

1. Introduction

- 1.1. This policy contributes to the financial planning and management of the organisation and to ensure the best use of available funds. The acquisition of horses of acceptable character and characteristics is a critical contributor to the ongoing execution and discharge of safety obligations within the Sunshine Coast Riding for the Disabled Association Inc (SCRDA) as well as critical to ensuring the ongoing delivery of SCRDA programs.

2. Scope

- 2.1. This Policy applies specifically to the acquisition of any horse to be used in any program offered by the Sunshine Coast Riding for the Disabled Association (SCRDA) Inc. Supporting information may be found in assessment documentation including:
- Horse Assessment Form;
 - Horse Trial Checklist;
 - Horse Profile & Health Record Form; and
 - Horse Assessment Notification Form.

3. Policy

- 3.1. Any SCRDA member may advise the SCRDA of identification of a horse available for trial;
- 3.2. The SCRDA Horse Manager shall be responsible for the coordination of horse acquisition and assessment of all horses for their suitability for use in SCRDA programs and their appropriateness for herd inclusion;
- 3.3. Assessment of each horse is to be undertaken in a collaborative manner, whereby the inclusion of SCRDA members fulfilling key stakeholder roles shall be incorporated into the assessment process;
- 3.4. A minimum of three (3) key SCRDA stakeholders (e.g. Program Leaders) in addition to the Horse Manager shall be engaged in the collaborative assessment process;
- 3.5. Opinions of respective professionals (Vet, Farrier) shall also be sought in assessment of the horse's overall health, condition, demeanour and suitability;
- 3.6. The SCRDA Management Committee per se, shall not be responsible for the decision-making in relation to horse acquisition – however members of the Committee may be involved in the decision-making process due to the role/s they fulfil for the Association – e.g.:
- Program Leaders with regards to the horse's suitability for their particular program/s (e.g. Carriage Driver, Saddle Club and Saddle Club Advanced, EAL, Group Rides, etc);

- Treasurer with regards to financial capacity to pay for a particular horse at a point in Any SCRDA member may advise the SCRDA of identification of a horse available for trial, etc;
- 3.7. SCRDA Management Committee members shall be notified (in writing) at key points throughout the horse assessment process - as a minimum:
- Initiation of a horse trial - Intake of a horse available for assessment;
 - Mid-Assessment Status – At completion of the fourth week of assessment;
 - Assessment Completion – The result of the assessment using the Notification Assessment Notification Form;
- 3.8. The final offer price for a particular horse shall be determined with reference to the expertise of the Horse Manager and respective Program Leaders for the horse in question, and with reference to the Treasurer with regards to funds availability.

4. Responsibilities

Position	Responsibilities
All (financial) SCRDA Members	<ul style="list-style-type: none"> • Notify the Horse Manager of horses available for assessment;
Management Committee Members	<ul style="list-style-type: none"> • Act upon the progressive updates provided to the Committee, and especially raising any concerns within the trial period; • Contribute to annual review of this Policy and its application; • Facilitate the execution of this Policy including the central coordination;
Horse Manager	<ul style="list-style-type: none"> • Coordinate horse assessment trial and collaboration of at least three (3) program leaders as well as specialist professional opinions (vet and farrier); • Liaise with Treasurer with regards to funds availability for horse acquisition; • Maintain central records of all horse assessments (both those subsequently acquired as well as any horses rejected); • Prepare communications to the Management Committee with regards to Horse Intake for Assessment, Progress of Assessment, and Notification of Assessment; • Maintain ongoing monitoring of horse herd for each horse's individual suitability for use in SCRDA programs and inclusion in the herd;
Treasurer	<ul style="list-style-type: none"> • Provide input as to the availability of funds for horse acquisition at any point in time;
Program Leaders / Representatives	<ul style="list-style-type: none"> • Collaborate with the Horse Manager and other Program Leaders/Representatives in the horse assessment process; • Provide objective input and assessment to ensure the appropriate recommendation for the horse in question;

	<ul style="list-style-type: none"> • Ensure personal availability to adequately participate in the assessment program in order to contribute to the decision;
Specialists / Professionals (e.g. Vet, Farrier)	<ul style="list-style-type: none"> • Conduct adequate testing to enable formation of independent professional recommendation in relation to the horse in question;

5. Related Documents

- Horse Assessment Form;
- Horse Trial Checklist;
- Horse Profile & Health Record Form; and
- Horse Assessment Notification Form.