



South Australian Friends and Equines Incorporated

POLICIES

1 GENERAL

Applications for membership are considered by the SAFE Inc Committee at their next meeting after receipt of the application. As per the SAFE Inc Constitution, the Committee reserves the right to refuse application without giving reason for the decision.

2 MEMBER SAFETY

All persons attending SAFE Inc organised events or activities

- 2.1 must abide by the SAFE Inc Constitution, Code of Conduct and Policies.
- 2.2 are required to wear suitable clothing and protective equipment, Including but not exclusive to:
 - 2.2.1 enclosed footwear when handling horses
 - 2.2.2 enclosed footwear with heel and non-slip sole when riding or working horses in harness
 - 2.2.3 helmets that comply with Australian Standard 3838:2006 to be worn when working horses under saddle or in ~~harness (do we want to remove harness from here, as a lot of people only wear safety helmets when doing fast stuff, which we are highly unlikely to ever offer)~~harness.
- 2.3 individuals must ensure that all tack or equipment they use is safe and fit for purpose, and respond positively and respectfully to any requests for adjustment or replacement from Instructors or Event Organisers
- 2.4 are required to immediately report to the event/activity organiser anything that they consider to be detrimental to the safety of those present, and to complete and sign an Incident report to ensure follow up action is taken by the SAFE INC Committee.
- 2.5 are expected to act in the best interest of all present, and to aid, assist and support other participants as required, while not compromising their personal safety.
- 2.6 if aged less than 18 years must be accompanied by a parent or guardian, and remain in the care and the responsibility of said parent/guardian at all times



- 2.7 are required to respect the personal space of others, and to be aware that some people are nervous around horses that they do not know.
- 2.8 are required to not ride their horses close to anyone whose attention is focused on a lesson or other activity in which they are participating or are observing
- 2.9 are required to advise Event Organisers when booking to attend an event that they intend to bring a stallion or colt.

3 CHILD SAFE ENVIRONMENT

SAFE Inc acknowledges our responsibilities under The Children's Protection Act 1993 which requires that sporting or recreation organisations must consider what they can do to ensure their organisation is a safe and welcoming place for the children and young people they serve.

SAFE Inc welcomes participation of Juniors at Club events, on condition that they are, at all times, under the direct supervision of a parent or nominated guardian who is not actively riding or working a horse themselves, and has their attention focused on the Junior they are supervising.

Persons under the age of 18 years are not permitted to handle or work a stallion or colt at SAFE Inc events.

4 EQUINE SAFETY & WELFARE

- 4.1 SAFE Inc is committed to the well-being of equines, and has zero tolerance towards abuse of horses participating in SAFE Inc organised events and activities. The health and wellbeing of horses is a primary concern of the Club. Members are required to read the relevant extract of the SA Animal Welfare Act Included in their SAFE Inc Membership Pack.
- 4.2 SAFE Inc members who believe that a horse is being abused at a SAFE Inc event/activity are required to immediately report the Incident to the organiser or a SAFE Inc committee member, and to complete and sign an Incident Report to ensure that follow up action is taken by the SAFE Inc Committee.
- 4.3 Unintentional abuse, such as misuse of equipment or working a horse that is lame or in obvious pain will be dealt with compassionately, with the intent of educating the human/s involved and preventing future occurrences.



- 4.4 If considered warranted, Committee Members and Event/Activity Organisers are empowered to request that participants leave the event/activity, and to advise that the matter will be discussed by the SAFE Inc Committee.
- 4.5 Any reports of abuse will be investigated and discussed by the SAFE Inc Committee who will take appropriate action; including, if considered appropriate, reporting the Incident pursuant to the South Australia Animal Welfare Act 1985 (see Attachment 1).
- 4.7 Stallions and colts may only be handled and worked by people aged 18 years and over at SAFE Inc events who are wearing a Hi Vis vest supplied by SAFE Inc.

5 ALCOHOL & DRUG USE

The consumption of alcohol is not encouraged at SAFE Inc events.

- 5.1 Committee Members will require any participant in Club events/activities who appears to be acting under the influence of alcohol or non-prescription drugs to sit out of the activity.
- 5.2 At social events, and at the completion of horse-related activities/events, members of legal drinking age who choose to consume alcohol are required to exhibit due regard to responsible behaviour, to any legislation applicable to the location of the event, and to the safety and care of others present.
- 5.2 Persons wishing to smoke at SAFE Inc events are required to obey any legislation applicable to the location of the event, and to give due regard to the effect of passive smoking on other participants.

6 SUN SMART POLICY

- 6.1 SAFE Inc acknowledges the risk that skin cancer presents to those who spend time outside without using adequate protection.
- 6.2 SAFE Inc will encourage the use of available sun protection at Club events, but ultimate responsibility rests with individual participants.
- 6.3 SAFE Inc will endeavour to always have sunscreen available for participant use at Club events and activities.
- 6.4 At times of extreme weather conditions events/activities may be postponed or cancelled at the discretion of the Committee.
- 6.5 Notwithstanding that any participants aged less than 18 years are in the care of their attending parent or guardian, SAFE Inc recognises the responsibility of all to protect children from abuse, including failure to provide adequate sun protection.



7 HOT WEATHER POLICY

- 7.1 SAFE Inc acknowledges that heat stress is a potentially dangerous condition for horses and humans participating in activities during periods of high heat and humidity, when their bodily control systems are unable to adequately control body temperature.
- 7.2 Floating horses in high temperatures is also cause for concern. SAFE INC requires Members to consider
- 7.2.1 the distance they will be travelling to an activity
 - 7.2.2 that the return trip may be made at the hottest time of the day
 - 7.2.3 floating only one horse in a two horse float, to ensure that air flow around the horse is not restricted
 - 7.2.4 not rugging their horses for transport, to prevent overheating.
 - 7.2.5 SAFE Inc will not refund event attendance fees if participants chose not to attend an event due to weather conditions.
- 7.3 Events/activities may be modified, postponed or cancelled at the discretion of the Committee. Every effort will be made to reschedule events: starting and finishing early for example.
- 7.4 Events will be cancelled if a day of catastrophic fire danger is declared for the region of the venue.
- 7.5 Depending on venue, activities may be cancelled if the forecast temperature at 18.00 hrs on the day preceding the event is 36°C or higher for the venue, as posted on the Bureau of Meterology website (<http://www.bom.gov.au/sa/forecasts/>)
- 7.6 It is very important that the condition of heat stress is recognized as early as possible and that prompt treatment is provided.



Signs of heat stress

In horses	In humans
Panting (rapid, shallow breathing)	Rapid, shallow breathing
Irrational behaviour such as lashing out with hind limbs	Rapid, weak pulse
A 'glassy', vacant look to the eyes	Pale, cool, moist skin
Agitation or distress	Heavy sweating
Staggering, uncontrolled gait	Muscle cramps
Very high body temperature. If no thermometer is available for use, check the skin, which may be hot to the touch.	Headache, nausea, vomiting
Collapse	Fatigue/weakness/dizziness/fainting

Treatment of heat stress

In horses	In humans
Call for veterinary assistance	Move the victim to a shady area.
Apply chilled water to the horse's head, abdomen and large superficial veins	Call for medical assistance
Continually scrape the horse down, while hosing with more cold water. (This is important, as retained water will heat up and form an insulating layer, preventing further cooling).	Cool the victim rapidly, using whatever methods you can, eg: sponge, spray with a hose.
When the horse is able to walk it should be walked in a shaded breezy area to facilitate evaporative cooling	Monitor body temperature and continue cooling efforts until the body temperature drops to 38-39°C
Offer water to drink	Offer cool, non-alcoholic drinks



8 BIOSECURITY POLICY

- 8.1 Pursuant to South Australian Legislation, all participants at SAFE Inc events/activities are required to declare the Property Identification Code of properties where their horses are kept on their membership form and on all entry forms.
- 8.2 Horses having been relocated from interstate or from a previous owner are required to be quarantined for two weeks, during which time they are not to attend SAFE Inc events or activities.
- 8.3 Participants at SAFE Inc events/activities are responsible for ensuring that no horse exhibiting the following symptoms is brought to an event/activity:
- (a) Depressed appetite
 - (b) Elevated temperature
 - (c) Cough
 - (d) Nasal discharge
 - (e) Signs indicative of colic
- 8.4 In the event that a disease outbreak occurs or is suspected at a SAFE Inc event, SAFE Inc Committee Members present will
- 8.4.1 immediately inform the Emergency Animal Disease Watch Hotline on 1800 675 888
 - 8.4.2 follow all instructions as directed by relevant authorities
 - 8.4.3 quarantine the event location by refusing removal or entry of any livestock from or to the property until permission is given by the relevant authority
 - 8.4.4 isolate all suspect livestock, and any companion animals, within the event venue
 - 8.4.5 restrict movement of all other livestock, humans and machinery within the property

9 INCIDENT MANAGEMENT POLICY

If an Incident occurs at an SAFE Inc event leading to actual or potential danger to humans or horses, attendees are required to:

- 9.1 dismount and lead their horses to their float, yard or stable and there await further instruction from the Event Organiser and/or Committee Members



- 9.2 not return to the immediate vicinity of the Incident unless requested to do otherwise by the Event Organiser and/or Committee Members
- 9.3 refrain from photographing the scene unless requested to do so by the Event Organiser and/or Committee Members for the purpose of recording and reporting the Incident.

10 COMPLAINTS POLICY

SAFE Inc respects the right of all to express their opinions, and to complain about anything that they are not happy about with regard to SAFE Inc.

- 10.1 All complaints received by SAFE Inc will be kept confidential, and will not be disclosed to another person without the complainant's consent; except if law requires disclosure, or if disclosure is necessary to effectively deal with the complaint.
- 10.2 Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection or other relevant legislation.
- 10.3 If you wish to remain anonymous, SAFE Inc may have difficulty assisting you to resolve your complaint. Procedural fairness (natural justice) means that SAFE Inc is required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond.
- 10.4 If wishing to make a complaint, SAFE Inc supports the following course of action:
 - 10.4.1 If the Complainant feels able, and it is reasonable and appropriate to do so, they should first try to sort out the problem with the person or people involved by talking with them.
 - 10.4.2 If unable to speak with the person/people directly or unsure how to handle the problem, contact a SAFE Committee Member (safriendsandequines@gmail.com) and ask for help.
 - 10.4.3 If the problem continues or escalates after informal intervention, a formal complaint should be made in writing and consideration given to involving external agencies as appropriate.



11 COPYRIGHT

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Copyright protection is applied automatically to works of literary and artistic works, including photographs. It is a breach of copyright to copy them without crediting the creator/author.

- 11.1 Photographs from SAFE events and activities are often uploaded to the Club's website and Facebook page. Uploading photographs to such sites does not over-ride the copyright Protection that automatically applies as soon as a photograph is taken until 70 years after The photographer's death.
- 11.2 SAFE Members are expected to not copy any photograph that they source from social media pages or websites without attributing the photograph to its creator and, preferably, asking for permission to copy their work.
- 11.3 Removing watermarks from documents or photographs is a breach of copyright law and anyone doing so is liable to prosecution by the author or artist.

12 SOCIAL MEDIA

SAFE Inc makes use of electronic communications in the form of email, our website, and SA Friends and Equines Facebook page as an effective means of communication between members, and to promote our Club to the public. Committee Members administer SAFE's Facebook page, and do not permit any posts that unfairly criticize or potentially defame any individual or organization, or contravene our policy of equal opportunity.

SAFE Members are requested to act respectfully when commenting about our Club, its activities, and fellow Members on any form of social media (including, but not exclusive to, Facebook, Twitter, Instagram). If it is brought to the attention of our Committee that potentially defamatory or inappropriate remarks have been made about SAFE Inc, the matter will be fully investigated and appropriate action taken.

SAFE Members are required to be diligent when considering posting photographs of SAFE Members or activities on social media sites.



- Photographs of Juniors attending SAFE events are not to be posted without prior permission from the Junior's appointed guardian
- No potentially embarrassing or humiliating photographs taken at SAFE events are to be posted.
 - If a request is made by a SAFE Committee Member, an Event Co-ordinator, or any person portrayed in a photograph, the Member responsible for posting the photograph is expected to immediately delete the item, without complaint or recrimination, no matter where it was posted.
 - If the request is not complied with and a formal, written complaint about the incident is made to the SAFE Committee, the matter will be investigated and appropriate action taken.
- No photographs are to be taken of any accidents or incidents that occur at SAFE events unless you are specifically requested to do so by a Committee Member of the Event Organiser to support an incident report or for training purposes.
 - If you are requested to do so, and agree, the photographs will be considered the intellectual property of SAFE Inc, and you may not personally upload or use the files for any purpose.