

THE OBJECTIVES OF THE PONY CLUB

The Pony Club's purpose is:-

- to encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding.
- to give instruction in riding and horsemanship and to educate Members to look after and to take proper care of their animals.
- to promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

The riding of ponies and horses inevitably involves some risk. Members are entitled to learn to ride and participate in equestrian sports in as safe and secure an environment as is reasonably practicable. Taking risks is a crucial element in a child's development. It is imperative that Members are allowed to take risks in a controlled environment to ensure their development and to enable each individual to achieve their ideals.

These guidelines are intended to show how organisers can do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Pony Club activities without unnecessarily restricting their enjoyment and learning. It is intended to be used in conjunction with other Pony Club publications. The Pony Club Manual of Horsemanship covers all aspects of horsemanship, when it is followed risks to both horse and rider will be minimised. The Pony Club rule books for the individual disciplines set out rules for the conduct of competitions in each discipline.

1. INTRODUCTION

The purpose of this booklet is to give a basic framework for the organisation of Pony Club activities that can be easily followed. It is written with the Branch network in mind but is equally applicable to the Linked Centres. For Centres - When documents are sent to The Pony Club office, Centres should retain them as part of their own records.

This framework gives a straightforward structured approach to the activity while ensuring that the organiser meets the requirements of health and safety legislation. It is important to remember that health and safety is just one issue when organising an activity. To this end there should be an integrated approach that covers all aspects of the activity, that is the place, people, horses, money and safety.

There is a common feeling that health and safety law is all embracing and restrictive. This is not the case. The law requires the organiser to do what is reasonably practicable to ensure the health, safety and

welfare of anyone who might be affected by the activity they are organising. When deciding what is reasonably practical one is permitted to balance the cost and inconvenience of potential control measures against the benefits that would result.

2. BRANCH HEALTH & SAFETY OFFICER

Each Branch appoints a Health and Safety Officer whose role is to advise the District Commissioner and the Branch Committee to enable them to make decisions that reflect the requirements for health, safety and welfare of the members, volunteers and others who may be affected by the activities organised by the Branch. The Branch Health & Safety Officer should ensure that risk assessments are carried out prior to all Pony Club activities. They should also ensure that either they attend or there is an appointed Health and Safety Steward present at major competitions.

3. TRAINING & GUIDANCE

Training Courses are available for Branch Officials and Centre personnel as follows:

- **Induction training for new District Commissioners**
- **Centre Proprietor Days incl. Standard Setting**
- **Duty of Care (Health & Safety)**
- **Safeguarding Children and Vulnerable Adults. (This course is recognised by Sport England and meets the requirements for the UK Coaching Certificate.**

These courses are organised by The Pony Club office and all requests for training should be addressed to Hannah Clack.

4. FRAMEWORK

The organisation of any activity, large or small, has six stages:-

Purpose	-	Decide what we wish to do.
Place	-	What facilities do we have available?
Plan	-	How we are going to achieve our purpose
Personnel	-	Who is going to do what
Prepare	-	Be prepared for something to go wrong
Paperwork	-	Keep records.

a. Purpose

It is necessary to decide what the aim of the activity is and who are the target participants.

b. Place

Having clearly decided what is to be organised the facilities required can be decided upon. The facilities that are available at the time they are required may not be ideal. The organiser may then decide to change the purpose of the activity or to build the necessary facilities. If the numbers are limited at the chosen location the purpose of the day may be changed by restricting the target group of participants. The facilities may have to be improved, for example by building some new cross country fences.

c. Plan

Once the purpose and the location has been decided the activity can be planned. For the activity to run smoothly there needs to be a clear plan indicating who is to do what, when they are to do it and who has asked them. A structured organisation checklist is the simple way of achieving this. Obviously more complex activities will require a longer checklist. Some examples are included where specific activities are considered. The headings for the checklist will probably be as follows:

Task	Personnel	Date asked	Confirmed	Cost	Completed	Paid	Notes

The list of tasks may include a task or group of tasks that are delegated to an individual. For example, the preparation of a show jumping arena and building the course.

Once the initial plan for the activity has been prepared the risks can be assessed. A budget examines the financial risks and a risk assessment examines safety risks.

The budget estimates the potential cost of the activity and the income that might be received. Some Pony Club activities can be provided free to Members or subsidised to some extent, for example rallies. At all activities financial control is necessary to ensure the best use of resources.

The risk assessment examines the significant hazards and lists the control measures that are to be used to ensure that the risks are at an acceptable level. A risk assessment must be carried out for all work activities. The risk assessment should identify the significant risks,

identify who is exposed to those risks and detail the control measures taken to reduce the risks to a reasonable level. To carry out a risk assessment there are five steps to follow:

1. What could go wrong? That is identify the hazards.
2. Who is at risk? Identify the people at risk.
3. What can be done to prevent it going wrong? Reasonably practicable control measures that will reduce the risks to an acceptable level.
4. Record the assessment. Make a written record.
5. Review your assessment. During the run up to the activity and as the starting point if the same activity is to be run at a later date.

It is a matter of judgement to decide what the significant risks are but it is important not to overlook something that is masked by excessive detail of trivial risks.

The Organiser will now have three documents, an organisation checklist, a budget and a risk assessment. These will be working documents that will develop as the day approaches.

d. Personnel

When selecting people to perform tasks during the preparative stages and on the day it is necessary to be aware of their strengths and weaknesses. This includes volunteers and those who are paid either as a contractor or an employee. They must receive the necessary information to be able to perform their tasks safely. Their physical capabilities must also be taken into account. Someone who works at a desk from Monday to Friday is unlikely to be able to do eight hours manual labour on a Saturday to prepare a cross country course or the junior ride are unlikely to be able to act as the show jumping arena party all day. Similarly a strong character will be required as a crossing point steward.

It is essential to consider the welfare of the team on the day. Before the day everyone needs to know when to arrive, when they can expect to be able to leave and what catering facilities, if any, will be available. If volunteers are made to feel valued and are well looked after, they are more likely to come again. They should be fed and offered hot and cold drinks regularly throughout the day, particularly those who cannot leave their posts. It is strongly recommended that alcohol is not offered during the day to any judge, steward or other personnel whilst acting in an official capacity, including lunch-time if on duty again in the afternoon.

e. Prepare

The careful planning of the activity will ensure that the day is well organised but riding inevitably involves some risk. For example riders do fall off sometimes, handlers can get kicked etc. There must be an “emergency plan”, that indicates who does what when someone gets hurt. The Pony Club publishes minimum requirements for first aid at all activities (Appendix A). When completing the risk assessment the Organiser should consider these and decide whether or not more cover is necessary.

The emergency plan should include communications with the on site first aider or first aid team, the vet (who may be on call rather than on site) and for a cross country event the course builder/fence repair. It must also be clear who is responsible for calling the emergency services and how this is to be done, this person must know either the Ordnance Survey map reference or the Post Code of the site entrance. The first aid team must know who can give them permission to leave the site at the end of the day.

An Air Ambulance may be used to evacuate a casualty. The Organiser should plan what would be done in the event of an Air Ambulance being used. What part of the activity would have to be stopped. Where would the helicopter land? This in fact will be decided by the pilot whatever is indicated from the ground. Small groups dressed in dark clothing in the middle of a large field can be very difficult to see from the air. Thus on a cross country rally or an organised hack in the countryside have some bright reflective clothing to lay on the ground to guide them in to your position.

The possibility of a serious incident should also be considered. The management procedure for a fatality or serious injury can be found in (Appendix B).

f. Paperwork

After the activity the organiser must retain the following:-

- The Organisation checklist
- The Risk Assessment
- A financial account
- A schedule and programme for a competitive event
- A first aid treatment record.

These documents need to be retained for 15 years.

5. RALLIES

Working Rallies are the backbone of The Pony Club. They are open to all members of the Branch within the age range for which the rally is intended and may be for mounted or unmounted instruction. Parents may stay at a rally to watch the instruction but should not interrupt or interfere with the instruction being given. Alternatively they may leave their children under the care of the Pony Club officials. Members must report to the rally organiser at the beginning of the rally, from this point the organiser has responsibility for the member. At the end of the rally the parent or guardian collecting the member should let the organiser, or the member's instructor know that they have collected their child. If the child is to be collected by a friend the rally organiser must be informed beforehand. It should be noted that the Pony Club officials are responsible for the welfare and safety of members in their care from the point at which the rally starts or they report to the organiser until they are collected by their parent or nominated person. The rally organiser must have contact details for the parents of all the children left at the rally so that they may be contacted in the event of a problem.

The above applies to all activities where children are left in the care of Pony Club officials. At competitions children are not normally left in the care of Pony Club officials. When Parents or Guardians are unable to attend they should arrange for a nominated adult to be responsible for their child and inform the competition organiser.

Pony Club camp provides an opportunity for children to be responsible for their pony and to manage their time, to be ready for lessons and to feed their pony correctly for the work it is doing including any special requirements for their pony. At camp instructors coach the Members in both riding and stable management. Interference by parents during camp, either when visiting or helping with the daily chores or by mobile phone can significantly reduce the benefit their child gains from camp. It is essential that Parents tell the camp organizer of any special requirements for the pony BEFORE camp starts.

6. RISK ASSESSMENT

A risk assessment must be carried out and recorded for all activities. This is an assessment of the significant risks that identifies the people who are exposed to those risks and the control measures that have been

or are to be taken to reduce the risks to a reasonable level. It is a matter of judgement to decide what the significant risks are but it is important not to overlook something that is masked by excessive detail of trivial risks. The risk assessment should be carried out by someone who is directly involved in the organisation of the activity. When carried out by someone else on behalf of the Organiser the Organiser should make themselves aware of the contents of the risk assessment.

To carry out a risk assessment there are five steps to follow:

1. What could go wrong? That is identify the hazards.
2. Who is at risk? Identify the people at risk, for example members, helpers, spectators, instructors.
3. What can be done to prevent it going wrong? Reasonably practicable control measures that will reduce the risks to an acceptable level.
4. Record the assessment.
5. Review your assessment. Having carried out a risk assessment for rallies at a particular location it would only be necessary to review the assessment if there was a significant change to the rally format. Similarly if a competition is held at the same site as last year it is only necessary to review the risk assessment to identify significant changes.

Standard check lists are available for Pony Club activities.

The procedure for using these is as follows:

Hazard:	Tick listed hazard and move to 'hazard details' column or write N/A if not applicable and proceed with next hazard.
Hazard Details:	Tick appropriate hazards, listing further ones under 'other' and proceed to 'risk group' column.
Risk Group:	Tick appropriate group(s) and proceed to 'action planned' column.
Action Planned:	The control measures listed are those commonly used for the hazard in question. It is anticipated they will be effective in most cases. You may consider additional measures necessary to control the risk adequately, see the note after 'risk level' below. Tick and implement those you feel will be the most effective and proceed to the 'risk level' column.

Risk Level:	Your opinion of the risk taking into account the actions you plan to implement. If in your opinion the risk is still high you need to consider other control measures in order to reduce the risk to an acceptable level.
Detail Action You Propose:	Detail precisely what additional actions you intend to do.
Note:	Use a blank sheet to record additional hazards not identified on the check list and as a debriefing form at the event and document changes you would like to implement for subsequent events.
Review	An assessment may cover a series of events at one location, eg. rallies and mounted games practices. Assessments should be reviewed annually or when there is a significant change. All assessments should be signed and dated as should each review.

In some circumstances it may not be necessary to complete your own risk assessment because a perfectly adequate assessment covering all aspects of the activity has already been carried out. In these circumstances a brief questionnaire may be used to ensure that adequate procedures and arrangements are in place to ensure the safety at Pony Club activities.

Equestrian Centres will have completed risk assessments and have their own emergency procedures for accidents and other incidents (eg fire). The use of the Questionnaire for the assessment of hired facilities will enable the Organiser of the activity to assess the safety procedures at the Centre. If those procedures are adequate and cover all aspects of the planned Pony Club activity there is no need to complete an additional risk assessment.

Contractors who do specialist work associated with events, for example catering, trade stands or construction work, for example cross country course building or the erection of temporary stables have to carry out their own risk assessment covering their own activities. The questionnaire for the assessment of contractors is intended to check that the contractor has the necessary procedures and arrangements in place. A Pony Club assessment will normally be required to cover

those aspects of the work that are controlled by or involve Pony Club officials and/or volunteers.

7. FIRST AID

The level of first aid cover will depend upon the activity being organised following the Pony Club guidelines (Appendix A).

a. Training and Qualifications

The Pony Club guidelines define two levels of first aider. Trained and Qualified. A Trained First Aider has either an Emergency First Aid at Work (EFAW) or BHS Equine Specific First Aid (ESFAC) qualification. A Qualified First Aider has a First Aid at Work qualification. Additional information on first aid qualification can be found in Appendix A.

The Red Cross and St John Ambulance both provide a range of first aid courses as do a number of other training organisations.

b. First Aid Kit

There should be a first aid kit at all Pony Club activities. It is recommended that these meet the HSE code of practice requirements and come in three sizes for work groups of 10, 20 or 50. It is probably sensible for a Branch to have two or more first aid kits of the middle size to ensure that one of them can easily be taken to all activities without too much difficulty.

c. Employment of Ambulances

When employing first aid it is important to clearly define what is required. It is anticipated that the Organiser will have no specialist medical knowledge. The Organiser must do what is reasonably practicable to ensure that the first aid cover provided is correct, this is achieved by sending the First Aid Provider an appointment letter as in Appendix C together with "Ambulances and Ambulance Personnel", Appendix D, well in advance of the event. A modified version of the same letter may be used to obtain a quotation for the cost. On arrival on site the First Aid Providers should be given a **"First Aid Information Pack", which may be made up by the Organiser or may be obtained from The Pony Club office. A programme for the competition should be included together with a plan of the cross country course when included in the event.**

Ambulance providers must be registered with the Care Quality Commission. The provider will be able to give details of their registration or this may be checked on the Care Quality Commission website, www.cqc.org.uk. This site also enable a search to be made for registered ambulance providers in your area.

At the end of the day the First Aid Provider should return the information pack to the organiser together with all the relevant **Injury Report Form** and Concussion forms.

8. ACCIDENT REPORTING

There is a need to keep a record of accidents. The type of record and the report made depends upon the nature of the incident and the injuries sustained. It should be noted that injuries to members and voluntary helpers are included in these requirements. In order to be able to keep a simple record of incidents during the course of an activity it may be useful to keep an incident report log.

An example for a one day event is shown below.

***** Branch of The Pony Club												
Event			Location			Map Ref			Date			
NO	FENCE	UR	HF	HELD	CONTINUE / RETIRE	MEDICAL	VET	FENCE REPAIR	HORSE AMBULANCE	STOP TIME	START TIME	

and for a rally

***** Branch of The Pony Club								
Event		Location			Map Ref		Date	
Name	Location	UR	HF	Continue Riding	Medical	Vet	Time	

The records and reports that must be made are as follows:-

a. Minor Injuries

Definition First Aid treatment required but allowed to continue or at least go home without going to an A&E department.

Report DHSS Accident "Book" with record torn out and retained by Branch.

b. Significant Injury

Definition First Aid treatment required, taken to hospital from the

Competition/Activity or recommended to be taken to A&E or Doctor by parent/guardian

Report DHSS Accident "Book" with record torn out and retained by Branch. The Pony Club Accident Report Form to be completed and sent to the Insurance Company on the reverse of the form and not to the Stoneleigh Office or retained in the office at a Linked Centre.

c. Major Injury

Definition Any injury that necessitates the injured person being admitted to hospital for more than 24 hours.
A broken bone other than a bone in the hand or foot.
A penetrating injury to the eye.
A volunteer needing to take more than 3 days off work as a result of the injury.

Report DHSS Accident "Book" with record torn out and retained by Branch. The Pony Club Accident Report Form to be completed and sent to the Insurance Company on the reverse of the form and not to the Stoneleigh Office or retained in the office at a Linked Centre.

Form F2508 must be completed and sent to one of the following within 10 days of the incident:-

By post HSE at Incident Contact Centre, Caerphilly Business Park, Caerphilly CF38 3GG
By phone 0845 300 9923 (8.30am to 5.00pm Monday to Friday)
By fax 0845 300 9924 (any time)
By e-mail riddor@natbrit.com
By internet www.riddor.gov.uk

A copy of the F2508 must be sent to The Pony Club Stoneleigh Office or retained in the office at a Linked Centre.

A record must be kept of the date and method of reporting.

d. Fatality

Report A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. A written report must also be made to the Incident Contact Centre, Caerphilly Business

Park, Caerphilly CF38 3GG, as above, with a copy of the F2508 report to The Pony Club Stoneleigh Office, the local Environmental Health Officer may also request a copy.

The Organiser or the Official Steward must also inform their Area Representative, the Chief Executive, the Risk Management Director, the Chairman of The Pony Club, and The Pony Club Press Officer. Contact details are given in the Management of a Serious Incident (Appendix B).

e. Property Damage

Definition Any damage to a Third Party's property by a Member's pony or any damage to a Third Party's property at a Pony Club activity.

Report The Pony Club Accident Report Form to be completed and sent to the Insurance Company on the reverse of the form and not to the Stoneleigh Office.

9. VETERINARY COVER

a. Branch Activities and Competitions

If a vet is required the member's parent will normally call their own vet and arrange treatment.

b. Area Competitions

Arrangements should be made for a vet to be on call and able to attend the site within a reasonable time.

c. Championships

A vet shall be on site during the competition. A second vet will either be on site or at the stable area while jumping competitions are in progress and for 1 hour afterwards. Outside these times cover for the stable area shall be provided by an 'on call' vet whose telephone number shall be posted at the stable office.

In all instances the owner of the horse shall be responsible for the cost of the veterinary treatment provided.

d. Veterinary First Aid Kit

Vets are only on site at major events. At activities where there is not a Vet present it is usual to contact the Veterinary practice that looks after the Member's pony when treatment is necessary. However a simple first aid

kit can be useful for the treatment of minor injuries such as cuts. The local Veterinary practice will prepare a suitable kit. An Equine First Aid box kept on a yard should contain:

- Cotton Wool
- Antiseptic solution, e.g. Hibiscrub
- Non-adherent dressings, e.g. Melolin
- Gamgee
- Non-stick bandages, e.g. crepe or stable bandages
- Sticky bandage, e.g. Vetwrap or Elastoplast
- Sofban bandages
- Roll of adhesive tape
- Animalintex poultice
- Epsom salts
- A clean bucket
- Blunt-ended scissors
- Thermometer, digital or mercury

An Equine First Aid box to take to shows and rallies should contain all of the above, except for Animalintex and Epsom salts.

10. DRESS

The dress code for each of the individual disciplines is given in the individual rule books. There are however some items of dress that have safety implications. Members are expected to dress correctly for all Pony Club activities.

a. Hats

The Pony Club rule for riding hats is given in Appendix G. This rule defines the quality of manufacture that is required with proof that batches of finished hats are sampled and tested before being delivered to retailers. The individual disciplines also have additional requirements with regard to colour and type. It is strongly recommended that second hand hats are not purchased.

b. Body Protectors

The Pony Club does not make the use of body protectors compulsory, except for all cross country riding and Pony Racing whether it be training or competing. For general use, the responsibility for choosing body protectors and the decision as to their use must rest with members and their parents. It is recommended that a rider's body protector should not be more than 2% of their body weight. When worn, body protectors must fit correctly, be comfortable and must not restrict movement.

Level 2 body protectors are designed to provide a level of protection that is considered appropriate for use in low risk situations. These do not include riding on roads or other hard surfaces and riding young or excitable horses.

Level 3 body protectors are designed to provide a level of protection that is considered appropriate for normal riding including competition and working with horses.

Riders who choose to use the Woof Wear Body Cage EXO must lodge a key with the Event Organiser when they collect their number.

If a rider chooses to wear an air jacket it must only be used in addition to a normal body protector. In the event of a fall, it must be fully deflated or removed before continuing. Air jackets must not be worn under a jacket and number bibs should be fitted loosely or with elasticated fastenings over the air jacket.

c. Medical Armbands

Medical Armbands are recommended at all times, including hacking on roads, and are compulsory for all cross-country riding and for endurance rides.

d. Clothing and Footwear

When mounted at Pony Club activities, members should wear a riding jacket or Branch sweatshirt, jodhpurs, a suitable plain-coloured shirt with a collar and The Pony Club tie. Only standard riding or jodhpur boots with a fairly smooth, thin sole and a well defined square cut heel may be worn. Plain black or brown half chaps may be worn with jodhpur boots of the same colour. Tassels and fringes are not allowed. No other footwear will be allowed. Stirrups should be of the correct size to suit the rider's boots. They must have 7mm ($\frac{1}{4}$ ") clearance on either side of the boot. There is a tendency for manufacturers to put a treaded sole on riding boots. These will significantly increase the risk of the foot becoming trapped in the stirrup in a fall which could result in serious injury. In the interests of safety, Wellington boots, "Muckers", or trainers **MUST NOT** be worn. Boots and stirrups with interlocking treads are not permitted, nor are the boots or treads individually. New clothing is not expected, but what is worn must be clean, neat and tidy. Jeans should not be worn when mounted except when specifically allowed by certain disciplines. Polo shirts in Branch colours are allowed to be worn at rallies and at camp, however long sleeves should be worn for all jumping activities.

e. Jewellery

No jewellery is allowed for safety reasons, other than a wristwatch, a wedding ring, a stock pin worn horizontally or a tie clip. It is recommended that stock pins are removed for cross country. Members who are contemplating piercing their ears or any other part of their body should be aware that they will not be allowed to participate in any Pony Club mounted equestrian activities until such time as the “sleepers” can safely be removed. The reason for this is that sleepers have in the past caused injuries following falls.

11. WORK GROUPS

Working groups do a wide variety of jobs connected with the running of a Pony Club Branch. Preparing for camp, building cross country jumps and preparing for a show are just a few examples. In terms of safety these are no different to any other Pony Club activity. There may however be some additional safety issues to be considered when doing the risk assessment.

a. Capabilities

Each member of the work group must receive the necessary information to be able to perform their tasks safely. This includes volunteers as well as paid employees. Their physical capabilities must also be taken into account. Someone who works at a desk from Monday to Friday may not be able to do eight hours manual labour on a Saturday.

Some items of equipment require specific training to be able to use them safely, a chainsaw for example, while others need some familiarisation to know where the controls for the particular model are located, a tractor for example.

It is true that “many hands make light work” but too large a working group can create problems. Decide the number of helpers required at the planning stage. Volunteers are just as easily put off if they feel that their time was not needed as they are if they are taken for granted and over worked.

b. Working alone

This is quite reasonable, individuals can work at their own convenience and achieve a great deal. However working alone with machinery increases the risks. When working alone decide the tasks that can be performed without undue risk, ensure that communications are available and arrange to report in to someone at intervals.

c. Equipment

A wide range of equipment may be used from simple hand tools to heavy earth moving machinery. The requirements are the same for all machinery, it must be:-

1. Fit for purpose.
Equipment must be used for its intended purpose, within the design capability and according to the manufacturer's instructions.
2. Correctly maintained.
The manufacturer's recommendations for maintenance should be followed. This will include sharpening chain saws, annual tests for electrical equipment and lifting equipment, and general servicing. A visual check for obvious defects should be made before any item of equipment is used.
3. The user (operator, driver) must be competent.
Formal training is required for many types of machinery. Experienced operators will be much more efficient than novices. Carefully select tasks for the novices, this will enable them to learn and of course reduce the risk of accidents.

Noise levels produced by petrol driven hand tools are high and operators must wear ear protection. Ear plugs can be used but are not as effective as ear muffs and since they are worn within the ear can cause infection. In general if the noise for a machine makes conversation difficult then ear protection should be used.

Electrical equipment used out on a cross-country course will normally be battery powered. If electrical tools are to be used only use 110volt equipment outdoors and remember that the trailing leads create a tripping hazard. Trips, slips and falls are the most common causes of accidents.

d. Manual Handling

The manual handling of heavy loads is a common cause of back pain which can have lasting consequences for the individual. There are now few people who are hardened to genuine physical work, the physical capabilities of the individual members of the team need to be assessed when planning the work. A few sensible precautions when doing manual work can significantly reduce the risk of injury.

1. Always assess the load:
Is it heavy, bulky or unwieldy? Is it difficult to grasp? Is the load unstable or are the contents likely to shift during handling? Are the edges sharp or rough?
2. Always assess the task:
Where is it going? Can the size or load be reduced? Avoid lifting directly from the floor? Do not place objects above shoulder height? Is protective clothing (i.e. gloves) required? Is assistance required or would it be a help?
3. Always assess the environment:
Is there sufficient space to manoeuvre? Is the ground surface uneven, slippery or unstable? Are there steps or gradients to negotiate?
4. When lifting:
Place the feet apart with the leading leg forward. Ensure your feet and hands are well positioned to equate the load. Ensure you have a firm grip, keep the back straight. Do not jerk or twist and keep the load as close to the body as practicable.

e. Substances

Care needs to be taken when using a hazardous substance. These can be recognised by the hazard symbol on the label indicating that the substance is harmful, an irritant, corrosive, or toxic. The most likely substances to fall in one of these categories are wood preservatives and weed killers. These can be used safely by following the manufacturer's instructions which can be found either on the label or on an instruction sheet supplied with the substance. One sensible precaution is to have a 25 litre water container close to hand and to ensure that the first aid kit contains a bottle or two of eye-wash.

12. ATV's

All Terrain Vehicles and Motor Cycles

The use of all Terrain vehicles is forbidden unless the Organiser has given prior permission. If these vehicles are going to be used the Health, Safety and Welfare Guidelines MUST be adhered to, as per below.

Only Event Officials who have received proper training, hold current appropriate licences, have no serious convictions, have a reasonable

accident record and are aged 17 or over (Unless especially agreed by Underwriters) should drive/ride these machines.

Passengers should not be carried unless the vehicle is designed or adapted for that purpose except in an emergency. Drivers, riders and passengers MUST wear suitable safety headwear.

The vehicles should be roadworthy and maintained in good condition and are only to be used for purposes directly connected with the Event. If machines travel on or across a public road, motor insurance is compulsory.

The Pony Club Public Liability Insurance provides indemnity to the Pony Club in respect of legal liability for injury or damage if negligence of The Pony Club is proven, provided the above guidelines are followed.

However, this insurance only comes into effect if compulsory insurance is not required and there is no other insurance in force which could provide cover. Owners of motor cycles requiring compulsory insurance under the Road traffic Acts should note that claims involving their motor cycles would fall under their individual policies. It is recommended that such owners advise their Insurer of the use at Events.

Such machines need expert handling as they are inherently unstable.

13. VISITS AND EXCURSIONS

Branches often organize trips for their members to places or events of interest. These may be of general interest as well as of equestrian interest. The requirements for these are similar to any other Pony Club activity. Some additional consideration is required.

a. Transport

The mode of transport will depend upon the size of the party and the nature of the visit. For small groups private cars may be used. Each car used should be in road worthy condition, insured for the driver or drivers who will drive it and only carry the number of passengers specified by the manufacturer. All drivers must have held a full valid licence for the type of vehicle for 3 years and be over 21 years old.

A self drive vehicle may be hired. The drivers must have an appropriate licence and be declared to the hirer. The number of passengers must not exceed that specified by the manufacturer.

A coach may be hired with driver. The maximum number of passengers must be agreed with the hirer who must also be told of the ages of the members travelling. The Organiser must check that all drivers are CRB checked.

b. Supervision

The number of adults supervising the members will depend upon the type of visit and the ages of the children. This should be decided as part of the risk assessment.

Suggested ratios for children up to 9 years – a ratio of 1 adult to every 5 children and for ages 10 and over – 1 adult to 10 – 12 children.

The supervisors roles may be defined as a regulated activity requiring a CRB check. For example, helpers on an afternoon visit to the Hunt kennels will not require a CRB check while the supervisor of an overnight stay will need to be CRB checked

c. The Journey

The journey need to be planned to allow adequate time including comfort and meal breaks. With groups of private cars avoid travelling in convoy but agree to stop at set points where you can meet up to check that the whole party are keeping to the itinerary. At each stop check carefully that everyone is present before setting off, when travelling in more than one vehicle everyone must stay with the vehicle that they start the journey in.

d. At the Event

Ensure that everyone is aware of the time and place to meet for departure. If necessary in writing. If the children are to be allowed to be independent have a meeting point where they can gather and meet their supervisors and insist that they stay in groups. Mobile phones are a useful means of communication but remember that they are fallible, batteries run out or the signal fails.

e. Over night stays

These are similar in many ways to camp. Information on medical issues is required. Any medication to be taken by a child should be given to the Organiser with clear instructions as to when it is taken and the Organiser will ensure it is taken correctly. Adults must not sleep in the same room as the children, except a member of their own family. The adults should be near enough to the children's room to ensure their welfare and security.

f. Collection on Return

Parents must be given details of the return time and when to collect their children. The Organiser should have contact details for all parents in case of their party's return being delayed for any reason.

14. THE PONY CLUB DRUGS POLICY

1. Introduction

The Pony Club Council is committed to ensuring so far as is reasonably practicable that members are able to participate in all activities organised by The Pony Club in a safe and secure environment. The needs of the majority of Pony Club Members means that the possession and/or use of illegal substances by an individual cannot be tolerated. Where practicable the re-habilitation of the individual will be supported provided this does not prejudice the safety and security of other members.

2. Performance Enhancing Drugs

a. Equine

Controlled Medication

It is clearly essential for the welfare of a horse that it is given appropriate veterinary treatment if and when required and that this should include appropriate medication. Medication however may mask an underlying health problem and horses should not compete when taking medication when such medication may have a detrimental effect on the horse's welfare.

b. Human

Performance enhancing drugs are forbidden

The use of recreational or other non – prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

c. All competitors should be aware that random samples may be taken for testing from both themselves and/or their horse.

3. Principles

The use of recreational or other non – prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

Competitors at national or international level may be subject to blood tests in line with the Sports Council Policy on illegal and prescribed substances. All young people competing at these levels should be made aware of this.

4. Reporting

- 4.1 Anyone who has reasonable grounds for suspecting that a member is using or selling an illegal substance must report their concerns to the District Commissioner as soon as practicable. If there is an immediate risk to the health, safety or welfare of one or more members the Police must be informed as soon as possible. The person reporting their concerns must ensure that any material evidence is retained and should not influence any police investigation by hasty actions.
- 4.2 The District Commissioner upon receiving a report of suspected use or selling of an illegal substance will carry out an immediate investigation of the incident and the circumstances in which it occurred and decide upon the action to be taken. This will include:
 - 3.2.1 Informing the Members parents or guardian.
 - 3.2.2 Informing the Pony Club Area Representative who in turn will inform The Pony Club Office.
 - 3.2.3 Informing the Police
 - 3.2.4 Suspending the Member concerned while investigations are completed.
 - 3.2.5 Awaiting the completion of Police investigations and actions.

5. Disciplinary Action

The normal disciplinary procedure should be followed in cases relating to drugs with following additional guidance.

- 5.1. On completion of the Police investigations the District Commissioner shall decide upon the action to be taken. The options open to the District Commissioner are:-
 - 5.1.1 Take no action if the suspicions are unfounded.
 - 5.1.2 Suspend the Member from The Pony Club for a definite period.

- 5.1.3 Recommend to The Pony Club Council that the Member be expelled from The Pony Club.
- 5.2 When deciding upon the disciplinary action to be taken the District Commissioner should seek the advice and guidance available to them. This may include consultations with people they know with relevant experience and knowledge, discussions with their Branch Committee, the Area Representative, the Management Board and The Pony Club Child Protection Officer.
- 5.3 The Member may appeal against disciplinary action taken by the District Commissioner in accordance with standard Pony Club procedures.

15. CHILD PROTECTION

As a voluntary youth organisation for young people within an equestrian environment The Pony Club must take reasonable measures to avoid unsuitable people being able to gain access to young people. The nature of the organisation is such that volunteers are normally relatives of members, usually parents. In the first instance they either offer or are asked to perform a task at a public event. Controls must be used before a volunteer is asked to assist in a situation where close supervision of children is involved, for example at summer camps, the supervision of coach trips and the accompaniment of teams travelling away from home.

As a member of the British Equestrian Federation The Pony Club policy for child protection adheres to the overall policy of the Federation which may be purchased from The Pony Club office (Safeguarding and Protecting children: Policy and Procedures ISBN 0-900226-74-9 - £8.99).

New volunteers who are going to take a regulated activity must have a disclosure check with the Criminal Records Bureau. Disclosure checks are carried out by the BHS on behalf of the BEF for England, Wales, by SEA for Scotland, and by Access NI for Northern Ireland. One check will cover all Member Bodies.

a. Regulated Activities

Regulated Activities (requiring Enhanced Disclosure Check) Activities that involve intensive contact with children, that is 4 or more times in a 30 day or overnight on more than one occasion a year.

District Commissioner
Child Protection Officer
First Aid Officer
Camp/Team Supervisor

Instructor
Head Trainer
Team Trainer

All of these have the expectation that they will:

- work unsupervised with the children/young persons
- have responsibility for those who work unsupervised with the children/young persons
- have responsibility for discipline/welfare

General (Not defined as Regulated Activities, so NO check is required)

One-off supervised helpers (refreshments, etc)
Competition Judges and Jump Judges
Parents who help only their own child
General Stewards

All of these have the expectation that they will:

- be involved in judging, detached from the children/young persons
- have no physical hands on involvement
- be involved in the logistical running of an event

b. Branch Child Protection Officer

A Child Protection Officer (CPO) is appointed by the District Commissioner (It may be appropriate for District Commissioner to assume this role in a small Branch.) Nominations shall be notified to the Area Representative and the Pony Club Child Protection Officer at the Stoneleigh Office. The appointment will be confirmed after an Enhanced Disclosure has been satisfactorily completed.

The Branch Child Protection Officer shall:

- administer Disclosure checks for the Branch
- maintain records
- advise the District Commissioner and Branch Committee on Child Protection issues
- assist the District Commissioner in Child Welfare concerns

c. Training

Pony Club trainers provide a Safeguarding & Protecting Children Workshop in association with other Member Bodies of the BEF. This course is recognised by Sport England and meets the requirements for the UK Coaching Certificate.

d. Disclosure Procedure

Scotland

- The Branch CPO obtains forms from (note that a postage charge is levied)
Bill McKinley, Kilblane, Main Road, Langbank, Port Glasgow, PA14 6XP. Mobile: 07884 438150.
Email: kilblanekatz@btinternet.com
- Forms are passed on to the individual volunteers.
- The volunteer completes the form.
- The volunteer meets with an authorised co-signatory who verifies their identity and forwards the application to Bill McKinley who forwards them to the CRBS.
- CRBS completes the disclosure check and informs Bill McKinley of the findings.
- Bill McKinley informs the Branch CPO of the CRB's findings.
- Appeal procedure available in case of negative result.
CRBS checks done by SEA cover all members of SEA member bodies, i.e. RDA, etc.

e. England and Wales

- Branch CPO arranges for volunteer to complete a self declaration form. (Appendix F)
- Branch CPO retains completed form in confidential file
- **No previous check**
- Branch CPO gives volunteer a CRB Disclosure Application Form
- Volunteer completes the form. (Sections A, B, C, and E) and fills in the top section of the Criminal Record Check Cover Sheet.
- Branch CPO verifies their identity and completes the bottom of the Criminal Record Check Cover Sheet.
- Branch CPO to fill in registered body use boxes in Section A, B to verify the applicant's details and Section W only.
- Branch CPO sends Disclosure Application Form together with the Criminal Record Check Cover Sheet and the administration fee (made payable to British Horse Society) to The Pony Club Office, Stoneleigh.
- The form is checked and a record made before it is forwarded to the BHS Approvals Department and the CRB.
- CRB sends disclosure report back to BHS Approvals Department and applicant.
- BHS Approvals Department informs Pony Club office of the

result. Branch CPO informed of the result.

- In the event of the Disclosure indicating a relevant conviction or other information the applicant has the right to appeal to the Pony Club Appeals Committee.
- Disclosure report retained by BHS Approvals Department for 6 months before secure shredding.

f. Northern Ireland

- Branch CPO arranges for volunteer to complete an Application Form: Standard/Enhanced Disclosure (obtained from Access NI).
- Volunteer completes Page 2 - Part B only, Page 3 Part D, Part E Page 4, Part F and Part G.
- Form then returned to CPO and an ID Validation Form completed when identity documents are checked.
- The form will then be completed by signatory and sent to Access NI for checking: Signatory: Liz Lowry, 31 Coach Road, Comber, Newtownards, BT23 5QX. Email: area17@pcuk.org. Tel: 02891870766.
- Access NI will send a certificate directly to the volunteer and a copy to Liz Lowry.
- Liz Lowry will inform the Branch CPO of any negative results. and inform all Branches periodically of the addition of new volunteers.
- **Previous check completed after 1st November 2010**
- Branch CPO checks applicant's disclosure form.
- Branch CPO confirms applicant's identity and completes the bottom of the Criminal Record Check Cover sheet. Both this sheet and the Self Disclosure Form to be sent to The Pony Club office and also a copy to be retained at the Branch



16. RECOGNISING AND REPORTING SUSPECTED OR ACTUAL CHILD ABUSE OR BULLYING

The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on knowledge and information. It is important to note that child abuse is not always readily visible, and may not be as clearly observable as the "text book" scenarios might suggest. Indeed "text book" scenarios tend to be unusual rather than the norm. All cases are different.

a. Grounds for Concern

Consider the possibility of child abuse if there are reasonable grounds for concern. Examples of reasonable grounds are:

- a specific indication or statement from a child that s/he has been abused
- a statement from a person who witnessed abuse
- an illness, injury or behaviour consistent with abuse
- a symptom which may not itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence
- consistent signs of neglect over a period of time
- In some cases of child abuse the alleged perpetrator will also be a child and it is important that behaviour of this nature is not ignored. Grounds for concern will exist in cases where there is an age difference and/or difference in power, status or intellect between the children involved. However, it is also important to distinguish between normal sexual behaviour and abusive behaviour. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the local social services department or the NSPCC 24 hour free phone helpline on 0808 800 5000. They will advise whether or not the matter requires a formal report; contact the duty social worker in the local health board or social services department where they will receive advice.

b. Bullying

Bullying is deliberate hurtful behaviour by an adult or other child. It may result in pain and distress to the victim.

Bullying can be:

- Emotional e.g. being unfriendly, tormenting, excluding

- Physical e.g. pushing, kicking, hitting
- Racist e.g. racial taunts or gestures
- Verbal e.g. teasing, sarcasm, spreading rumours
- Cyber e.g. taunts via email, social network sites, text message

Recognising Bullying

Adults should be aware of these possible signs and should consider investigating if a child:

- Doesn't want to go to school/sports club
- Changes in their usual routine
- Begins to truant
- Becomes withdrawn, anxious or lacking in confidence
- Runs away, threatens to self harm or suicide
- School work is negatively affected
- Has possessions damaged or 'go missing'
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable
- Is frightened to say what is wrong
- Is afraid to use the internet or mobile phone

One of these signs alone may not indicate bullying but a mixture of these signs could indicate problems, one of which could be bullying and should be investigated.

Procedure to counter bullying

- Incidents should be reported to the DC or Branch Child Protection Officer
- Victim will be encouraged to speak in an honest, open environment away from bully (bullies) where they are safe
- Discuss with victim the need to record information and involve others such as coach and/or parents/guardian
- Investigate the incident including giving bully (bullies) opportunity to explain their behaviour
- Mediation between victim and bully (bullies) may help to change behaviour

Resolving issues

- Reconciliation – getting parties together to apologise may solve the problem

- Representatives meet with the victim and parents to get details of allegation
- Same representatives to meet with the alleged bully. If the allegation is found to be true bully (bullies) should be warned in accordance with the disciplinary procedures, be told how they can improve their behaviour and progress should be monitored.
- A written account of all meetings should be kept
- Bullies to be supported and encouraged to stop bullying behaviour

c. Reporting Child Abuse

If you suspect that a child is being abused:

- Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information. If injuries are noted, it may be useful to include an annotated sketch of any marks and of the area on the body in which they are to be found. It would be useful to include size, shape and appearance of the marks in the notes to accompany such a sketch
- Report the matter as soon as possible to the Branch DC or the Area Representative
- In cases of emergency, where a child appears to be at immediate and serious risk and it is not possible to contact a duty social worker, the police should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory agencies, i.e. Police, Social Services in England and Wales, the Social Work Department in Scotland, Child Care Northern Ireland and / or NSPCC, but, if the child is felt to be at risk and is in a potentially dangerous situation, the child's circumstances should form part of the early discussions with the Police or Social Services.
- If the Branch DC or the Area Representative is unsure whether reasonable grounds for concern exist or not, they should informally consult with the local social services department or the NSPCC 24 hour free phone helpline on 0808 800 5000. They will advise whether or not the matter requires a formal report;
- A Branch DC or the Area Representative reporting suspected or actual child abuse to the Statutory Agencies should first inform the family of their intention to make such a report, unless doing so

would endanger the child or undermine an investigation or would be likely to result in violence to anyone.

- A report should be given by the Branch DC or the Area Representative to the Statutory Agencies in person or by phone, and in writing;
- It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Agencies.

d. Response to a Child Reporting any Form of Abuse

The following points should be taken into consideration:

- It is important to deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately, and take what the child is saying seriously; Belief in what the child is saying may be difficult and is not necessary. It is not for anyone other than the statutory agencies to investigate whether or not the child is truthful, our role is to take the child seriously and refer as necessary and appropriate.
- It should be understood that the child has decided to tell about something that is important to them and has taken a risk to do so. If possible, the experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation;
- The child should understand that it IS NOT possible that any information will be kept a secret; but the person speaking to the child should inform them of the people who will need to be told.
- No judgmental statement should be made against the person against whom the allegation is made; neither should any judgement be made nor be made apparent as to whether or not the hearer believes what is being said to them.
- The child should not be questioned unless the nature of what they are saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Explain to me what you mean when you say that".. Questions beginning "What", "Where" and "How" are most likely to elicit an open response, coupled with phrases, such as "I'm sorry, I don't think I quite understood you." Avoid using "Why" questions if possible, as they can be seen as condemnatory e.g. "Why haven't you told

anyone before?” could leave the child feeling that they are to blame because they haven’t told anyone before this. Only such questions should be asked which would clarify the child’s statement. There is no need to investigate the matter nor to carry on questioning the child to find out all the details of whatever it was that has happened.

- The child should be given some indication of what would happen next, such as informing parents/guardians, statutory agencies. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- Report the matter as soon as possible to the Branch DC or the Area Representative
- In cases of emergency, where a child appears to be at immediate and serious risk, it may be preferable to contact the police. The majority of Police Authorities have a special unit that deals with crimes of child abuse and this unit can be contacted by ringing the Police telephone number and asking to be put through to the sexual offences unit. Under no circumstances should a child be left in a dangerous situation if it is in your control to protect that individual.
- If the Branch DC or the Area Representative is unsure whether reasonable grounds for concern exist or not, they should informally consult with the local social services department or the NSPCC 24 hour free phone helpline on 0808 800 5000. They will advise whether or not the matter requires a formal report;
- A Branch DC or the Area Representative reporting suspected or actual child abuse to the Statutory Agencies should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation or result in violence to anyone.
- A report should be given by the Branch DC or the Area Representative to the Statutory Agencies in person or by phone, and in writing;
- It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Agencies.
- If the Branch DC or the Area Representative is unsure of what action should be taken and is unable to contact the relevant agencies, then advice, guidance and support can be obtained from the Pony Club’s Child Protection Officer, who may be contacted through the Stoneleigh office.

e. Allegations of Abuse Against a Branch Official or Instructor

If an allegation is made against a Branch Official, Instructor or other Volunteer made, two procedures should be followed:

- The reporting procedure in respect of the child
- The procedure for dealing with the Branch Official, Instructor or other Volunteer (See below)

f. Special Considerations

The following points should be considered:

- the safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard, the District Commissioner, Area Representative, Branch Official, Team Manager or Instructor should take any necessary steps which may be immediately necessary to protect children.
- if a Branch Official, Instructor or other Volunteer is the subject of the concern she/he should be treated with respect and fairness

g. Procedure to follow

Where reasonable grounds for concern exist the following steps should be taken:

- advice should be sought from the local social services department or the police with regard to any action by the branch deemed necessary to protect the child/children who may be at risk. The matter should be reported to the local social services department or the police following the standard reporting procedure outlined above.
- Once the Police are involved the needs of their investigation are the primary concern. The Police will give advise and instruction on how to proceed without impeding their investigations. In these circumstances steps must be taken to ensure that all children are safe and that the named individual is kept apart from any unsupervised contact with any child without warning them that an investigation has been instigated.

17. ROLE OF INSTRUCTORS, TRAINERS AND COACHES

Instructors must act as a role model in both dress and conduct and promote the positive aspects of sport and of horse riding and maintain the highest standards of personal conduct. The role of a Pony Club instructor is to teach the members to ride and to take proper care of their ponies and horses while ensuring that the highest ideals of sportsmanship are maintained. Instructors courses, seminars and conferences are arranged to enable instructors develop as professionals to maintain the standards of instruction provided to the members.

They should:

- Promote the ideals and aims of The Pony Club, follow its rules and never condone rule violations, rough play, bullying or the use of prohibited substances.
- Be generous with praise, never ridicule or shout at members for making mistakes. All members are entitled to respect. Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks.
- Remember that young people ride for fun and enjoyment and that skill, riding for fun and care of the pony have priority over highly structured competition. Never make winning the only objective. Encourage the development of respect for opponents, officials, selectors and other Instructors.
- Avoid criticism of fellow Instructors.
- Be careful to avoid the "star system". Each child deserves equal time and attention.
- It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders. Avoid working alone and ensure there is adequate supervision for all activities. Instructors are responsible for setting and monitoring the boundaries between a working relationship and friendship with members.
- Set realistic goals for the participants and do not overface members. Create a safe and enjoyable environment.
- Avoid giving advice of a personal or medical nature - if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.
- It is advisable to keep a record of attendance at training.
- All accidents must be reported in accordance with Pony Club requirements. If behavioural problems arise and a member

has to be disciplined, keep a brief record of the problem/action/outcomes. Inform the DC/Branch Official and follow Pony Club procedures.

18. ROLE OF PARENTS

The Pony Club is a volunteer organisation and depends on parents and guardians to help. Fairness should take precedence over competitiveness. Teaching by example will foster caring and respect for all.

Parents / Guardians should therefore:

- Be a positive role model for their child and other Members by respecting coaches, officials, volunteers and leaders; their authority and decisions; the rules and regulations under which The Pony Club operates.
- Agree to discuss disputes / appeals at a suitable, agreed time with the correct officials, within the appropriate level of The Pony Club organisation, without resorting to hostility or violence.
- Always remember that Pony Club activities are intended to be educational, safe and fun to benefit the Members rather than parents.
- Respect the horses and ponies and show humane care for them at all times.
- Respect the property and equipment used in any activities, considering safety uppermost in all situations
- Be knowledgeable about the rules of the discipline or competition their child is taking part in and encourage their child to know, be familiar with, and follow these rules.
- Promote the physical and emotional well-being of their child, other Members and horses ahead of any personal desire to win or succeed in any activity.
- Teach their child that taking part, learning and showing sportsmanship in all competitions, testing situations, clinics, etc are more important than winning.
- Praise all Members equally for trying hard and competing fairly.
- Inform officials as soon as possible if they or their child is unable to fulfil commitments or attendance at events.
- Help their child and others to understand the satisfaction of co-operation, group work and team spirit in achieving personal goals and growth, and good results.
- Volunteer their services and skills, whether equine-related or not, whenever possible.

Parents / Guardians should not:

- Force their child or other Members to take part in activities with which they are not comfortable.
- Disrespect the decisions of coaches / officials concerning the skills and abilities of their child or other Members.
- Undermine the authority of coaches / officials by interfering with, or coaching any Members from the sidelines.
- Dispute the decisions of coaches / officials and volunteers during an event or in front of their child, other Members or parents.
- Engage in or condone unsportsmanlike behaviours such as booing, taunting, using profane language, refusing to congratulate winners, etc.

19. ROLE OF MEMBERS

The Pony Club aims to promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline. Members should show respect for their ponies and horses, instructors, Branch officials, competition organisers and stewards and their fellow members.

When competing they should abide by the rules of the competition and accept the decisions of the event stewards and organisers. They may query a decision they do not understand politely and listen to the explanation. They should support the other members of their team and also the other members of their Branch.

They should not:-

- possess or consume alcohol or illegal and performance enhancing drugs
- smoke
- engage in sexual activity
- use foul language
- tolerate or be involved in discrimination of any kind
- leave an organised event unless accompanied by their parent or guardian or by a Branch Official.

20. DISCIPLINE AT PONY CLUB ACTIVITIES

Discipline in sport should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. It should encourage young people to become more responsible for themselves and therefore more independent.

- The main form of discipline should be positive reinforcement for effort. It should encourage the development of emotional and social skills as well as skills in competition
- children should be helped to become responsible about the decisions and choices they make within competition, particularly when they are likely to make a difference between competing fairly and unfairly
- there should be no place for fighting, over-aggressive or dangerous behaviour in competition participants should treat others in a respectful manner. They should not interfere with, bully or take unfair advantage of others.
- There should be no place for bad sportsmanship. No-one, child or adult, should be allowed to revile, demean or bully another for failing to win, to succeed, or for a poor performance, under any circumstances

Disciplinary Action

On rare occasions it may be necessary to indicate to members, parents/guardians or supporters that their behaviour is not acceptable at Pony Club activities and competitions. In such instances it is essential that an agreed procedure is followed so that the member may continue to take part in, and benefit from, Pony Club activities. It is anticipated that formal disciplinary action will only be used when all other avenues have been tried.

At competitions run under Pony Club rules. The rules for the competitive discipline are intended to ensure that competitions are run fairly and members learn to compete in the correct spirit. When there is consistent bad behaviour at successive competitions or when the behaviour at a competition is excessively poor formal disciplinary action may be necessary. Similarly when behaviour is poor at non-competitive activities formal disciplinary action may be necessary.

Before any formal disciplinary action is taken the District Commissioner should investigate the allegations against the member, parent/guardian

or supporter. This should concentrate upon facts and details of what actually happened. Where possible witnesses should be spoken to. Once the facts of the case have been established the appropriate course of action can be decided upon. While the time taken to investigate the incident may be beneficial as a “cooling off” period the investigation should be completed as quickly as reasonably practicable. This should not prevent a verbal warning being given on the day of the incident with the investigation being carried out by the event organiser who can then give the warning and inform the District Commissioner of their actions.

In the first instance a formal verbal warning should be given by the District Commissioner or the activity organiser. When such a warning is given it is essential that strict confidentiality is maintained. The member or their parent/guardian or suitable adult representative may discuss the warning at the time with the person giving the warning which may be withdrawn as a result of those discussions. There is no formal procedure to appeal against a verbal warning.

Subsequent bad behaviour within a period of two years will result in a written warning being given. If the behaviour is considered to be sufficiently bad it may be necessary to give a written warning without first giving a formal verbal warning. Anyone given a written warning may appeal to the Area Representative against that warning within a period of three weeks from receipt of the warning. There is no formal procedure to appeal against the Area Representative's decision.

In the event of the bad behaviour recurring within two years of a written warning it may be considered necessary for the benefit of the other members of the Branch to terminate or suspend membership. This may in extreme cases be considered necessary after a single act by the member. The Member should be informed of the decision in writing. The Member may appeal within a period of three weeks from receipt of the warning in the first instance to the Area Representative, and subsequently, within a period of three weeks from receipt Area Representative's decision, either party may appeal against the Area Representative's decision to the Pony Club Appeals Committee.

Verbal

A formal warning given in private setting with a witness and the member's parent /guardian or other suitable adult present. The warning should be given by the District Commissioner or the

activity organiser with another member of the Branch Committee present. The Member or their adult representative should have the opportunity to respond. If the warning is given by the activity organiser the District Commissioner should be informed as soon as reasonably practicably. The District Commissioner should keep a confidential record of the warning.

A verbal warning may also be given to a parent/guardian or supporter. The warning should be given by the District Commissioner or the activity organiser with another member of the Branch Committee present. The parent/guardian or supporter should have the opportunity to respond. If the warning is given by the activity organiser the District Commissioner should be informed as soon as reasonably practicably. The District Commissioner should make a confidential record of the warning.

Written

A formal warning given in the form of a letter to the Member. Normally this would be given to the Member by the District Commissioner with another member of the Branch Committee present a witness and the member's parent /guardian or other suitable adult present. The Member or their adult representative should have the opportunity to respond. The warning should indicate that the member can appeal against the warning to the Area Representative within three weeks of receipt of the warning. The District Commissioner should a confidential record of the warning.

Appeal

Members may appeal against a written warning within three weeks of receiving the warning. Either the Member or their parent/guardian should in confidence write to their Area Representative indicating their wish to appeal and a reason for the appeal. The Area Representative will either request written submissions to be able to consider the appeal or will arrange to meet all parties at a suitable location, the Area Representative will obtain assistance to hear the appeal as they consider to be necessary. The Area Representative will give their response to the appeal to the Member in writing.

Parents/Guardians and Supporters

A formal warning given in the form of a letter to the parent/guardian or supporter. Normally this would be given to the parent/guardian or supporter by the District Commissioner with another member of the Branch Committee present as witness. The parent/guardian or supporter should have the opportunity to respond. The warning should indicate that the parent/guardian or supporter can appeal against the warning to the Area Representative within three weeks of receipt of the warning. The District Commissioner should a confidential record of the warning. The appeal procedure is the same as that for a Member.

Termination of Membership

Where the behaviour of a member is considered to be detrimental to other members it may be necessary to terminate their membership, or to suspend membership for a period of time. While a member may have received a written warning within two years of the incident concerned certain types of behaviour are unacceptable and warrant the termination or suspension of membership. The member should be informed of the decision by means of a letter from the District Commissioner which should indicate the reasons for the decision and indicate that the member can appeal against the warning to the Area Representative within three weeks of receipt of the warning and that if this appeal is not successful they may appeal to the Pony Club Appeals Committee.

Appeal

Members may appeal against termination or suspension of their membership within three weeks of receiving notice that their membership is to be terminated or suspended. Either the Member or their parent/guardian should in confidence write to their Area Representative indicating their wish to appeal and a reason for the appeal. The Area Representative will either request written submissions to be able to consider the appeal or will arrange to meet all parties at a suitable location, the Area Representative will obtain assistance to hear the appeal as they consider to be necessary. The Area Representative will give their response to the appeal to the Member in writing.

The member and the District Commissioner may appeal against the Area Representative's decision to The Pony Club Review and Appeals Committee. To do this they should write to the Chief

Executive of The Pony Club at the Stoneleigh office who will make the necessary arrangements for the appeal to be heard.

Parents/Guardians and Supporters

Where the behaviour of a parent/guardian or supporter is considered to be detrimental to the conduct of Branch activities it may be necessary to ban them from attending Pony Club activities. While they may have received a written warning within two years of the incident concerned certain types of behaviour are unacceptable and warrant banning a parent/guardian or supporter from Pony Club activities immediately. The parent/guardian or supporter should be informed of the decision by means of a letter from the District Commissioner which should indicate the reasons for the decision and indicate that the parent/guardian or supporter can appeal against the warning to the Area Representative within three weeks of receipt of the warning and that if this appeal is not successful they may appeal to the Pony Club Appeals Committee. They should also be informed that the member with whom they are associated is still welcome at Pony Club activities and that the District Commissioner will indicate on entry forms to competitions run by other Branches that they have been banned from attending Pony Club activities.



APPENDIX A - FIRST AID COVER AT PONY CLUB EVENTS

The following pages set out the **MINIMUM** medical cover required.

It is the responsibility of the Organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment.

When the participants are under instruction the risks may be lower than at a larger event – the words cross-country immediately imply that there will be higher risk but not necessarily, if it is a training situation with an instructor in charge.

As part of the risk Assessment the Organiser will decide the appropriate level of cover required. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

To aid the emergency services it is **necessary** to have the grid reference or postcode. (A note to this effect **should** be included on the Risk Assessment Form)

Retired and practising doctors, medical personnel and Veterinary Surgeons, if officially appointed by the Organiser are covered by our Public Liability Insurance. However, if they were already covered by any other insurance, that policy would pay first.

If the booked medical cover does not turn up on the day an evaluation must be made of what is available on site, and the risk element, so that an informed decision on whether or not to continue can be made. In all cases, if additional advice is needed please do contact your Area Representative or Headquarters of The Pony Club. Do not forget the '999' emergency number to back up First Aid cover wherever necessary and or feasible.

1. BRANCH ACTIVITIES

Rallies and Team Practices

Must be attended by an Appointed Person and a Trained First Aider with an appropriately stocked First Aid Box and a mobile phone/effective means of communication.

Camp

An Appointed Person must be present 24 hours a day as well as a Trained First Aider with mobile phone and an appropriately stocked First Aid Box.

Camp organisers and helpers must be given guidance on supervision levels and child protection, particularly at night.

2. ALL COMPETITIONS

The following requirements are common to all events: -

1. There shall be an Appointed Person, **and ideally** a First Aid Point (e.g. Tent, Caravan, Horsebox etc.) and a Trained First Aider.

It is the responsibility of the Organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment.

As part of the Risk Assessment the Organiser will decide the appropriate level of cover required. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

2. Prior to the Event

- a) The Organiser **MUST** inform the appropriate County Ambulance Service/Trust. The Organiser should provide details of the event, including dates, types of competition, ranges of ages of the competitors, details of medical/first aid cover, a precise location of the event, to include the postcode, Ordnance Survey grid reference point.
- b) A letter of confirmation must be exchanged with any Medical supplier (Appendix C). The letter will agree the first aid requirement for the day. A copy of the document "Ambulance Personnel and Ambulances" (Appendix D) should be included with the letter of confirmation when an ambulance is required.
- c) The Organiser should prepare a 'Medical Officer's Pack' in advance of the event to include:

- Notes for the Event Medical Officer (Appendix E)
- **Injury Report Forms**
- Concussion Forms
- Event programme with planned times
- Map of the XC course where applicable

3. At the Event

- a) The procedure for contacting the emergency services must be agreed with the Appointed Person, First Aiders and Medical Provider.
- b) Appropriate emergency telephone numbers should be listed and a copy attached to the Accident Book lodged at the Secretary's office.
- c) Accident Reporting - The appropriate forms, as detailed in The Pony Club Health and Safety document, **MUST** be completed in the event of any accident.
- d) Insurance - The Pony Club Third Party Legal Liability Insurance Policy is extended to give cover for all Pony Club Competitions and Championships. Details of this insurance are given in 'Administrative Notes' in the current issue of The Pony Club Year Book. In the event of any accident or damage occurring to a Third Party or the property of a Third Party (including the general public and competitors) no liability should be admitted and full details should be sent at once to Pony Club Headquarters. A copy of the Evidence of Insurance should be displayed.
- e) Basic Standards of Medical Care
 - Concussion - In the event of concussion, which may occur without loss of consciousness, riders are not allowed to ride again and an examination by a doctor is compulsory, immediately at the event, or following transfer to hospital.
 - Continuing after a fall - A rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of parents, trainers etc. Further participation may be possible following medical examination.

3. GUIDELINES FOR INDIVIDUAL DISCIPLINES – (MINIMUM STANDARDS)

It should be noted that these are minimum levels of first aid cover, the appropriate level of cover must be decided as part of the organiser's risk assessment for the event. Table 1 (page 44) sets out the suggested level of first aid cover that would be appropriate for a variety of Pony Club events.

3.1 Dressage

An Appointed Person and a Trained First Aider as indicated in Table 1 must be present throughout the event. (In case of emergencies call 999)

3.2 Dressage with Jumping

A Trained First Aider should be present throughout the event.

3.3 Show Jumping

A Trained First Aider should be present throughout the event.

3.4 Eventing

- a) Dressage – See 3.1 above
- b) Show Jumping – See 3.3 above
- c) Cross-Country - The minimum cover is detailed in Table 1. Where an ambulance is required it must be on the ground throughout the competition with its trained First Aid personnel. The Event Medical Officer must have access to a dedicated vehicle, ground conditions may necessitate the use of a 4WD. The vehicle must be capable of carrying a stretcher or longboard securely fastened and must be able to reach all parts of the competition.

It is recognised that these measures bring a financial burden on organisers, but, in light of the dangers in riding cross-country, these guidelines are an absolute minimum. Branches could consider joining forces to make competitions financially viable or adding a surcharge to the entry fee to cover additional medical costs.

Fence Judges Briefing - The Event Medical Officer on the day should have the opportunity to talk to the Fence Judges at the

briefing. Failing that the Fence Judges should be told that if they wish to discuss anything with the Event Medical Officer, they should do so before the first horse sets off.

3.5 Hunter Trials

As for Eventing - Cross-Country 3.4 c).

3.6 Tetrathlon

- a) Swimming - A Lifesaver must be in attendance throughout all competition and training sessions, details of qualifications are given in the Tetrathlon Rule Book.
- b) Running - It is recommended that the Medical cover provided for the Cross Country phase be retained. Should this not be possible, a Trained First Aider should be in attendance.
- c) Cross Country - As defined for Eventing 3.4 c)
- d) Shooting – A Trained First Aider should be in attendance.

3.7 Mounted Games - Please refer to First Aid Matrix (Page 44)

A Qualified First Aider should be present throughout the event.

3.8 Polo

At least one Ambulance with a Paramedic or trained Advanced Emergency Medical Technician is to be present on the ground.

3.9 Polocrosse

It is the responsibility of the Organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the Organiser carries out a written Risk Assessment.

As part of the Risk Assessment the Organiser will decide the appropriate level of cover required. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

3.10 Endurance

A Trained First Aider at the start and finish and a First Aider at each vet gate.

3.11 Racing

Rallies

An Appointed Person and a Trained First Aider as indicated in Table 1 (Page 44) must be present throughout the event.

Pony Club Race Days

At least one Ambulance with a Paramedic or Trained Emergency Medical Technician is to be present. Please refer to the First Aid Matrix (Page 44)

4. DEFINITIONS

1. Appointed Person

Someone appointed to take sole charge of communications in the event of an accident. It may be appropriate for the Trained or Qualified First Aider to be the Appointed Person provided they are part of the Pony Club team organising the activity.

2. First Aid Point

A tent, caravan or horsebox where first aid can be administered in privacy.

3. Trained First Aider

A person who has received an EFAW (Emergency First Aid at Work) qualification gained at a one day course run by HSE registered trainers, re-qualification is required after three years or the BHS Equine Specific (ESFAC) qualification gained after a two day course, re-qualification is required after two years. The EFAW course is a new course available from 2009. In order to facilitate its introduction for an existing one day First Aid qualification may be sufficient for 2010 only. Please contact the Stoneleigh Office for confirmation.

4. Qualified First Aider

A person who has a FAW (First Aid at Work) qualification gained at a three day course run by HSE registered trainers, requalification is required after three years. Or a nurse registered with the Nursing and Midwifery Council providing they maintain a knowledge of and are able to apply the current standards that HSE accepts for the first aid management of injuries and illness. The old four day FAW qualification remains valid until the three year refresher becomes due.

5. Ambulance Aid

A person who is fully trained in patient handling, medical gases and ambulance equipment.

6. Emergency Medical Technician (EMT)

A person whose training and skills include those of an Ambulance Aid with a higher knowledge of clinical skills in patient handling, patient monitoring and who is able to prime a 'giving set' for a Doctor or Paramedic.

7. Paramedic

A person whose initial training has been accredited through the NHS i.e. holders of NHSTA or IHCD Paramedic qualification or military training. This qualification must be revalidated after not more than three years. NB To check the validation of a Paramedic see website: www.hpc-uk.org/register

8. Doctor

It is recommended that the appointed Doctor has been trained in pre-hospital emergency care. A list of Medical Cover providers is available from BE but some Doctors from this list do charge a fee for their services. This qualification must be revalidated after not more than three years.

9. Confidential Injury Report Form

Completed form(s) should be returned to the Event Organiser.

10. Ambulance

A designated vehicle, appropriately marked and identifiable and conforming to current regulations for the transportation of the injured or seriously ill patients. It must contain necessary resuscitation, immobilisation and transportation equipment.

Ambulance providers must be registered with the Care Quality Commission. The provider will be able to give details of their registration or this may be checked on the Care Quality Commission website, www.cqc.org.uk. This site also enables a search to be made for registered ambulance providers in your Area.

11. Emergency Response Vehicle (ERV)

A 4WD vehicle manned by a paramedic and containing all the equipment, for the use of the doctor or paramedic.

12. Rescue Vehicle

A 4WD vehicle specifically dedicated to the moving of an injured rider to the nearest ambulance. It must be able to carry an injured person lying secured on a stretcher or longboard.

TABLE 1

MINIMUM FIRST AID COVER AT PONY CLUB COMPETITIONS			Appointed Person	First Aid Point	Trained First Aider (EFAW or ESFAC)	Qualified First Aider (FAW)	Emergency Medical Technician (EMT)	Paramedic or Doctor	Ambulance	Pool/Lifeguard
RALLIES			✓	✓	✓					
	With Cross Country		✓	✓	✓					
FUN/SPONSORED RIDES			✓	✓	✓					
	With jumping		✓	✓	✓					
MOUNTED GAMES	Practices & Rallies		✓	✓	✓					
	Areas		✓	✓		✓				
	Zones & National Finals		✓	✓	✓			✓	✓	
POLO	Practices & Rallies		✓	✓	✓					
	Competitions & Championships		✓	✓	✓			✓	✓	
POLOCROSSE	Practices & Rallies		✓	✓	✓					
	Tournaments (See Polocrosse Rule Book)		✓	✓	✓			✓		
	Championships		✓	✓	✓			✓		
RACING	Rallies		✓	✓	✓					
	Pony Club Race Days		✓				✓	✓	✓	
DRESSAGE	Practices & All Competitions		✓	✓	✓					
	Championships		✓	✓	✓					
SHOW JUMPING	Practice		✓	✓	✓					
	Branch Event	No more than 25	✓	✓	✓					
		More than 20	✓	✓	✓					
	Branch Event with open class equivalent to PC Eventing Level 4 or greater	No more than 25	✓	✓	✓					
		More than 20	✓	✓	✓	✓				
	Area Competition		✓	✓	✓	✓				
National Championships		✓					✓	✓	✓	
CROSS COUNTRY	Practice		✓	✓	✓					
	Branch Event Level 1 or 2	No more than 25	✓	✓	✓					
		20 to 60	✓	✓	✓	✓				
		More than 50	✓			✓	✓		✓	
	Branch Event - PC Members Only – Level 3		✓					✓		✓
	Branch Event Level 4 or 5		✓					✓	✓	✓
	Area Competitions		✓					✓	✓	✓
National Championships		✓					✓	✓	✓	
TETRAHLON	Run		✓	✓	✓					
	Swim		✓							✓
	Shoot		✓	✓	✓					
ENDURANCE	Less than 10 km		✓	✓	✓					
	More than 10 km – at each vet gate				✓					

Note: At multi-discipline events where the phases are running concurrently the appropriate cover is required for each phase. where the phases are continuing in close proximity one first aid team may be able to cover both phases. If this is done all phases must stop when the first aid team are attending a casualty.

APPENDIX B MANAGEMENT OF A SERIOUS INCIDENT

Management Team	Name	Mobile
Organiser		
District Commissioner		
Medical Officer/ First Aider		
Official Steward (May be the Organiser)		
The following may not be present at smaller activities		
Branch/Event Safety Officer		
Press Officer		

Procedure in the event of a serious incident

The Official Steward is in charge and should be prepared to delegate as they think fit. The continued running of the Activity may be handed over to other officials if this is considered to be appropriate.

Evacuate the casualty to hospital

1. First Aid team/Paramedics called to the scene immediately
2. Casualty's condition assessed by medical team
3. NHS Ambulance called
4. Medical Officer inform Official Steward of mode of evacuation (Land or Air Ambulance)
5. Arrangement made to meet ambulance and direct to casualty from road
or
Area cleared for air ambulance to land with high visibility markers.
6. Casualty evacuated to hospital.

Note – from this time onwards only the immediate family or a Doctor will be able to obtain information regarding the casualty's condition.

Treat the equine casualty

1. Veterinary Officer called to the scene immediately.
2. Assess condition of horse
3. Agree course of action with owner/family
4. Arrange suitable transport for an injured horse
or
5. Arrange horse to be put down and taken away.

While the casualty is being treated the Official Steward will ensure that the following are done:

1. Ensure that the medical team have space to treat casualty, rider and/or horse. This may be best achieved by putting a ring of vehicles round the area.
2. Liaise with the Medical Officer when the extent of the injuries has been assessed.
3. Talk to the fence judges, they may suffer some level of shock having witnessed the incident at close quarters and having to deal with the immediate situation. If the event is able to continue they may need to be relieved by new judges.
4. Start an investigation into the causes of the incident. This will be done by the Safety Officer if present.
 - a. Identify witnesses
 - b. Take statements
 - c. Take photographs

The initial aim of the investigation will be to determine if the event should continue and should the fence continue to be used.

The Official Steward will make this decision in consultation with the District Commissioner, the Organiser and the Safety Officer.

5. Assist the Medical Team with the evacuation of the casualty by meeting a land ambulance and/or clearing an area for an Air Ambulance to land. The latter will include ensuring that all horses are safe.
6. Ensure that next of kin are aware of the situation.
7. Ensure that the horse is correctly cared for:

- a. Liaise with the Veterinary Officer
- b. Check that arrangements in hand for an uninjured horse to be taken home and looked after at home.

In the event of a rider fatality

1. The Official Steward shall inform:

- a. The Police
- b. The District Commissioner and the Organiser
- c. Next of Kin

The Official Steward should ensure that the next of kin are informed as soon as possible. If the next of kin are at the event, the steward must do this. Ideally a doctor or another trained in bereavement should be present, e.g., vicar, nurse, etc. If they are not present, arrangements must be made through the police, but under no circumstance should the next of kin be informed on the telephone.

- d. The Area Representative
 - e. The Pony Club Chairman, Cherry Michell (01580 882179)
 - f. The Pony Club Risk Management Director, Bill Cook (07768 495918)
 - g. The Pony Club Press Officer, Clare Walkeden (02476 698310)
2. If it is decided to continue with the event the Official Steward should hand over the responsibility for the continued running of the Activity (i.e. Horse Trial, Rally, Competition, etc) to the Organiser.
3. The Official Steward shall ensure that key witnesses including the medical team remain at the site of the Activity and are available to make statements to the police. If there is an official photographer on site, they should be tasked to take a picture of the fence or other scene of accident as early as possible.
4. Radios – Please remember that both transmitting and receiving radios can easily be overheard – therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided. It may be better to use mobile phones in some circumstances.

5. Press Statement

- a. When informing the Police, the Steward should establish whether they are issuing a press statement and if so, when, and to whom and what it will say.
- b. Official Steward should appoint a spokesman to speak to the Press on his behalf. If a policeman or ex-policeman is available, they are particularly good at this.
- c. If there are other people at the event site with telephones (Estate office, Secretary, etc) they must be briefed NOT to make statements, however much they may be pressed to do so. They should refer all callers to one telephone number which the appointed spokesman should answer.
- d. What the spokesman tells the Press is dependant on whether the next of kin have been informed. If the next of kin have NOT been informed, the rider's name and other details MUST NOT be released. Reporters may find this information out from other sources but the Official Steward's representative must not release it until the next of kin have been informed. It will generally be accepted by the press/media that:-

"A rider was killed/injured but no further information will be released until the next of kin have been informed."

- e. If the next of kin and family have been informed, then the information set out below should be compiled as quickly as possible. If the suggested format below is used, a perfectly acceptable Press Statement will be produced. Any press representatives should be told to assemble at the Secretary's tent at a specified time, when a press statement will be made:-

*"It is with the deepest regret that we announce that Boy / Girl..... (Christian name).....(Surname) died as a result of a fatal accident whilst competing at.....Pony Club Horse Trials in.....(County) atam/p.m. on (d a t e) .
.....(Christian name).*

Age.....from..... (town, county) had been a Member of theBranch of The Pony Club for years. Their horse(horse's name), a.....year old gelding/mare/stallion..... (brief description of incident, e.g. horse stumbled and fell over the rails at fence 15.(Christian Name) was thrown off the horse which in falling itself, struck the rider's head causing fatal injuries). The horse / pony was not injured. The Doctor and Medical Team were at the scene within minutes and (name) was taken to Hospital where she was pronounced dead on arrival. No further details are available at present.”

The cause of death should not be given – if you do so you are prejudging the investigation.

- f. Put at the bottom of the statement a name and telephone number for contact / queries, etc.
- g. NOTE: Do not give the rider's whole address in order to save the family from press harassment. Just give the nearest town in their address.
- h. The Press may well ask about the dimensions of the fence at which the accident happened and this information should NOT be divulged. A suggested reply is:-

“All the fences on the course are within the dimensions specified in the rules and no details will be discussed before the Coroner's Inquest.horses had successfully jumped the fence before the accident”.

- 6. All concerned should be quite clear on all the facts before leaving the site of the Activity that day, so that they can subsequently make an accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed

by them before they leave the event. The correct accident reporting procedure must be carried out as detailed in Section 8 - Accident Reporting.

7. Subsequent investigations will be managed by the Stoneleigh Office.
 - a. The Coroner may call some of the officials at the activity as witnesses at the inquest.
 - b. The local authority Environmental Health Department will carry out an investigation.
 - c. In cases of serious injury the injured person may claim for damages. In these circumstances the Stoneleigh Office will gather the information required by our Insurers for them to be able to decide upon the best course of action. This may include interviewing some of the officials at the event and taking statements.

In the event of a horse fatality

The sport has always prided itself not only on its safety record, but also on its image as a 'good clean, healthy and responsible sport'. Thus, any ill-informed publicity is of very deep concern. Whilst the equestrian press continually provide their excellent support and defence of the sport, there may be other members of the press taking a new (and possibly detrimental) interest in the sport.

At most Pony Club Activities it should still be possible to deal with a horse which is killed or which has to be destroyed, without undue fuss. However with the increasing welfare lobby created by those opposed to the sport, it is possible that even at a small Activity the contents of this guideline will be useful.

1. The Official Steward shall inform:
 - a. The District Commissioner and the Organiser
 - b. The owner of the horse
 - c. The Area Representative
 - d. The Pony Club Risk Management Director, Bill Cook (07768 495918)
2. Please remember that both transmitting and receiving radios can easily be overheard – therefore to avoid sensitive

messages being compromised, volume controls should be sensibly set and crowded conditions avoided.

3. He should ensure that key witnesses make immediate brief written statements. In conjunction with the vet, he should conduct an immediate and thorough enquiry, establishing the cause of the accident and death.
4. He should ensure that the owner is informed as soon as possible at the event. If the owner is not at the event, other arrangements must be made - probably through the rider and or their DC.
5. A press statement may be necessary. He should speak to the press himself or appoint a spokesman to speak on his behalf. If a vet is available, they are particularly good at this.
6. "It is with great sadness that we announce that(horse number)(horse name) ridden by (rider's name) and owned by(owner's name) died/was put down as a result of a (fatal) accident at fence number(name of fence) whilst competing atP.C. Activity in (County) atam/p.m. on (date).(horse's name) a year old gelding / mare / stallion
Give a description of the incident e.g. horse stumbled and fell over the rails at fence 15(rider's name) was thrown off the horse which fell and was subsequently found to have broken its near foreleg and was humanely put down by the vet. The rider was unhurt. No further details are available at present."
7. All concerned should be quite clear on all the facts before leaving the site of the Activity that day, so that they can subsequently make an accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed by them before they leave the event. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.

APPENDIX C – LETTER FOR FIRST AID PROVIDER

Dear *****

Re: First Aid provision at *** on *******

The ***** Branch of the Pony Club is organising a (*type of activity*) at (*place including postcode*) on ***** day **th of (month). The ambulance will be required from (*start time*), minutes before the scheduled start of the competition until (*expected finish time*) the anticipated time the event will finish. Please could you provide the following (or “Please could you quote for providing the following”)

Ambulance

A designated vehicle, appropriately marked and identifiable which conforms to current regulations for the transport of the injured or seriously ill patient. It must contain necessary resuscitation, immobilization and transport equipment. This should include the equipment detailed on the list attached.

Personnel

Two ambulance personnel, one of whom must be a trained and qualified Paramedic **or Emergency Medical Technician (EMT) or better**. The second member of the ambulance team should be trained at least to the level of a Qualified First Aider. Training records must be kept for each person and be available for scrutiny by a representative of the Pony Club on the day if requested.

Followed by

Either “A doctor will be present to act as the designated Medical Officer for the event. The doctor will discuss the detailed medical arrangements with the ambulance personnel on arrival”.

Or “The senior member of your team will be asked to act as the designated Medical Officer for the event. The organiser will discuss the detailed medical arrangements with them on arrival”.

The competitors at this event will include children, therefore, all medical personnel should have a current Criminal Records Bureau disclosure check.

Insurance

The ambulance and personnel must be covered by public liability insurance, the Organiser may request to see a copy of the insurance certificate on the day of the competition.

Registration

Please provide details of your registration with the Care Quality Commission with your quotation.

Yours sincerely, etc

Note to Event Organiser - When confirming your booking ensure that the Event Location and the Time the Ambulance is required are clear. Allow time for the Ambulance personnel to check the location of all aspects of the event including cross country course when included before the first competitor is due to start.

APPENDIX D - AMBULANCE PERSONNEL AND AMBULANCES

Ambulance providers must be registered with the Care Quality Commission. The range of services on each providers registration can be checked on the Care Quality Commission website www.cqc.org.uk.

All Ambulances must be adequately equipped for pre-hospital resuscitation, immobilisation of the casualty where necessary and transportation if required. It would be expected that Ambulance personnel trained to Emergency Medical Technician (EMT) would be capable of carrying out the procedures necessary to stabilise the injured patient while awaiting the arrival of the County Ambulance service. The list of equipment below is the minimum that is considered necessary to effect these procedures and it would be expected that an ambulance classified as carrying trained personnel would be capable of using this equipment in an emergency situation to resuscitate and stabilise an injured person.

Often there may be a Doctor assisting at events and it is important that he/she is aware of the equipment that is contained in the ambulance and the skill mix of the Ambulance team. It is important that the senior member of the ambulance team reports to the Secretary for the event on arrival and introduces him/herself to the doctor, if there is one, in attendance, prior to the event commencing. It is important to be aware of:

1. The schedule for the day.
2. Where is the best place for the ambulance to be positioned.
3. What are the arrangements for communication (radios or mobile phones).
4. What are the arrangements for food/comfort breaks.
5. Whether the Secretary for the event will ask for a medical briefing at the time that the fence judges are being briefed.

Should it be necessary for an injured person to be transferred to hospital, it is essential that the Doctor or other trained medical person contact the Accident & Emergency department of that hospital to ascertain that that hospital is the appropriate one to accept the type of injury that the casualty has sustained. Clearly it is important for the medical team to ensure that they have the contact telephone numbers of the local and District General hospitals that might be involved.

EQUIPMENT

STANDARD ITEMS:

- Stethoscope
- Sphygmomanometer
- Torch
- Stationery and pen
- Protective gloves

AIRWAY:

- Pocket mask with oxygen port and tubing
- Nasal airways sizes 6,7
- Gudel oro-pharyngeal airways sizes 2, 3, 4, 5
- Face masks sizes 3, 4, 5
- Resuscitator with non-rebreathing valve
- Oxygen reservoir bag
- Suction unit with 14G suction catheter (smaller size for children)
- Yankauer suction catheter
- Laryngoscope with spare batteries and bulbs + adult and child blades
- Endotracheal tubes sizes 5, 6, 7, 8, 8.5 & 9 with connectors
- Introducer
- Magill forceps
- Spencer Wells forceps, 5"
- KY gel
- 10ml syringe
- Bandage, 1" roll
- Cricothyrotomy set or Size 12 Venflon
- Laryngeal mask airways (LMA's) sizes 2, 3, 4.

BREATHING:

- Oxygen cylinder with connecting tube and mask
- Portable Oxygen cylinder with connecting tube and mask
- Entonox cylinder with tube and mask

CIRCULATION:

- Defibrillator eg Advisory.
- Hartmann's solution 500mls x 4
- Normal saline 500mls x 2
- Administration set x 2
- Velcro tourniquet
- Cannulae of different gauges (Venflon, 14G, 16G, 18G)
- Hep flush 2 x 2mls or Sodium chloride

Roll of adhesive tape or adhesive film
Sharps Mini-bin
Antiseptic wipes

SYRINGES

2ml x 5
10ml x 5
20ml x 5

NEEDLES

21G 1.5" x 5
23G 1" x 5
25G 5/8" x 5

SPLINTING

Tuf cut scissors
Cervical collars (range of sizes)
Splints e.g. Lower limb box splint, Vacuum splint, short arm splint, Traction splint eg Segar or Donway (optional).
Triangular bandages x 4

TRANSPORTING

Spinal board
Scoop stretcher or Donway lifting frame
Vacuum mattress (optional)

First Aid equipment e.g. Bandages, elastoplasts, various dressings, eye pads, micropore tape, scissors, Safety pins, cling film roll etc.



APPENDIX E - THE PONY CLUB

NOTES FOR THE EVENT MEDICAL OFFICER

Thank you for agreeing to act as Medical Officer at this event. Please could you spend a few minutes reading these notes and the contents of the "Medical Officer's Pack". It is very important that you are familiar with our medical guidelines, a copy is included in this pack. If you need any clarification, please talk to the Organiser or Official Steward.

Please check that your ambulances, equipment and personnel comply with the guidelines before the competition commences. If you are in any doubt you must inform the Organiser or Official Steward immediately.

It is advisable that you make written notes of any rider you examine, even if the injury appears trivial, and you must store these notes safely. In addition it is now extremely important that you complete an **Injury Report Form** for all persons that you examine. These records are handled with full confidentiality. **Completed forms should be returned to the events organiser.**

Concussion

In the event of concussion, which may occur without loss of consciousness, riders are not allowed to ride again and an examination by a doctor is compulsory, immediately at the event, or following transfer to hospital. Please use the "Concussion Advice Form" to ensure that parents are definitely aware of the need to adhere to medical advice.

Continuing after a fall

As a teaching organisation we wish riders to be able to continue whenever possible but a rider must not be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of the parents, trainers etc. Further participation may be possible following medical examination.

This pack should contain:-

- Details of emergency contacts
- **Injury Report Forms**
- Concussion Forms
- Event programme with planned times
- Map of the XC course where applicable

Thank you for your help and assistance.



APPENDIX F – SELF DISCLOSURE FORM



Confidential Once Completed

You have a right of access to information held on you and other rights under the Data Protection Act 1998

PART A

Surname _____ First Name _____

Address _____

Other Initials _____ Title _____ Gender _____ Date of Birth _____

National Insurance Number _____ Maiden Name _____

Other names by which you may have been known _____

PART B

Have you obtained or had a Disclosure check been carried out for you? Yes/No

Disclosure Number _____ Date _____ LEVEL: *Standard / Enhanced*
(Delete as appropriate)

Organisation making this disclosure check _____

PART C

Have you incurred any criminal convictions or committed any offence of abuse or causing harm to children, young people or vulnerable adults that may be relevant to the work that you undertake for The Pony Club?

Yes / No (delete as appropriate)

Are you aware of any other investigations which may have been held, or may currently be in progress, concerning your behaviour towards others, particularly children or young people?

Yes / No (delete as appropriate)

If you have answered "Yes" to any of the above two questions please give details:

PART D

You are asked to self certify that you are not known to ANY Social Services as being an actual or potential risk to children and that you are not disqualified from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child ordered to be removed from your care.

I have read the Child Protection Section of The Pony Club Health & Safety Rule Book and anticipate taking on tasks described as Regulated Activities.

I consent to a criminal records disclosure check being made. I confirm that the information provided on this form is correct. I accept that any failure to disclose information or subsequent failure to adhere to the rules of Pony Club or the BEF child protection guidelines may result in my being prohibited from assisting with Pony Club activities.

Name _____ Signed _____

Date _____ Pony Club Branch _____

APPENDIX G - RULE FOR RIDING HATS

It is mandatory for all Members to wear a protective helmet manufactured to one of the minimum standards listed below. It must bear the CE mark and a quality symbol, either the BSI Kitemark, the SAI Global symbol or the official Snell label with number. The CE symbol on its own is not sufficient to ensure consistent standard of manufacture. The PAS 015:1998 and the Snell E2001 meet higher impact criteria and therefore give more protection.

For cross-country riding (over fences 0.80m high and above), including Eventing, Tetrathlon, Horse Trials and Pony Racing, whether it be tests, rallies or training, a jockey skull cap, with no fixed peak, must be worn. It is also strongly recommended that a jockey skull cap is worn for cross country riding even over lower fences.

<p>PAS 015:1998 or 2010 EN 1384:1996 BS EN 1384:1997 with the BSI Kitemark</p>	<p>Snell E2001 with the official Snell label and number</p>	<p>AS/NZS 3838 1998 or AS/NZS 3838 2003</p>
<div data-bbox="174 468 273 535" data-label="Image"> </div> <p>N.B. The prefix 'BS' on the EN 1384 standard does not mean that the hat has undergone batch testing by the British Standards Institute – the hat must contain the BSI Kitemark as well.</p>	<div data-bbox="422 471 611 542" data-label="Image"> </div>	<div data-bbox="733 465 903 542" data-label="Image"> </div>

The fit of the hat and the adjustment of the harness are as crucial as the quality. Members are advised to try several makes to find the best fit, the hat should not move on the head when the head is tipped forward. It is strongly recommended that second hand hats are not purchased.

Hats must be replaced after a severe impact, subsequent protection will be significantly reduced. Hats deteriorate with age and should be replaced after three to five years depending upon the amount of use.

Hats, with a cover, must be worn when mounted (this includes at prize-giving) with a chinstrap fastened at all times. Hats with vertical plastic/metallic strips are permitted. For Dressage, Show Jumping and Mounted Games the cover shall be dark blue or black only. The Official Steward/Organiser may, at his discretion, eliminate a competitor riding in the area of the competition without a hat or with the chinstrap unfastened or with a hat that does not comply with these standards. For organised Endurance rides only, ventilated hats that meet one of the above required standards may be worn. **These will be tagged with The Pony Club Endurance hat tag.**

Children under 9 years old - Medical advice is that children's neck muscles do not develop adequately to support a fairly heavy helmet until the age of nine. Therefore it may be appropriate for children under nine years of age to wear a lightweight hat made to comply with above requirements. Hats with long ventilation slits are not allowed for Members over nine years old.

Hat Checks and Tagging - Hat Checks and Tagging - The Branch DC will appoint two Branch officials (one of whom may be the DC) who are familiar with The Pony Club rule for hats to carry out hat checks and tag each hat that complies with the above requirements with a Pony Club hat tag. Centre members hats may also be tagged by a Centre Co-ordinator. Hats fitted with a Pony Club tag will not need to be checked on subsequent occasions. Tags may only be fitted by one of the two appointed Branch officials after they have personally checked the hat. Tagging indicates that a hat meets the above standards, NO check of the fit and condition of the hat is implied. It is considered to be the responsibility of the Member's parent or guardian to ensure that their hat complies with the required standards and is tagged before they go to any Pony Club event. Also to ensure that the manufacturer's guidelines with regard to fit and replacement are followed.

APPENDIX H - CONCUSSION

1. Concussion is a condition that is not always immediately obvious. It can have very serious after effects.
2. The Pony Club states in all its Rule Books that following the fall of a rider, if concussion is suspected, the advice of the Medical Officer must be sought and followed. They should obtain medical advice before the member rides again.
3. This advice must be relayed personally to the Parent or Guardian of the competitor and care must be taken to ensure that the Parent or Guardian fully understands:
 - i) the seriousness of the possible injury;
 - ii) that the rider should be taken that day to a Doctor or the A & E Minor Injuries unit at a hospital;
 - iii) that the rider must not ride again that day; and
 - iv) riding hat should be replaced.
4. The medical advice must include warnings about the danger signs which can occur later, namely:
 - i) Deterioration of consciousness
 - ii) Restlessness and/or irritability
 - iii) Vomiting
 - iv) Persistent or worsening headacheThe Parent or Guardian must be advised that if any of these symptoms occur, medical assistance must be sought immediately.
5. The Concussion Advice Form must be completed and signed and dated by the Parent or Guardian.

CONCUSSION ADVICE FORM

Ibeing the Parent/Guardian of

of theBranch of The Pony Club have been informed that they have been involved in an incident which may have involved a head injury. They may have suffered a concussive injury.

I confirm that I have been advised that they should be seen by a Doctor or attend an Accident & minor injuries unit at a hospital today.

I have been advised that following symptoms could indicate a worsening of their condition:

- i) Deterioration of consciousness
- ii) Restlessness and/or irritability
- iii) Vomiting
- iv) Persistent or worsening headache

and that if any of these symptoms occur medical assistance must be sought immediately.

Signed PrintName

Date

APPENDIX I – INJURY REPORT FORM

Confidential when completed

EVENT _____ BRANCH _____

VENUE _____ DATE ____/____/____

COMPETITORS NAME _____ NUMBER ____ DOB ____/____/____

TIME OF INCIDENT _____ HIGH VELOCITY Y/N

BRIEF DESCRIPTION _____

HEAD INJURY YES/NO IF YES L.O.C. _____ MINS FITTING YES/NO

AMNESIA RETROGRADE _____ ANTEROGRADE _____ NIL _____

G.C.S/AVPU	Time		Time		Time		Time			
		/		/		/		/		

OTHER INJURIES

HEAD		DRUGS
FACE/JAW		
CHEST		
ABDOMEN		
R ARM		
L ARM		
R LEG		ALLERGIES
L LEG		
PELVIS		
C SPINE		
T SPINE		
L SPINE		

OUTCOME FIT TO CONTINUE YES/NO

TREATMENT ON SITE _____

HOSPITAL REFERRAL _____ MODE OF TRANSPORT _____

ADVICE GIVEN (TO WHOM) _____

ADDITIONAL NOTES _____

MEDICAL OFFICER _____ SIGNED _____