

DISCIPLINARY MATTERS – A GUIDELINE **see PCA Complaints Policy**

EMERGENCY PROCEDURES POLICY

Rationale:

The Pony Club Association of South Australia Incorporated recognizes that there are occasions when in extreme circumstances there is an emergency involving riders, horses and anyone participating in a Pony Club organized activity. PCASA has a duty of care and is committed to the health and welfare of **all**.

1. Chief Steward, Marshall for each discipline, coaches or rally coordinators and any person/s appointed by the Organizing committee are responsible for the following in the event of an accident occurring at a Pony Club organized activity:
 - 1.1 Depending upon activity. Stop activity or ensure that accident scene is safe for emergency personnel to work.
 - 1.2 Call for first aid or vet, whatever the occasion calls for and remain until qualified personnel arrive.
 - 1.3 Ensure onlookers or persons not involved stand well back and do not become a hazard to emergency personnel. Persons not complying with the request and becoming a hazard will have their details taken and a report given to organizers of the activity and a copy sent to State Office.
 - 1.4 Advise PA personnel to call for onlookers to stay back and let authorised personnel do their job.
 - 1.5 Once scene is clear and safety restored, recommence activity if stopped.
2. Appointed Personnel: (By person in 1.)
Ensure free path for any emergency vehicle to get to scene.
3. Fill in incident report online.

Signed off:



President.... Print name...Ann Olsen

Date: 01/01/2026 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.

FALL OF RIDER PROTOCOL

1. Fill out incident report online <https://form.jotform.com/PonyClubAust/pca-incident-reporting-system>
2. Advise rider of concerns/dangers before they re-mount.
3. Advise rider to report any symptoms to instructor/other person at rally immediately.
4. Advise rider that they do not have to complete the lesson/rally if they feel ill.
5. Advise Guardian of fall and its dangers.
6. If a guardian is not present, notify president, committee members etc and phone guardian.
7. Advise First-Aid Officer
8. Attempt to arrange an alternative form of transport home if the rider has ridden to the rally.

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