



## Risk Management Guidelines

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Subject: SCHOOL DISTRICT EQUINE ACTIVITIES
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The following are policy requirements that must be met in order for a school district to hold district sponsored equine activities on school district property:

- I. A planned equine event is to be no longer than two (2) days.
- II. Waivers are required to be signed by all participants in the equine activity.
- III. All participants in any equine activity must provide evidence of medical insurance.
- IV. No stallions are permitted.
- V. All participants must wear protective headgear that is American Society for Testing and Materials (ASTM) certified and must be secured with a harness.
- VI. No dogs are allowed on the premises at any time.
- VII. No long-term boarding will be allowed. For two-day events, horses may be boarded for a period not to exceed one night on the premises. Participants are solely responsible for the care, custody, control, feeding, stall clean up, and veterinary care of the animal.
- VIII. A minimum age of nine (9) years of age is required for all participants. Should the need arise for an event for participants under the age of 9, a request with supporting documentation must be submitted to CRMA for approval.
- IX. Students are not permitted to transport animals. Transporting animals by pulling a trailer behind a vehicle must be done by the student’s parent or authorized adult.
- X. The following checklist of items should be considered when planning an equine related event:
  1. Entrance into, out of and around the show ring and or practice arenas should be well defined and controlled.
  2. The areas designated for use by the equine event participants should be cleared of obvious hazards, such as broken glass, trash piles, equipment not necessary for the running of the show, large rocks/boulders, etc.
  3. Farm equipment necessary for the running of the equine event should be parked away from locations of high animal traffic.
  4. Appropriate signs should be placed in locations designated as off limits to the public or animals. No smoking, exit signs, etc. should be posted where necessary.
  5. Designated parking areas should be marked. To the extent possible, the attending public should be kept separate from the participant areas.
  6. Grounds, facilities, and show related equipment should be inspected for safety, good working order and appropriateness of use by experienced equine event personnel associated with the function.

7. Extension cords or other electrical devices should be protected from breaks or pedestrians/equine (trip hazard). Electrical devices used with the potential of encountering water should be protected by a ground fault protector circuit.
8. Adult volunteers with little equine experience should be counseled by event management on specific duties.
9. Fire extinguishers should be accessible on the premise with locations clearly marked as appropriate.
10. Emergency responders should be available and/or on call. First aid facilities such as first aid kits and qualified first aid personnel should be provided if possible.
11. Emergency numbers for humans and horses should be readily available from event staff and/or posted on the premises.
12. Inclement weather or final decisions on weather emergencies should be discussed and procedures for handling the problem established prior to the event.
13. Check well in advance with your local State Health Department office to conform to their requirements for serving food to the public. All food must be refrigerated appropriately –hot foods hot and cold foods cold.
14. Keep clear and records on any planning or work sessions related to the equine event.
15. Be aware of any mechanical equipment to be used such as golf carts. To the extent possible, confine the area in which they can operate. Drivers should be limited to those with a valid drivers' license.
16. Maintain Emergency/Fire access lanes to all areas.