
Friday 17 March 2017**

**Disclaimer Statement**

**Event:** Willow Tree Public School Horse Sports  
Hereafter referred to as the “EVENT”

I acknowledge and agree as a condition of participating that neither Willow Tree Public School and Employees, Willow Tree Public School P&C Association committee and members, organisers, sponsors, participants, officials, volunteers, medical personnel, any persons, owners and lessees of premises used to conduct the EVENT, shall be under any liability for my death or any bodily injury, loss or damage which may be sustained or incurred by me, as a result of participation in or being present at the EVENT, except in regard to any rights I may have arising under the Trade Practices Act 1974 (Commonwealth or similar State Legislation)

I acknowledge that Equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage can, and do occur.

BY SIGNING HEREUNDER I CONFIRM HAVING READ AND UNDERSTAND THE CONTENTS OF THIS DISCLAIMER

.....  
Name (Block Letters) Signature Date

**PARENT/GUARDIAN CONSENT FOR PARTICIPANTS UNDER 18**

I ..... Being the parent/guardian of .....  
Confirm that I have read the whole of this document and have taken all necessary actions to ensure I am aware of the activity in which the above named child will participate in and consent to him/her participating. In doing so, I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage can and do occur. I agree that neither Willow Tree Public School and Employees, Willow Tree Public School P&C Association committee and members, organizers, sponsors, participants, officials, volunteers, medical personnel, any persons, owners and lessees of premises used to conduct the EVENT shall be under any liability whatsoever for the death or bodily injury which may be suffered or incurred by the above named or by me in or being present at the EVENT except for any rights the above named or I may have arising under the Trade Practices Act 1974 (Commonwealth or similar State Legislation)

BY SIGNING HEREUNDER I CONFIRM HAVING READ AND UNDERSTAND THE CONTENTS OF THIS DISCLAIMER

.....  
Name (Block letters) Signature Date



**Willow Tree Public School Horse Sports**  
**Friday 17 March 2017**  
**Rider Entry Form**

Student Name: \_\_\_\_\_ Gender: M / F (please circle)

D.O.B. \_\_\_\_\_ Age (as at 31/12/17) \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Ph: \_\_\_\_\_ Primary:  Secondary:   
(Please indicate)

Email: \_\_\_\_\_

Team Manager: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of adult responsible for rider on the day: \_\_\_\_\_

Phone: \_\_\_\_\_

Principals Name: \_\_\_\_\_ Principals Signature: \_\_\_\_\_

Entry Fee - \$25 per student - entries will be confirmed once nomination has been received. If paperwork is not completed correctly, entries will not be accepted.

**NOTE:** Team Manager/Parent. In signing the nomination form you are confirming that the student is a capable rider for these activities and will comply with guidelines that have been set by the Willow Tree Public School Horse Sports Committee. In the case of private school entries, you are confirming that you have checked that your students are covered for participation in horse sports events under your own school's insurance policy and your school has provided the Willow Tree Public School Horse Sports Committee with a copy of this. I confirm I have read and understood and agree to be bound by the rules of the event.

**I do - I do not (please circle)** agree for my child to be photographed during the horse sports day. I understand these photos may be published in various media forms for the purpose of promoting this event.

**I give permission** for my child \_\_\_\_\_ from \_\_\_\_\_ School, to participate in the Willow Tree Public School Horse Sports Day.

Parents please note there is no personal injury insurance cover provided by the NSW Department of Education for students in relation to school sporting activities or any other school activity. Parents and carers are advised to assess the level and extent of their child's involvement in the sport program offered by the school when deciding whether additional insurance cover, above that provided by **Medicare**, is provided.

The NSW supplementary Sporting Injuries Benefits Scheme, funded by the NSW Government, provides limited cover for serious injury resulting in permanent loss of a prescribed faculty or the use of some prescribed part of the body, further information can be obtained from [www.sportinginjuries.com.au](http://www.sportinginjuries.com.au)

I have read the medical disclaimer and to the best of my knowledge, \_\_\_\_\_ has no medical condition, physical disability or injury that would put him/her at risk in participating in the school sporting activities. I acknowledge that equestrian activities are dangerous and that accidents causing death, bodily injury, disability and property damage can and do happen. By signing hereunder I confirm having read and understood the contents of this permission note.

**I confirm that the horse my child will be riding is matched to their riding ability.**

Parent/Guardians Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Willow Tree Public School

## Horse Sports

Friday 17 March 2017

Quirindi Show Grounds

### TEAM ENTRY FORM

- Please submit only one team entry per school – use a second page if required
- Please collate and check that all required forms are enclosed along with **one school cheque or notification of direct LMBR deposit** for payment of entry fees
- Please ensure that the Supervising Teacher and Team Manager's name and mobile contact is included for contact purposes

School:		Team Manager's Name:	
Principal:		Team Manager's Mobile:	
Supervising Teacher:		Teacher in Charge Mobile:	
School Phone:		Name Worker 1	
School Fax:		Name Worker 2	
School Email:			

Rider Surname	Rider First Name	Age 31.12.17	Office Use Only						
			Medical	Disclaimer	Media	Horse Health Details	Horse Fit For Purpose	Entry Fee	signed

PRINCIPAL \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Team Entry and individual rider forms to be forwarded together to:

Horse Sports Co-ordinator  
 Willow Tree P&C Assoc.  
 46 Merriwa Road, WILLOW TREE NSW 2339

**Entries close Wednesday 8 March 2017**

**Entries not completed correctly or received after this date will NOT be accepted**



**Willow Tree Public School Horse Sports  
Friday 17 March 2017**

**Medical Information Form**

Student Name:\_\_\_\_\_

Date of Birth\_\_\_/\_\_\_/\_\_\_

Name of School:\_\_\_\_\_

Age as at 31/12/17:\_\_\_\_\_

Medicare Number:\_\_\_\_\_

Date of Last Tetanus Vaccination:\_\_\_\_\_

Do you contribute to the NSW Ambulance Scheme: Yes/No (Please circle)

**Parent/Guardian Details:**

Name:\_\_\_\_\_ Contact No:\_\_\_\_\_

Address:\_\_\_\_\_

**Doctor Details:**

Name:\_\_\_\_\_ Contact No:\_\_\_\_\_

Address:\_\_\_\_\_

Emergency Contact(s) details (nominated by the parent/guardian as alternate contact)

1. Name:\_\_\_\_\_ Contact:\_\_\_\_\_

2. Name:\_\_\_\_\_ Contact:\_\_\_\_\_

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide health care plan that has been provided to schools

Outline special dietary needs including possible reaction to inappropriate diet

\_\_\_\_\_  
\_\_\_\_\_

Does this student require an individual Health Care Plan: eg ASCIA/Asthma Plan?

Yes - No (please circle)

If yes, a current copy of the plan **MUST** be included with this entry form.

Please note: For those students who it is known prior to the event will require medication through the day, parents or guardians are responsible to administer the medication.



**In the event of an accident or illness, I authorise the obtaining on my behalf such medical assistance as my child may require. I also authorise the administering of appropriate treatment/medication including the administering of anaesthetic if this is deemed necessary by the attending medical officer. I agree to pay all costs associated if an ambulance is called and medical assistance required.**

**Privacy advice**

The information provided on \_\_\_/\_\_\_/2017 by \_\_\_\_\_ parent/guardian name, is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about \_\_\_\_\_ (student name) who is currently enrolled at the named school and who may participate in school excursions, sporting activities or other educational or school activities conducted by or in conjunction with Willow Tree Public School.

It will be used by officers of the NSW Department of Education to assist planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in a particular excursion activity.

Provision of this information will significantly assist the school in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the office.

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Signature

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Date