**EvNSW Technical Delegate & Organising Committee check list 2017**

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| **Event:**  | **Date:** | **Completed By:** |

*This document is intended to assist Technical Delegates and Organising Committees prior to the start of the competition and does not take the place of more formal requirements at FEI Events.*

**NSW Emergency Phone**

|  |  |
| --- | --- |
| Emergency | 000 |
| NSW Rural Fire Service | 1800 679 737 |
| Equestrian Australia Insurance Gow Gates | 1800 640 535 |
| Gow Gates Equestrian Information | [**Website**](http://www.gowgatessport.com.au/equestrian/) |

|  |  |
| --- | --- |
|  | TD check ✓ |
| **Has the Organising Committee compiled a list of MOB phone contacts?**  |  |
| **Has the MER file and Reverse MER file been received?** |  |
| **Previous Event documents (TD report, XC analysis) been received?** |  |
| **Safe Equestrian Poster. *Information to be included* -**Nearest Hospital, Nearest Medical Centre, Local Police, Local Fire Station, Person responsible for Risk Management [**Click here**](http://www.gowgatessport.com.au/equestrian/wp-content/uploads/Safe-Equestrian-Poster_2012.pdf) |  |
| **Gow Gates Serious Injury Report** [**Click here**](http://www.gowgatessport.com.au/equestrian/wp-content/uploads/EA-Serious-Injury-Report_2012.pdf) **EA Incident Report** [**Click here**](http://www.equestrian.org.au/sites/default/files/Incident%20repotr%20form.pdf) |  |
| **Gow Gates Event Inspection(Risk management)** [**Click here**](http://www.gowgatessport.com.au/equestrian/wp-content/uploads/EA-Event-Day-Inspection_2012_V2.pdf) |  |
| **Gow Gates Club Induction** [**Click here**](http://www.gowgatessport.com.au/equestrian/?page_id=393) |  |
| **EvNSW XC Fall Form** [**Click here**](https://www.nominate.com.au/equest/nsw/Forms/EvNSW%20XC%20Fall%20report%20form.doc) |  |
| **FEI Fall form** [**Click here**](http://inside.fei.org/system/files/FEI%20Fall%20Report%20Form%202017_0.doc) |  |
| **EvNSW General Fall Form** [**Click here**](https://www.nominate.com.au/equest/nsw/Forms/EvNSW%20General%20Fall%20form.doc) |  |

**It is the Organising Committees responsibility to ensure all the following are in place.**

|  |  |  |
| --- | --- | --- |
| **Organising Committee Check list** | **Notes** | TD check ✓ |
| Venue map |  |  |
| Dressage arena check |  |  |
| DR Judges re Eventing rules (sent with acceptance) |  |  |
| XC – measurements, maps, distances, speeds & efforts |  |  |
| SJ maps and measurements |  |  |
| Paramedic booking times |  |  |
| Radios on charge – all days |  |  |
| Radio allocation |  |  |
| Jump Judges briefing presentation sent prior to event |  |  |
| DR sheet collection |  |  |
| SJ sheet collection |  |  |
| XC sheet collection |  |  |
| Program |  |  |
| Synchronise timing clocks |  |  |
| Allocate timing clocks (including1st & last jump) |  |  |
| Helicopter GPS coordinates |  |  |
| Venue address (include nearest cross road) |  |  |
| Serious Incident Management Plan (SIM) |  |  |
| DR radio channel |  |  |
| SJ radio channel |  |  |
| XC radio channel |  |  |
| Placement of deceased horse |  |  |
| Jump Judges brief at Event (who, where/when) |  |  |
| Entry list with riders contacts  |  |  |
| Entry list with NOK (+ 2nd contact at venue) |  |  |
| Folder compilation |  |  |
| Horse ambulance (winch &/or ropes) |  |  |
| Spare gravel / mulch |  |  |
| Going (hard/soft) plan to manage |  |  |
| Riders notice board for rule reminders |  |  |

**FOLDERS/CLIP BOARDS**

**Dressage:** Correct DR tests - including spares, List of starters or program, Eventing dressage notes, General fall form, Officials contact list, Travel reimbursement, Volunteer rewards

**Show Jumping:** Score sheets, List of starters or program, Show Jump annex, General fall form, Officials contact list, Travel reimbursement, Volunteer rewards

**Cross Country Jump Judges & Sector controllers**: Jump Judge guidelines or Jump Judge Presentation booklet, Basic Life Support (BLS) Jump Judge sheets, List of starters or program, Maps, XC Fall report Form (EvNSW or FEI), Volunteer rewards

**Cross Country Marshal, Starter, Finish,**: Officials contact list, Start/Finish sheets, List of starters with due start times, Maps, Incident/Fall reports, List of scratched, Eliminated W/Drawn riders from scoring database, Volunteer rewards

**Cross Country Control:** Officials contact list, List of starters with due start times, Maps, Eliminated W/Drawn riders from scoring database, Mail merged XC control sheets, some controllers also like XC Blank fence table from scoring database.

**Paramedics, Doctors:** Officials contact list, List of starters with due start times for each phase, XC maps, XC Fall report Form (EvNSW or FEI)

**Vets and Stewards:** Officials contact list, List of starters with Due start times for each phase, XC maps, XC Fall report Form (EvNSW or FEI)

**Additional documents for FEI Events:** Vet data sheets with FEI rego Nos, Microchip Nos.



**EvNSW SERIOUS INCIDENT MANAGEMENT (SIM)**

*This document does not take the place of FEI requirements. It is a brief outline of some procedures that should be considered prior to the start of the Event.*

* ***A meeting should take place with officials before the start of the Cross Country***

|  |  |  |
| --- | --- | --- |
| SIM Management Team | Name | Phone |
| Representative of the OC (Head of SIM) |  |  |
| Technical Delegate or their Representative |  |  |
| Medical Officer or their Representative |  |  |
| Veterinarian or their Representative |  |  |
| Press Officer/Communications |  |  |
| NOK contact/ family liaison |  |  |
| Assistant to assist with admin |  |  |

|  |  |  |
| --- | --- | --- |
| Independent Investigation Panel | Name | Phone |
| Member 1 (Non officiating Official) |  |  |
| Member 2 (Non officiating Rider) |  |  |
| Member 3 (Person experienced in Eventing) |  |  |

* *In case of a serious accident of a rider or horse immediate action and communication will be:*

**At the fence**:

* screens up while any treatment is taking place
* take rider or horse into ambulance as quickly as possible, subject to Medical/Veterinary advice to clear the course to continue the competition
* fence repair crew to repair ground or fence if necessary
* Fence judge to be replaced if necessary, as required to provide a report/independent statement. Fence judge may require support following a serious accident.
* PA Commentator to announce hold up on course, without further details
* Media and photographers at distance if possible

**Meeting:**

* Initiate gathering of information and establish facts, check if video material, photographs, diagrams statements with the help of the TD is available
* Inform essential contacts
* Keep contact with hospital
* Arrange communication / support with immediate issues with Riders family /team/friends / horse owners (accompany to hospital, provide info & logistical support)

**Actions:**

* Communication: holding statement to be provided to Media, Commentator
* Decide if event should continue if case of rider fatality (rider meeting can be convened before decision is taken)

**Media Communication:**

**Written statements**

* Name of rider, nationality
* Name of horse (owners)
* Type of fall:
* The organisers are investigating the facts surrounding the incident, Rider or horse is undergoing medical investigations. A full statement will be issued and a press conference held when more information as soon as possible / as available

**Verbal statement:** Rider or horse is undergoing medical investigations and that more information will be available as soon as possible / as available.

**Press conference**:

* If required start press conference after the end of the competition – allow time to gather necessary information.
* In case of fatality: a factual statement and only few questions to be authorized
* Secure relevant rider/horse biography
* If horse fatality, establish if rider is prepared is will/able to meet the press
* Prepare Press statement – see below

**NB**: Replies, written or verbal, should be:

* calm
* objective
* clear and factual
* brief
* responsible and concerned

Additional FEI information including FEI EVENTING SERIOUS INCIDENT MANAGEMENT (SIM) 2017 UPDATED December 2016 [Click here](http://inside.fei.org/fei/your-role/organisers/eventing/downloads)