

EVENT CHECKLIST

Important note: HRC AV rules and regulations for Events address risk management issues. Members of the organising committee have a responsibility to thoroughly review the HRC AV rules relating to their event and ensure compliance. HRC AV affiliated Clubs conducting unofficial events are expected to comply as far as possible with the HRC AV rules or the intent of the rules.

Additional considerations. To be read in conjunction with Checklist for Rallies

This checklist is optional for clubs and provided as a guide, clubs may use their own template.

GENERAL	Person responsible	Date completed
Rules relating to the event reviewed by Organising Committee members and steps taken to ensure rules complied with		
HRC AV Manual up to date and copy on hand		
Completed HRC AV entry forms lodged by all competitors		
Competitors' membership and performance cards checked as valid		
Emergency Disease outbreak contingency plan in place.		
Emergency Management Plan completed		
Disaster plan in place		
Adverse weather policy determined		
Policies advertised on program re <ul style="list-style-type: none"> • dogs at venue • helmets and boots whilst mounted • disclaimer statement 		
Sufficient breaks for officials and volunteers		
Suppliers/Contractors have insurance cover. Proof of insurance provided.		
Spectator control on XC course – special requirements in place		
Safety announcements over PA		
General First Aid area provided <u>(including ease of access to AED defibrillator if available)</u>		
Appropriate first aid providers in attendance		
Use of mechanical equipment and/or vehicles operated by appropriately trained/licensed people		
Show Jumping courses inspected and approved by Course Builder.		
Navigation ride course 'test ridden' and direction sheets checked prior to the day.		
Volunteers whose duties require them to have direct contact with children have valid WWCCs		

VENUE & EQUIPMENT		
Sufficient buffer zone between competition arenas with fencing/barriers as required		
Dressage Arena surrounds complying with HRCV rules		
Sufficient area for <ul style="list-style-type: none"> • competition arenas, • warmup areas, • parking of floats with space to tie horses • separate parking for cars • safe access for pedestrians 		
Cross country course accreditation process completed		
'Keep Gate Closed' sign on gate/s		
Clear access for emergency vehicles		
Crowd control measures in place		
Gate Control and Vehicle parking controls in place		
Parking areas controlled or clearly defined.		
Identification of conflicting activities within venue eg: gun club, model aeroplanes, harness training.		
FOOD OUTLETS		
Contractors carry their own insurance.		
Liquor licenses displayed.		
Staff uniforms/clothing clean		
Hair covered/hat or cap worn		
Use of gloves or tongs when handling food		
Others to handle money/coupons		
Food areas are kept clean.		
Valid WWCCs for contractors whose duties require them to have direct contact with children		