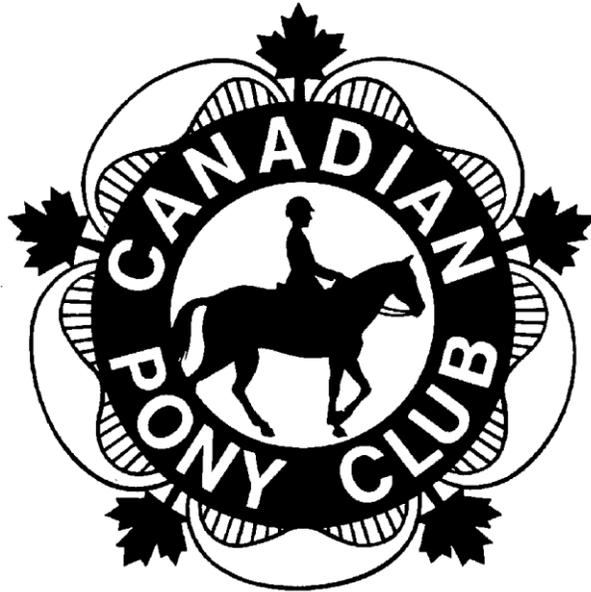


CANADIAN PONY CLUB



RISK MANAGEMENT GUIDE 2012

Revised November 2012*

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1. PURPOSE

This manual sets out guidelines to safeguard the welfare of the members and volunteers with whom Canadian Pony Club works.

Risk management procedures properly applied will assist in preparing for, and preventing problems, as well as controlling those events, to provide a positive outcome.

This guide is a tool, which should be used by individuals, organizers, instructors, or anyone in charge of a Canadian Pony Club sanctioned event.

2. SAFETY OFFICER

Person appointed by the organizer of a competition to prepare, distribute and implement a safety plan AND to coordinate emergency responses during a competition

This person is not a medical officer and should not participate directly in providing emergency care, but rather should arrange for and facilitate the response by appropriate personnel and then record and document any incident(s). This person should not be assigned to any other function pertaining to the hosting of the competition.

3. FORMS

The following forms are available for download from the CPC website and or from the CPC National Office

1. CPC Incident Report Form
2. CPC Incident Witness Form
3. Sample Safety Officer Checklist and Crisis Management Plan.

The Safety Officer should ensure a sufficient number of forms are on site. They are responsible for completing, and forwarding copies as outlined in the Insurance Kit.

4. VOLUNTEERS AND MEMBERS

A. Volunteer guidelines

- 1) Ensure all volunteers have been identified and approved prior to participating in Pony Club Activities.
- 2) Explain to volunteers their responsibilities, especially those regarding safety. Job descriptions or applicable rules are also an asset.
- 3) Ensure that members are not left unsupervised at the end of an activity. Parents who are persistently late collecting their child must be told this is unacceptable.
- 4) Remind volunteers that they should not arrange to meet or visit individual children without the knowledge of the parent.

B. Guidelines for interaction with Children

- 1) Avoid one-on-one contact in private places
- 2) Avoid inappropriate contact.

C. What to do in case of alleged cases of abuse, etc.

- 1) Refer to *CPC Harassment Policy* and *CPC Procedures for Handling Breaches of the Code of Conduct*
- 2) Designate a neutral person as contact person
- 3) Obtain written statements immediately
- 4) Notify CPC National Office immediately

5. GUIDELINES FOR HANDLING OF MEDICAL INFORMATION

- 1) Health information is personal and sensitive. Confidentiality must be protected so that individuals are not afraid to disclose sensitive information to selection committees or persons charged with hosting/managing a Pony Club Function. Clear rules for the collection, use and disclosure of personal health information are essential to ensure that the best interests of both the Individual and Canadian Pony Club are protected.

- 2) In some provinces, the collection, use and disclosure of personal health information is defined by Provincial Acts and in some cases result in fines of as much as \$50,000 for a violation of the Act.
- 3) Following are some basic guidelines for the handling of Medical Information
 - a) Inform Individuals as to purpose for collection of medical information and who will have access prior to collection of medical information
 - b) Collect only as much personal health information about an individual as is reasonably necessary to accomplish the purpose for which it is collected.
 - c) Provide separate forms for individuals to submit medical information.
 - d) Encourage members to acquire a medical alert bracelet if they have a medical condition that may require special medical care.
 - e) Medical information should be given only to persons charged with the care of the individual and in case of emergency, to Medical Care practitioners.
 - f) While an individual's medical condition may be common knowledge, persons who gather medical information on behalf of an organization should not disclose personal medical information without the consent of the individual. (i.e. rather than stating "Mary has been withdrawn from the trip due to a broken leg" state "Mary has withdrawn from the trip due to an injury.")
 - g) Once the function for which medical information has been collected is over, all copies must be collected and destroyed. In the event a member was injured during a function, the medical files should be kept for two years or until any legal matters have been settled. In this case the files may be sent to the National office in a sealed envelope marked "Confidential – Personal Medical Information" for safekeeping.
 - h) All medical documentation should be recorded as to number of copies distributed and returned, to whom given, dates, and method of destruction. (Do not throw in garbage. Either incinerate or shred)

6. THE PROVERBIAL OUNCE OF PREVENTION:

- 1) Examine your premises and the activities you will undertake carefully.
- 2) View this situation from the eye of all those who will visit your premise, be involved in your activities, or be affected by your actions.
- 3) Identify and record the physical hazards and the areas of activity which may cause a problem for you or to the person or property of others.
- 4) Use this recorded information to create a schedule of improvements to make as well as operational controls or changes and a pre-event check list.
- 5) Eliminate or reduce known hazards through good housekeeping, maintenance, and safety precautions.
- 6) Post warning signs in obvious locations where you have identified a potential problem that cannot be controlled.
- 7) Obtain legally sound releases and get them signed by others.
 - a)(Canadian Pony Club Members have signed a release as active members and do not need to sign a new release for Canadian Pony Club activities.)

7. AVOID BEING NEGLIGENT:

- 1) You may be held responsible for your actions or lack of action. Lawsuits claiming reimbursement for injury or damage are usually founded on the contention that the injury or damage was in some part the result of negligence or breach of contract.
- 2) An action or lack of action is negligent when the following elements are present:
 - a) duty of care is owed by one party to others
 - b) the standard of care imposed by this duty is breached, resulting in injury or damage

8. SECURE & SAFE SITES

A. Predetermine and Control Exposures

- 1) Identify any requirements imposed on you by any leases or contracts you have with others.
- 2) Invite Fire Protection Officers and Police to the premises so they are familiar with your location.
- 3) Solicit the input of the Fire Protection Officers and Police when they attend your premises.

- 4) Provide premises with crime security via supervision and/or alarm systems, locks, etc. to reduce the likelihood of burglary or vandalism.
 - 5) Inspect your premises and itemize all hazards that could cause loss or damage to property. Consider for example:
 - a) smoking regulations
 - b) defects in heating, water, electrical systems
 - c) storage of inflammables
 - d) improper use of extension cords or space heaters
 - e) housekeeping procedures
 - f) existence of fire sources (wood heat, welding, etc.)
 - 6) Ask yourself, "Is there a chance this situation could cause damage to occur"?
 - 7) Inspect your premises and itemize all hazards that could cause bodily injury or property damage, (ask yourself, "Is there the remotest chance of an accident being caused by this situation?")
 - 8) Are public areas free of all hazards possible, (i.e. slip/trip hazards, equipment, animals, unsafe seating, poor lighting, etc.)
 - 9) Control known hazards that cannot be eliminated, (i.e. barricades, sound fencing, supervision, safety equipment etc.)
 - 10) Restrict visitors to certain controlled areas for parking, seating, viewing etc.
 - 11) Keep animals separated from people and property of others as much as is practical, (i.e. stable area, fencing, loading/unloading areas, holding/ warm-up/practice areas, etc.)
 - 12) Prominently post clearly worded signs to warn of all known hazards, (i.e. restricted areas, slip fall dangers, smoking restrictions, existence of animals, etc.)
- B. Maintain The "Secure & Safe Site":
- 1) Involve staff and/or volunteers in this process so they are sensitive to these concerns.
 - 2) Train staff and/or volunteers to respond to the above and advise you of problems they notice.
 - 3) Appoint a Safety Officer (even yourself) to conduct Regular spot checks to assure new hazards have not appeared and that controlled hazards are still under control. (Develop a checklist and report form for this purpose.)
 - 4) Empower the Safety Officer to take the necessary steps to ensure the premises and activities remain safe. (i.e. postponement of activities due to inclement weather conditions)
 - 5) Conduct meetings with everyone involved (staff, volunteers, family members etc.) to discuss rules, regulations, and safety related matters.

9. PREMISES:

A. General

- 1) Check safety of footing, jumps, fence barriers, barns, (i.e. protruding nails etc.)
- 2) Have water available for both horses and riders.

B. Lessons & Clinics

- 1) Is area suitable for level of participants? Is fenced in area required
- 2) If open area, proximity to major road ways, barrier to prevent horse running onto major road.
- 3) Inspect area for hazards.

C. Competitions

- 1) Designate a risk management committee for the competition. They can examine the premises, the barns, the rings, the means of access for horses, riders, cars, trucks, trailers, other participants and the general public to determine the specific safety hazards for the specific competition and develop a strategy which addresses the hazards and minimizes the risks to all involved.
- 2) Post large visible signs warning of the dangers of horses and horse related activities.
- 3) Determine how best to limit contact and access between the general public and the barn, warm-up and competition areas.
- 4) Have Qualified Medical Responders or trained paramedics (preferred) on site for the duration of the competition.

- 5) Consider possible weather conditions and possible need for ice, fans, etc.
- 6) Strictly limit access to competition areas to officials, competitors, emergency personnel and trainers.
- 7) Fire precautions should be listed and in place prior to the event.
- 8) Emergency evacuations should be considered and a plan for such developed prior to the event.
- 9) Hazardous materials and any equipment presenting a danger should be well stored and out of reach of horses and animals.
- 10) Have a plan for garbage disposal.
- 11) Signage should be posted at the competition so important rules are readily available to those who must abide by them.

10. HORSES:

A. General

- 1) Ensure facility is suitable and safe for horses.
- 2) Stallions
 - a) CPC members are not permitted to ride stallions
 - b) Stallions should not be permitted to participate at competitions or activities involving children.

B. Lessons & Clinics

- 1) Is the horse a suitable mount for the participant?
- 2) Is the horse safely capable of the activity?

C. Competitions

- 1) Have a farrier and vet "on call" or in attendance depending on the level of competition.
- 2) Have a "horse ambulance" i.e. stock trailer, vehicle and several ropes on hand and available for use in emergencies.
- 3) Establish a policy to deal with unruly or unsafe animals that are present at the event.

11. PARTICIPANTS:

A. General

- 1) Ensure all riders wear a safety-approved helmet with harness, boots with a heel and proper attire.
 - a) Canadian Pony Club requires all its members to wear properly fitted ASTM/SEI or the British BSI approved helmets with fixed harnesses while mounted.
 - b) Equine Canada requires juniors to wear properly fitted ASTM/SEI or the British BSI approved helmets with fixed harnesses while mounted
- 2) All participants must be members of their Provincial Sport Organization
- 3) Canadian Pony Club requires medical armbands to be completely filled in and worn visibly at all mounted Pony Club competitions and testings. It is further strongly recommended that the medical armbands be worn at all times when mounted. (ie lessons, clinics, etc.)

B. Lessons & Clinics

- 1) Equipment checks should be undertaken prior to the event to ensure it is safe and usable.

C. Competitions

- 1) Rules of conduct for the exercise and warm-up areas should be posted and enforced.

12. SPECTATORS:

- 1) Only allow dogs on site if under control and on a leash.
- 2) Supervision of minors and restricted areas is an important consideration.
- 3) Provide clear direction and instruction as to safe areas for spectators

13. ACTIVITIES:

- A. General
 - 1) Be cognizant of various weather conditions, the effect on horses, individuals, and how they can perform. Have a plan or be ready to implement a plan should conditions change. (i.e. thunderstorms, lightning, hail, excessive heat or cold, time of day and light availability)
- B. Lessons & Clinics
 - 1) Ensure students utilize proper safety equipment (i.e. a safety approved helmet with safety harness, boots with heels).
 - 2) Routinely inspect student's tack and equipment for fit and state of repair
 - 3) When teaching students on horses not owned by the student, ensure that the horses are suitable for the level of the student and the owner of the horse is a member of their Provincial Sport Organization or has third party liability insurance in place.
 - 4) Before commencing teaching, ensure that all equipment is stored safely and that all jump cups not in use are removed from standards.
 - 5) When teaching groups, ensure that all students understand the basic safety rules with regards to maintaining safe distances between horses and have the skills to carry them out.
 - 6) Follow normal safety precautions with respect to safety of visitors and spectators.
 - 7) Tack should be checked for necessary repairs on a regular basis
 - 8) Coaches should be trained in first aid and C.P.R.
- C. Competitions
 - 1) Use only qualified\knowledgeable officials i.e. judges, course designers, stewards as outlined in the specific discipline rules where applicable.
 - 2) Have a strict code of ethics and rules printed in the prize list or entry booklet, have the show committee knowledgeable about it and prepared to enforce it. (i.e. no inhumane treatment of horses allowed)

14. CONTINGENCY PLANS:

- 1) Design an evacuation plan to follow in the event of a major catastrophe including the transportation of animals.
- 2) Arrange for an emergency location to house animals in the event of a major catastrophe.

15. EMERGENCY RESPONSE:

- 1) Emergency phone numbers should be posted by phones, which are at known locations.
- 2) Confirm current phone numbers are listed.
- 3) Ensure description of address and location to be given to emergency personnel is included.
- 4) First Aid equipment should be readily available and in obvious locations.
- 5) Key people should be trained in basic First Aid.
- 6) Control congestion on the premises to provide access for emergency vehicles.
- 7) Private fire extinguishers must be charged regularly and placed in obvious locations.
- 8) Ensure staff and/or volunteers know how to use extinguishers.
- 9) Maintain a supply of "Incident Report Forms" and "Witness Report Forms" to obtain important information should an accident occur.

16. ACCIDENTS - WHAT TO DO AND HOW TO DO IT

- A. Pre-Accident Preparation:
 - 1) Familiarize yourself with the following:
 - a) Are Emergency phone numbers posted by phones which are at known locations?
 - b) Is First Aid equipment readily available and in obvious locations?
 - c) Is there a Paramedic/First Aid/Ambulance service available to respond?
 - d) Is congestion controlled on the premises to provide access for emergency vehicles?
 - e) Is there a supply of an "Incident Report Forms" and Witness Report Forms to obtain important information should an accident occur?

B. What To Do If An Accident Occurs

- 1) Halt the event or activity, if required for safety reasons.
- 2) Activate Crisis Management Plan if warranted.
- 3) Obtain or provide assistance (for injured people or animals).
- 4) Contain the situation to avoid further injury or accident.
- 5) Control crowds for their protection and to allow access by emergency personnel.
- 6) NEVER admit responsibility and NEVER volunteer information that may be incriminating.
- 7) Make notes as soon as possible (names, addresses & phone numbers of witnesses etc.).
- 8) Complete an "Incident Report Form" and have witnesses complete "Witness report forms".
- 9) Report the incident to our insurance agent as soon as possible and distribute copies of the "Incident Report Form" as outlined in the current CPC Insurance Kit.

17. POST INCIDENT REPORTING

A. Who should be notified and by whom

- 1) Organizer to notify National Office, and police if required.
 - a) National to notify Communication's Chair
 - b) National to notify Insurance Company
- 2) Forward copy of all reports to National Office
 - a) Copy of reports to be kept on file
 - b) Copy of reports to be forwarded to Risk management committee for review

B. Dealing with the Media

- 1) The ONLY line of communication with the media should be through a designated spoke person.
- 2) All personnel involved should be briefed not to make statements and to refer all media to appointed spokes person.
- 3) Any release, including any interim statements should be approved by Senior Official in charge or crisis management team.
- 4) An interim press statement should be prepared and issued fairly swiftly to the effect that "competitor x had a fall at fence number x and was taken to hospital. Further details will be given when available. The organizers are in touch with the hospital, and will keep everyone posted".
- 5) Avoid giving name of injured person and name of hospital.
- 6) Avoid getting drawn into discussion or innuendo which can result in inaccurate or sensational reporting.
- 7) Assure the media further info will be provided in timely manner and follow through.

Appendix 1 Concussion Policy

CPC GUIDE ON CONCUSSION IN OUR SPORT

CPC Risk Management Committee has reviewed the “Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, Nov 2008.”

After this review our recommendations to Organizers, Coaches and Parents are as follows:

1. If a rider has any blow to the head, face, neck or other part of the body that causes an impulsive force to the head, they should be screened for acute symptoms of concussion.
2. Symptoms to screen for include: loss of consciousness, seizure, amnesia, headache, pressure in head, neck pain, nausea or vomiting, dizziness, blurred vision, balance problems, sensitivity to light or noise, feeling slowed down or in a fog, “Don’t feel right”, difficulty concentrating or remembering, fatigue, confusion, drowsiness, emotional or irritable, sadness or anxiousness.
3. Any athlete with a suspected concussion should be immediately removed from riding, should not be left alone or allowed to drive, and should be referred for medical assessment.
4. Same day return to riding should only be allowed with medical clearance that there was not a concussion.
5. When a concussion is diagnosed CPC recommends that parents and coaches follow the Graduated Return to Riding Protocol (table 1) allowing at least 24 hours for each stage. This is adapted from the Consensus Return to Play Protocol and time frames may be extended for children under 10 where recovery can be more complicated.

| Rehabilitation Stage | Functional Exercise at Each Stage of Rehabilitation | Objective of Each Stage |
|--------------------------------|--|---|
| 1. No activity | Complete physical and cognitive rest | Recovery |
| 2. Light aerobic exercise | Walking, swimming or stationary cycling keeping intensity <70% MPHR; no resistance training | Increase HR |
| 3. Sport-specific exercise | Light flat riding, walk/trot in controlled setting | Add movement |
| 4. Non-contact training drills | Progression to more complex riding on flat | Exercise, coordination, and cognitive load |
| 5. Full contact practice | Following medical clearance, participate in normal training activities (lessons and jumping) | Restore confidence and assess functional skills by coaching staff |
| 6. Return to play | Normal competitive riding | |

TABLE 1. Graduated Return to Riding Protocol

THIS CHILD’S BRAIN IS MORE IMPORTANT THAN THIS COMPETITION, TEST, OR LESSON.

This guide is to intend to support the existing rules regarding falls, and shall not be used to overrule the decision of an official, examiner, instructor or safety officer to not allow a participant to continue.