

## **Waikato Combined Equestrian Group Events Policy**

This policy identifies the requirement and duties of individuals, organising bodies (other than Waikato Combined Equestrian Group, WCEG itself) in the usage of the grounds known as WCEG, 1340 Pukete Road, Hamilton.

Events shall include but not limited to: ribbon days, competitions, fund raising, club events, private clinics, and non-equestrian. And any activity to be carried out on the grounds of WCEG or under the name of WCEG where members, non-members, volunteers or members of the general public are given instruction or entertainment whether having paid for said instruction or entertainment or not.

The event organising body shall at the time of wishing to use the WCEG site for an event contact the Centre Manager and complete in full the necessary enquiry form, plus supply on request any further information, certification, or evidence requested.

Upon acceptance the organising body will be responsible for the designated areas, facilities and or machinery starting at the nominated start time and date for their event. Such responsibility is continuous until the nominated closing time and date. The organising body is responsible for the welfare, care, health and safety of all officials, competitors, volunteers, workers, trade stands and visitors involved in the event in any way.

The event organiser, committee or principle will ensure that sufficient (not less than one) current first aid certificate holder is immediately available and on site at all times during set up, the event and take down of the event and until such time as the last person involved is ready to leave the grounds. The first aider must supply a copy of their certificate at the time of booking. The certificate must be valid for seven days following the event. The first aider must at all times be in possession of an appropriate first aid kit and mobile phone with credit and coverage for emergency contact.

If a certified first aider or higher qualified individual is unable to fulfil the required criteria WCEG may be able to provide on request and on payment of a fee.

If on application the Centre Manager deems the event to have elements that require defined health and safety procedures, or plans must be submitted for consideration prior to confirmation of booking.

If the organising body has volunteer activity and or working bee preparation at the venue outside of the event time schedule (before or after) they must assume responsibility for supervision of these groups. They must ensure these groups are be aware of all health and safety regulations relating to the venue, they must be competent, and where necessary certified in the use of machinery being used i.e.: quads, tractors, and trailers. Personal protective equipment in line with all approved codes of practice or statutory requirements must be worn.

ALL incidents and accidents are to be reported to the Centre Manager, initially via text or phone call. All incidents and accidents are to be recorded and investigated by the organising body to the extent that the Centre Manager can call upon the evidence, without refusal so as to ensure WCEG health and safety policy has been complied with and to report to the WCEG Committee in case of disciplinary action needs to be taken.

All organising bodies will be required to nominate a representative to liaise with the Centre Manager to ensure the designated area is clearly understood, health and safety requirements are in place and fully understood. It is likewise the responsibility of the organising body to ensure that the facilities are returned to WCEG grounds/facilities in the same condition as they were given overall; damage to fences, stalls, pens and paddocks to be duly reported.

WCEG reserves the right to grant exemptions from this Policy in certain circumstances.

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