



FROM: Tony Hart, ATHRA Natl President
TO: Branch and Club Executives and Members
RE: Accreditation, Merchandise, Charity Events Procedure, Incident Procedure, Club Reports
DATE: 26 May 2006

Hello Branch Executives, Club Executives and Club Members,

Lots of exciting things are happening this year with one of the biggest being the upgrade of ATHRA's website which will give each and every club their own webpage. More information on this will be sent out in the very near future. We have finally secured the athra.com.au domain which until now has been unavailable. Merchandise is also now available (see below for more information).

Our Accreditation program is evolving into quite a program. Those of you who have attended recognise the need and benefits of initiating such a program to clubs and members, not to mention the increased savings in insurance premiums.

In an effort to clarify the how's and why's of some of the more detailed procedures associated with the Code of Conduct, I list below some explanations and diagrams.

Please, if any members have any queries at all, contact a member of the National or State Executive and we shall be there to assist.

MERCHANDISE

The much sought after saddlecloths, caps (national and NSW camp), shirts and rugby tops are now available. Branches can you please place your orders though Jenny Hay on hayloft@bigpond.com!

ACCREDITATION

The accreditation courses are now well underway. Gordon and Paul are doing a wonderful job, not just in their instruction, but also in engaging all participants.

With any new initiative there have been some minor teething problems, these issues have provided good insight and recommendations into what is actually occurring out there in the land of Trail Riding. Each course has also included a survey. From these evolving areas the following has been developed with input and agreement from the National Executive, Gordon Lyttle and Paul Davenport.

There are now 2 levels of accreditation, this being "**Ride Coordinator**" (a person who attends, understands and participates in the accreditation weekend) and "**Trail Boss**" (a person who understands and attends the accreditation weekend and has passed his/hers practical sessions as listed below under Mandatory and Selective Observations.

The "**Ride Coordinator**" qualification is self explanatory and anyone who actively and fully participates in the weekend accreditation will receive this qualification and the appropriate accreditation certificate.

The "**Trail Boss**" qualification is a higher qualification to that of **Ride Coordinator** and to obtain it, in addition to a Ride Coordinator requirements, the following must be observed by the Accreditation Trainer.

A) *Mandatory Observations*

- Display leadership qualities during the accreditation weekend by actively participating in all sessions, take a lead role in one or more of the exercises.
- Correct & safe handling of a horse from the ground (catch, secure/tie up, saddle & bridle up)
- Ride a horse in a walk, trot and canter

B) *Selective Observations* (must observe any two of the following)

- Correct fitting of saddle & bridle including stirrup length
- Manage a road crossing safely
- Lead a horse whilst mounted
- Ride across a creek/river
- Negotiate around an obstacle
- Assist another rider whilst mounted
- Others as deemed appropriate.

Those participants who have already attended courses in Helensburgh, Korweinguboora, Cairns and Quaama will be reviewed by the National Executive and Trainer panel and be awarded the qualification as deemed appropriate. Certificates will be posted to them in due course.

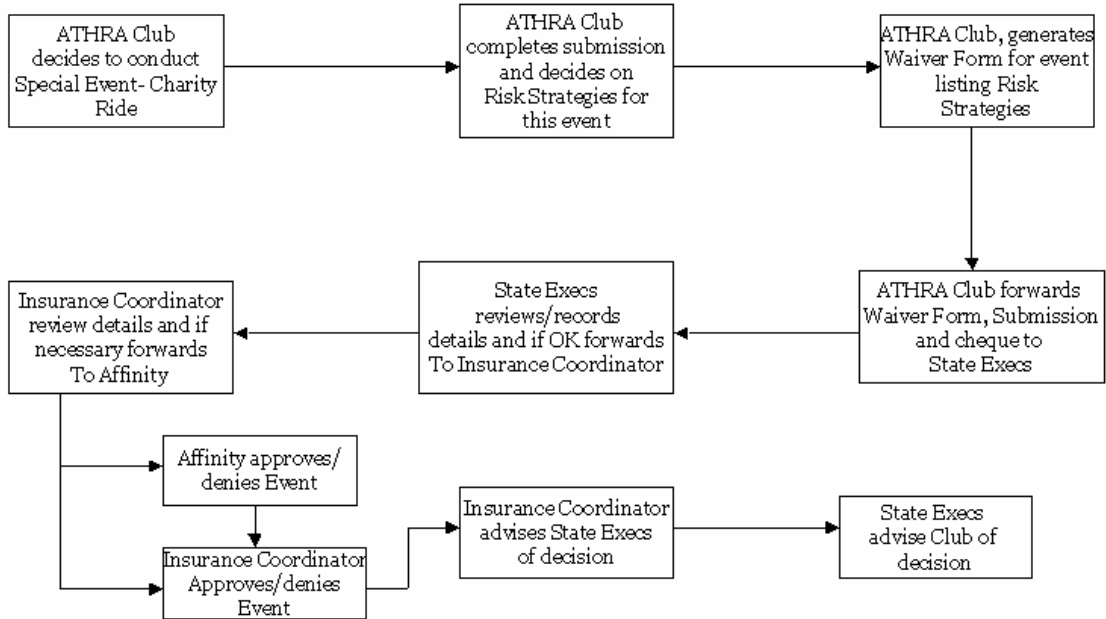
The accreditation course is a living and breathing exercise and we will continue to monitor and change as demand dictates.

Please note that the 2 levels of accreditation are not included in v.4 of the Code of Conduct as these changes were made after the AGM and the Accreditation program is still evolving.

SPECIAL EVENT/CHARITY RIDE PROCEDURE

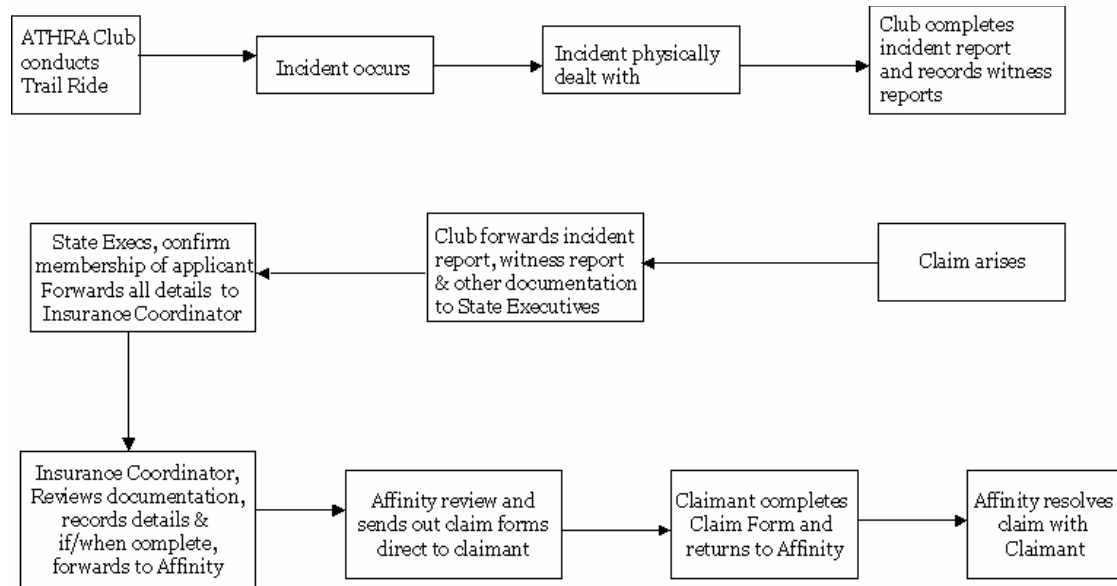
This diagram has been drawn up to assist Clubs with the requirements to ensure the smooth and successful submissions for their events.

All forms are available on the website and the current fee is \$30 payable to ATHRA National.



INCIDENT PROCEDURE

This is to assist individuals and clubs complete the necessary paper work and to ensure each claim is managed as swiftly as possible. States Execs should insist on seeing the Ride Register (as part of the paperwork) for any claim that arises which ensures the C of C is being complied to.



ANNUAL CLUB REPORT

This initiative was passed at the last National AGM in April and is part of our strategy of bringing "clubs and people" into the ATHRA organisation and administration. ATHRA would now like to back up our talk with statistics! Stage 1 requests each and every club to submit an annual report (see attached) for their Branch AGM commencing this year.

This document will assist and identify who is doing what and gain best practice for all! It is about gaining information to assist ATHRA combat access issues and provide "Good Stories" to media to maintain as high a profile as possible in addition to general good practice administration.