

EA-HSMS-Event-State Eventing Safety Administrator

Objective:

The primary purpose of the State Eventing Safety Administrator is to liaise with the Organising Committees (OC) and Affiliated Clubs (AC) of each event and provide administrative support regarding all risk management plans, processes, and procedures in accordance with the FEI and EA National Eventing Rules.

SESA Facilitation:

This administrative support role can be fulfilled as a designated single (one person) or shared (group) role as structured and directed by each Equestrian Australia (EA) State branch.

Key Responsibilities

- 1) Check the OC/AC has engaged a MSP that meets the requirements in Annexure D of the EA Eventing Rules
- 2) Check the OC/AC has all meetings scheduled such as pre-event briefings, cross-country briefings, SIM Team meetings, and any other relevant safety meetings
- 3) Check OC/AC, TD, and all relevant personnel receive and have completed all event documents. For example, Form 06 and 07, MSP response plan, risk management and SIMP plans.
- 4) Check a SIMP team leader has been nominated and they attend the cross-country officials and SIMP meetings.
- 5) Check all EA and FEI incident reporting requirements are known and understood by the OC/AC and MSP and check that any submissions are made within required timeframes
- 6) Check Technical Delegates (TD's) and Course Control have received a copy of the event risk management and Serious Incident Management Plan (SIMP) prior to the start of the event.
- 7) Check a Family Liaison delegate has been nominated and confirm they understand and acknowledge their role and responsibility as outlined by the OC/AC.
- 8) Check the relevant State Ambulance service has been notified of the event date/s and location.
- 9) Consider and arrange an event debrief meeting for OC/AC members at the completion of the event, if applicable.
- 10) Check the OC/AC has a current Insurance Certificate of Currency.