



# DRESSAGE CLUB OF SA INC

## Policies & Guidelines

Policies are living documents designed to serve the organisation.

DCSA regularly reviews its policies.

A copy of the current set of policies can be accessed at

<https://dressageclubofsa.weebly.com>

**The Objects of the association are: -**

- i) to promote dressage;
- ii) to promote and encourage the education of horse and rider and support the education of officials where possible ;
- iii) to encourage participation in competitions and other related events;
- iv) to act at all times on behalf of and in the interests of the members; and
- v) to ensure the welfare of the horse is always considered.

Policy No	Title
1	DCSA Governance Principles
2	Code of Conduct for Committee members
3	Conflict of Interest
4	Risk Management
5	Financial Management
6	Volunteer Policy
7	Health and Safety
8	Privacy
9	Member Protection
10	Social Media
11	Weather /Declared Emergency
12	Biosecurity
13	EA Concussion Protocols
14	Horse Welfare

### Abbreviations:

DCSA .. Dressage Club of SA Inc  
PIC .. Property Identification Code  
EA .. Equestrian Australia



## DCSA REGISTER OF POLICIES

# 1. DCSA Governance Principles

DCSA, and in particular the Management Committee, acknowledges the benefits of good governance, transparency, member participation and feedback to create a healthy organisation.

### Culture

DCSA recognises that the culture of an organisation, which is determined primarily by the behaviour and attitudes of committee and active volunteers, influences what it does, its relationships with stakeholders and its reputation, and can be an important determinant of whether the organisation is able to achieve its objectives and deliver on its purpose.

# 2. Code of Conduct for DCSA Management Committee Members

Members of the Committee of DCSA undertake that they will act in accordance with the Objects as stated in the Constitution at all times.

Members of the Committee recognise that there are common law duties imposed on Directors and Officers and that they will need to act according to these duties, which are:

- to act honestly in the exercise of their powers and in the discharge of their responsibilities,
- to exercise a reasonable degree of care and diligence,
- to declare any conflicts of interest,
- to not make improper use of information acquired to gain advantage for themselves or others,
- to not make improper use of their position to gain an advantage for themselves or others or to cause detriment to the Federation, and
- to ensure that to the best of their ability DCSA provides an environment which is free of discrimination and/or harassment in any form.

Management Committee members who are absent from more than 3 consecutive meetings without apology will relinquish membership of the Committee unless the majority of members agree otherwise.

# 3. Conflict of Interest

DCSA aims to ensure that Management Committee members and/or any other persons acting on behalf of DCSA are aware of their obligations to disclose any conflicts of interest and to effectively manage those conflicts of interest as representatives of DCSA .

DCSA will manage conflicts of interest by requiring Management Committee members and any other persons acting on behalf of DCSA to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- respond to any breaches.



## DCSA REGISTER OF POLICIES

### 4. Risk Management

DCSA is committed to ensuring that liability to risk in any form is minimised by ensuring that members are informed, by putting in place policies, regularly reviewing and updating these policies, inducting Committee members in their administrative roles and maintaining a raised awareness of best practice.

**'Risk'** is the possibility of an unwanted outcome for the organisation, volunteers, members, sponsors, clients or the general public.

#### **Benefits of Risk Management**

DCSA recognises that the benefits of effective risk management includes that it:

- improves the quality of decision-making
- ensures that strategic decisions are informed
- improves planning processes by enabling the key focus to remain on core activities and helps ensure continuity of service delivery
- reduces the likelihood of potentially costly 'surprises', prepares for challenging events and improves overall resilience
- prioritises budgeted resources
- optimises performance through efficiencies
- assurance initiative contributes to the development of a positive organisational culture of improved governance, and helps establish clear purpose, roles and accountabilities
- improves stakeholder relationships and confidence in the organisation through enhanced accountability and reporting processes.

#### **Physical hazards**

Every attempt will be made to assess potential risk at all venues where DCSA has a presence and will put in place any necessary procedures, signs, and training as required to minimise the potential of accidents.

#### **Financial hazards**

DCSA will ensure that it has in place correct and regular reporting procedures and is transparent in all its processes.

#### **Reputational hazards**

DCSA encourages strong standards of behaviour and best practice in all areas – including governance, transparency and efficiency.

#### **Legal hazards**

DCSA recognises that it operates within a legal framework and the Management Committee need to be mindful of many laws that may impact upon the organisation. These may be in the areas of fundraising, workplace safety, discrimination, harassment, etc., as well as the rules relating to incorporation.

#### **DCSA Policy re participation at events**

Participants must have ESA Membership, or, to comply with and be covered by the public liability component of club insurance: anyone participating at a DCSA event must be a member of DCSA, either through paying an annual membership, or a day membership, and have signed the accompanying waiver. Approved helmets must be worn at all times whilst mounted.

### 5. Financial Management

DCSA will provide benefits to its members in a financially sound manner.

DCSA will ensure that it has in place correct and regular reporting procedures, including but not limited to: two signatories for banking purposes, members of the Management Committee with necessary skills to



## DCSA REGISTER OF POLICIES

fully understand the financial position and implications, and safe storage of financial and associated intellectual material.

### **Reimbursement**

DCSA will reimburse its volunteers for any authorised reasonable expenses incurred by them on behalf of DCSA, in a timely manner.

## 6. Volunteer Policy

DCSA relies heavily on the unpaid work of volunteers and values their contribution highly. They are recognised as an essential part of our organization, performing many different roles. DCSA will endeavour to acknowledge their commitment, their efforts and their dedication. All volunteers shall be treated with respect and gratitude for their contribution.

### **Volunteer Protection Act (2001)**

The intent of this legislation is to provide protection to individual volunteers from personal liability for loss, injury or damage caused as a result of an act or omission on their part while undertaking their volunteering duties on behalf of an incorporated organisation. The Act does not provide the Volunteer with personal accident cover.

## 7. Health and Safety

### **Smoke-Free**

In order to meet our duty of care to volunteers, DCSA believes it has a responsibility to discourage smoking and therefore all DCSA events will be a smoke-free and smoking will not be permitted inside any of its (hired) club premises. All functions (including dinners, events, meetings, etc) of the organisation will be smoke free. Smoking will only be permitted in designated areas outside of the building.

### **Alcohol and Other Drugs**

Volunteers of DCSA have a responsibility to ensure that they take reasonable care to protect their own health and safety and that of others at events by not being affected by alcohol or other drugs to the extent that it impacts on their own or another person's safety.

There may be occasions where alcohol is available at DCSA functions. In these situations, DCSA accepts that alcohol may be consumed in moderation within the appropriate guidelines.

## 8. Privacy

DCSA is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

DCSA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988.

DCSA will

- collect only information which the organisation requires for its primary function;
- ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;



## DCSA REGISTER OF POLICIES

- store personal information securely, protecting it from unauthorised access; and
- provide stakeholders with access to their own information, and the right to seek its correction.

Where information held by DCSA is no longer required to be held, and the retention is not required by law, then DCSA will destroy such personal information by a secure means.

## 9. Member Protection

### **Bullying and Unlawful Discrimination**

DCSA is committed to providing an environment which is free of discrimination, bullying and any other form of harassment (including sexual), where individuals are treated with respect and dignity, and where children are protected from abuse.

DCSA will not tolerate behaviour which constitutes abuse, bullying, discrimination or harassment under any circumstances and will take disciplinary action against anyone who breaches the Member Protection Policy.

### **Child Protection**

Protecting children from abuse is a responsibility that we must all undertake. DCSA is committed to ensuring that the safety, welfare and wellbeing of children and young people is maintained at all times during their participation in any activities connected with DCSA.

### **Disability**

Every attempt will be made to see that people with a disability have the same opportunity to access and participate in DCSA events and opportunities and volunteering on the same basis as those without disability. All volunteers will be treated with dignity and enjoy the benefits of an inclusive environment that values and encourages participation by all.

### **Responsibilities**

It is the responsibility of the **DCSA Management Committee** to ensure that:

- they identify, prevent and address potential problems before they become formal grievances;
- they are aware of, and are committed to the principles of communicating and information sharing with members and volunteers;
- any grievance is handled in the most appropriate manner at the earliest opportunity;
- all volunteers are treated fairly and without fear of intimidation; and
- matters are kept confidential.

## 10. Social Media

Social media offers growing opportunities to communicate with members and the wider public and other communities with shared interests. DCSA seeks to grow its social media base and use this to engage with existing and potential members. At the same time, a professional balance must be struck which avoids placing the organisation's reputation at risk.

DCSA is committed to providing an online environment free of discrimination and harassment, where individuals are treated with respect and dignity. It is asked that all online participants assist in supporting fellow online users to meet this request.

## 11. Weather / Declared Emergency

### **SunSmart**

The health of participants in DCSA activities is of primary concern to the Management Committee of DCSA. It is acknowledged that skin cancer is a major public health problem in Australia, with two out of every



## DCSA REGISTER OF POLICIES

three people requiring treatment for some form of skin cancer in their lifetime. It is recognised that skin cancer is preventable and like any other medical condition, it is best dealt with by the application of preventative measures.

While the Committee will endeavour to encourage sun protection when conducting activities outdoors, it is recognised that ultimately, the responsibility is that of each individual.

Information will be provided to participants which:

- encourages use of natural and artificial shade and shelter,
- encourages and promotes the use of high SPF Broad Spectrum sunscreen, and
- encourages wearing of collars, long sleeves, hats with brims and wraparound sunglasses.

### Hot Weather

DCSA has a duty of care to the health, comfort and welfare of its members and volunteers.

In arranging or being part of any event organizers will be mindful of the need for shade and plenty of water for both human and equine participants. The Sun Smart Policy will be actively promoted at such events.

Events will be cancelled if the Bureau of Meteorology via ABC news on Friday night at 7.00pm predicts a temperature of 36 degrees or above in the Mt Barker area for the day, or there is a declared emergency taking place in the locality, such as a bushfire with road closures, heavy smoke, etc., or weather is extreme.

## 12. Biosecurity

DCSA is committed to ensuring high standards of biosecurity for all horses participating in DCSA sanctioned events. DCSA recognises the importance of following good biosecurity measures to minimize the risk of spreading infectious diseases.

Biosecurity is the common sense and practical management of a horse's health, the health of the property on which the horse is kept, and the health of the horse owner, its handlers and other people who come into contact with the horse. With sensible management practices the risk of disease infecting horses and people can be reduced.

### Responsibility

The responsibility for ensuring high standards of biosecurity rests in equal parts with the horse owner and the committee hosting the event who must ensure the events and venues are managed to best protect against any of the following scenarios:

- Introduction of exotic, endemic and infectious disease to horses,
- Spread of disease from an infected area to an unaffected area,
- Incidence and spread of disease agents of public health significance.

### Vaccination

Some diseases can be prevented, or their effect minimized, by vaccination. Owners are encouraged to vaccinate all horses against tetanus. Strangles and equine herpes virus (EHV 4) vaccines are recommended for certain situations; horse owners should consult their veterinarian for advice.

DCSA strongly recommends that all horses should be vaccinated against any infectious disease where the risk of infection has been proven to exist or is likely to exist in the region in which the horse is normally stabled, or in places where the horse is likely to be taken. However, it is up to each individual owner to decide whether to vaccinate their horses against infectious disease.

### Horse Identification at Events

Any horse that displays any signs of illness should not leave their home yard. This also applies to any horse that has been in contact with a horse or horses that may have any transmissible disease.



## DCSA REGISTER OF POLICIES

All entrants to events will provide details of where the horse is kept including the PIC number.

All Horses at DCSA events will wear an identification number at all times – official EA bridle numbers on both sides of a saddled horse, and on the halter being worn at other times. Unregistered horses will use the number allocated upon entry to an event. The identification number must be worn during the whole event at all times when the horse is out of the event stables.

Horses and ponies are encouraged to hold at a minimum EA Base Horse Registration to take part in Official Participation Activities, Events or Competitions and/or Closed Club/Restricted Activities.

The FEI has issued guidelines to the equestrian community to protect horses from and prevent transmission of equine influenza and encourages vaccination and best hygiene practices. All FEI horses must have an up-to-date vaccination history in their passports and checks are carried out on entry to all FEI events.

### 13. EA Concussion Protocols

EA Policy “IF IN DOUBT – SIT THEM OUT” - Implementation 1 July 2019

There is a growing concern in Australia and internationally about incidence of sport-related concussion & potential health ramifications for athletes at all levels of sport and the following protocol is to be adopted by all disciplines.

Upon recognition of suspected concussion, the athlete will be removed from further competition. If a medical practitioner is on site they should assess the athlete-if no medical practitioner the athlete will be assumed to have concussion. The athlete will be suspended from competition for at least six days (14 days for <19 years) from the concussion incident & until they have written clearance to return by a medical practitioner.

Recognising Concussion can be difficult:

- Suspect concussion when an injury results in a knock to the head or body that transmits a force to the head
- A hard knock is not required—concussion can occur from relatively minor knocks.
- Medical Practitioners have specialised tools, Officials, coaches, parents, first aiders use the Concussion Recognition Tool (on website)

Incidents should be reported: [Reporting@equestrian.org.au](mailto:Reporting@equestrian.org.au)

A note will be included on club entry forms so riders understand the process that must be followed.

### 14. Horse Welfare

The welfare of the horse is paramount. DCSA acknowledges the need to encourage, promote and educate horse owners and general public on horse welfare and any advances in our knowledge to improve treatment of and general conditions for horses.

#### Welfare of Horses at Competitive Events

All officials will play a part in monitoring the general activities and welfare of animals on the grounds at each event, with a Steward overseeing the warm up area.

DCSA also acknowledges the contribution of the International Society for Equitation Science (ISES) in developing guidelines to ensure optimal horse and rider welfare and safety at competitive events. These guidelines highlight the most salient aspects relating to ethical and welfare concerns and how these should be addressed during competitive events by organizers, sponsors, riders, trainers, grooms and other interested parties and can be found at:

<http://www.equitationsscience.com/documents/Equitation/WDM%20Code%20of%20Conduct.pdf>

#