

ESA Technical Delegate & Organising Committee check list 2017/18

Event:	Date:	Completed By:
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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
SA Countryl Fire Service	1300 362 361
Equestrian Australia Insurance Gow Gates	1800 640 535
Gow Gates Equestrian Information	Website

	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. <i>Information to be included</i> -Nearest Hospital, Nearest Medical Centre, Local Police, Local Fire Station, Person responsible for Risk Management Click here	
Gow Gates Serious Injury Report Click here EA Incident Report Click here	
Gow Gates Event Inspection(Risk management) Click here	
Gow Gates Club Induction Click here	
ESA XC Fall Form Click here	
FEI Fall form Click here	
ESA General Fall Form Click here	

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 (including 1 st & 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 (ESA 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 (ESA or FEI)

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

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

Basic Life Support		How it applies to Eventing
D	Dangers?	Is the course clear? Are there any horses/cars coming? Are you and the rider visible?
R	Responsive?	Call out - is the rider talking to you? If they can, get them to come to you. If they can't move, don't try to move them until we get there.
S	Send for help	As you move to the rider, use your radio to report to Control. We need to know what help is needed e.g. ambulance, vet, etc, and whether or not the course is clear.
A	Open Airway	Loosen any tight clothing around the rider's neck, but don't remove anything (unless the rider does it themselves). We'll be with you soon to help.
B	Normal Breathing?	Look, listen and feel for breathing. If the rider can move, let them get in a position that allows them to breath easier (including letting them remove back protectors etc if they can). If the rider isn't breathing, make sure help is coming, then move on to 'C'.
C	Start CPR 30 compressions : 2 breaths	It's more likely that the rider is talking to you and doesn't need CPR - 'C' also stands for circulation. This means check for any bleeding, and put pressure to stop it. In the unlikely event there's no response, and no normal breathing, start CPR and continue until we arrive.
D	Attach Defibrillator (AED) as soon as available, follow prompts	
Continue CPR until responsiveness or normal breathing return		

January 2016

NEW ZEALAND Equestrian Council

Serious falls are rare, but being prepared can really help the medical team and officials treat the rider and get the rest of the competition back underway. Make sure you take the time to read your briefing, and watch the example video. Help is only moments away, but your role is crucial - thank you.

ESA 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](#)