

DEATH OR MAJOR ACCIDENT REPORTING POLICY

Rationale

In the event of a critical injury or death at the PCV, Zone or Club this policy has been written as a guide as to the steps to follow and is dependent on the circumstances.

Who is affected by the Policy

This policy applies to all Pony Club Victoria members, administrators, officials, coaches, riders, participants, visitors, volunteers and employees. This policy also applies when any of these listed individuals are representing Pony Club Victoria or attending any Pony Club Victoria facilities, functions, or events.

Policy

On-Site

- Call an ambulance and/or police
- Administer First Aid as required
- Contact the next of kin
- Contact the Executive Officer of the PCV

Reporting

- Nominate one on-site co-ordinator
- Inform the club DC and the Zone Representative immediately
- The DC, Zone Representative and all relevant parties should all write immediately (at least by the next working day) to inform/report to PCV of this incident including details of the incident and the action taken/to be taken.
- A PCV Incident/Accident Report must be completed by the most relevant body. (club, zone, office) and be faxed to the PCV Office within 24 hours.

Role of the Executive Officer

The Executive Officer of the PCV shall:

- Inform the PCV Council through the President
- Inform the Insurance Underwriter
- Inform the relevant parties (eg. Local Council if on their land)
- Write notes on the incident for future reference
- Gain legal advice
- Implement a grievance counselling process for effected parties
- In the absence of the Executive Officer, the President shall be the nominated representative.

Keep all Parties Informed

- At all times it is crucial that the Executive Officer be informed of the progress of this incident.

Liability

- At no stage shall any Club, Zone, or Council representative make any statement regarding the incident or admit liability for the incident. The PCV President shall be the only person authorised to make public comment.

Authorisation

This policy was adopted by the PCV State Council, at the State Council meeting 10th June 2003.

Review Date

This policy shall be reviewed annually.

Policy Version Table

<i>VERSION</i>	<i>Version No.</i>	<i>Version Date</i>
Implementation version	VJUN2003	JUNE 2003