

UKPA TOURNAMENT PACK 2018





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INTRODUCTION

This tournament pack contains copies of all the paperwork that will be needed during a tournament. It also details mandatory procedures to be carried out before, during and after the Tournament. It is designed to be split in to sections for dissemination to the relevant Tournament Officials.

The pack is aimed primarily at multi-day tournaments with overnight stays for the horses. For single day tournaments or where horses are not kept on site overnight certain aspects are not applicable. If in doubt contact the UKPA for clarification.

Further information may be found in the UKPA Handbook, available for download from the UKPA website www.ukpolocrosse.co.uk.

Nothing in this pack shall be taken to override the need to carry out the event in a safe and professional manner.

Reference UKPA Codes, Rules and Procedures:

Compliance with the following procedures is mandatory at all UKPA Tournaments and events.

- Safeguarding & Child Protection Policy and Procedures
- Health & Safety Policy and Procedures
- Procedures for Goal Judges, Timekeepers & Scorekeepers
- Major Incident [People] Procedures
- Major Incident [Horses] Procedures
- Tournament Arbitration & Disciplinary Procedures
- Tournament Divisions
- Field, Sobriety & Impairment Assessment Policy & Procedures
- Horse Welfare Rules and Procedures

UKPA Plenary Powers

It is the Tournament Director's responsibility to ensure that the Tournament is run as required by the UKPA. The UKPA (in the form of the Executive Committee Officers or other nominated officials) reserves the right to temporarily stop play at the tournament if they believe that an unsafe situation is about to or has developed. In extreme cases they are authorised to stop play permanently if serious organisational failings indicate that it is likely that further unsafe situations are likely to occur.

Executive Umpires: See the Umpiring Section for authority of UKPA Executive Umpires

Completed Paperwork

ALL fully completed tournament reports are to be returned to the UKPA within 7 [working](#) days of the completion of the tournament (nil returns are required, i.e. if a form did not need to be filled in this is to be notified). Failure to return the correct documentation [within the 7 days will result in the tournament fee being retained by the UKPA and](#) may result in the refusal of further event licences. This information can be scanned and emailed.



UKPA PUBLIC LIABILITY INSURANCE NOTICE

The UKPA Public Liability Insurance notice, detailing the UKPA Public Liability Insurance and Liability Exclusion notice shall be laminated (or otherwise protected from the weather) and clearly displayed at each tournament entry gate, the secretary's 'tent' and other prominent places (see Appendix 1).



IMMEDIATE PRE-TOURNAMENT CHECKLIST

BEFORE ACCESS BY PLAYERS	
ALL competitors are fully paid-up members of the UKPA Contact: UKPA Membership Secretary – membership@ukpolocrosse.co.uk	
ALL allocated Umpires are accredited and of the appropriate standard Contact: UKPA Chief Umpire - chiefumpire@ukpolocrosse.co.uk).	
Prominently display , both on field tables and Secretary’s office, list with contacts for: <ul style="list-style-type: none"> • Paramedics • Tournament Secretary/Organiser • Horse Welfare Officer • Tournament Safeguarding & Child Protection Officer (responsible for Child Protection issues) • Tournament Umpire • Tournament Arbitration Committee 	
UKPA Insurance and Liability Exclusion Certificates posted around site	
Final Site Safety Check completed	

PRIOR TO ALLOWING PLAY	
Carry out briefing(s) for club reps	
Carry out briefing for all Field Marshals ensuring they know the Serious Incident procedures	
All playing pitches checked for hazards.	
Paramedics are on site and immediately available and able to be contacted	
Vet and farrier are on site and available and able to be contacted.	
Announcement made that play is about to commence	
All Field Marshals informed of permission to play	



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POST-TOURNAMENT CHECKLIST

Return ALL the required sheets to the UKPA within **7 days**

- Paramedic Check List
- Horse Welfare Sheets (including all Individual Horse Vetting Out Sheets)
- Score sheets
- Playing Incident Reports (PIR)
- Dangerous Play Reports (DPR)
- UKPA Major Accident/Reports (MAR)
- Fire Safety Risk Assessment
- Record of results (division Firsts to Fourths)
- DVR Copies (coloured copies if carbonised)

Nil returns are required, i.e. If a form did not need to be filled in this is to be notified by sending form with 'N/A' stamped across it

The paperwork can be scanned and returned to the UKPA as well.

Report ANY serious incidents to the UKPA Secretary – these will include any visits to hospital.

This MUST be done WITHIN 24 hours; our deadline to inform our insurers is 48 hours.

Remember the Tournament Organisers are the first party if an insurance claim is made.



Tournament Procedures

Tournament Procedures are laid out in the UKPA Handbook covering;

- Multi horse tournament
- Tournament umpires
- Tournament licence and fee
- Tournament dates
- Tournament Schedules
- Tournament Facilities
- Order of Play
 - The tournament organiser shall ensure that there is adequate time between games to allow horses and players to recover, taking into account tournament format, seasonal factors such as temperature, level of play etc.



UKPA – MAJOR INCIDENT (PEOPLE) MANAGEMENT PROCEDURES

The intent of these procedures is to provide rules and guidelines for Tournament Organisers and Appointed Officials on procedures for dealing with major incidents, such as serious, life threatening injury or fatality, to people during the course of polocrosse events, organised under the auspices of the UKPA.

Where an incident involves injury to both a horse and a person, it is vital that priority of attention must be given to the person.

Separate incident management teams should be established to deal with combined 'person' and 'horse' incidents.

1. Major Incident Controller [MIC]

1.1. The person taking charge of the incident is known as the Major Incident Controller [MIC]. Initially the Field Marshal must assume this role and initiate 'Immediate Action' until the arrival of the Tournament Organiser at the scene of the incident. The Tournament Organiser may decide to take over the role of MIC, ask the Field Marshal to continue or delegate the role to an appropriate person, preferably a member of the Executive Committee.

2. Immediate Action

2.1. Whoever takes charge of the incident as MIC should immediately:

- 2.1.1. Ensure the emergency medical services have been called.
- 2.1.2. If a fatality is confirmed, inform the police.

3. Incident Control

3.1. The MIC should:

- 3.1.1. Create a Control Group location, preferably under cover, equipped with table and chairs and provided with communications, e.g. mobile telephone and radio. Ensure privacy by appointing a security person to restrict entry. The Control Group should consist of:
 - MIC
 - Medical and veterinary representatives
 - Police representative
- 3.1.2. Clear the immediate area of the incident of people and arrange screening in the area of the casualty.
- 3.1.3. Establish the identity of the casualty, the casualty's Next of Kin and ensure they are informed of the circumstances as a matter of priority. The MIC may do this personally if the Next of Kin are present, or alternatively, decide to request the assistance of the police. Under no circumstance should death be notified by telephone.
- 3.1.4. Request witnesses to remain on site and be available to provide information or make statements as necessary. If the police are not present at the scene, take details of witnesses to facilitate later contact.
- 3.1.5. Delegate a mature person to organise assistance in caring for people involved in the incident, including relatives and close friends of the casualty, who may be traumatised. Individuals react in different ways and shock will often be delayed. Irrational or hysterical behaviour may result from a traumatic incident. Anyone closely involved should not be left alone or, for example, be allowed to drive



home. If the event is to continue, it may be advisable to substitute officials closely involved with the incident, especially a mounted umpire.

- 3.1.6. The MIC should identify himself to attending emergency services, on their arrival, explain that he is the appointed representative of the UKPA and ask that all requests for assistance or information are addressed to him. He should liaise closely with the emergency services in providing assistance and information which they request.
- 3.1.7. The MIC should liaise with medical personnel to establish the intended destination of a casualty who is being taken from the site and record details of the medical personnel involved.
- 3.1.8. The MIC should record all information he receives, in an Incident Report Form, but should not attempt to draw conclusions or apportion responsibility or blame. The MIC's report and any associated witness statements should be passed to the Tournament Organiser for onward transmission to the UKPA Secretary. If the MIC feels it is appropriate he should pass a copy of his report to the Chairman of the Tournament Disciplinary Committee for consideration.
- 3.1.9. The MIC must ensure that action is taken, preferably by a representative of the casualty's club, to ensure the welfare of a casualty's horse and secure their personal possessions.

4. Post Incident Action

- 4.1. Following the incident control actions and as soon as possible, the Tournament Organiser should, in private, conduct a thorough investigation into the circumstances of and the sequence of events leading to the incident. The enquiry should be conducted by interviewing witnesses to the incident and requesting advice from the paramedic on the medical description of apparent injury.
- 4.2. The Tournament Organiser should record the information provided to his investigation in a written report and pass it with reports received from the MIC to the UKPA Secretary.

5. Media Communication (including social media)

- 5.1. The Tournament Organiser should appoint a spokesperson, unless he is to assume the task personally, to be the only person authorised to discuss the incident with media representatives or to use for social media purposes. All UKPA members present should be requested not to issue statements to, or discuss the incident with, media representatives, and all requests for information should be directed to the MIC or to the appointed spokesperson. The spokesperson should exercise the utmost discretion in discussions with media representatives and use of social media platforms. Misinformation, however innocent or well-meaning, may cause increased anguish to relatives and adverse publicity for the sport and the UKPA.
- 5.2. The information to be disclosed to the Media including social media will depend upon whether the next of kin have been advised of the incident and the circumstances under which it occurred. Under no circumstances should next of kin learn of an incident through social media, media contact or coverage. If the next of kin have not been informed, the casualty's name and other details must not be released or confirmed even though reporters may have the information from other sources.
- 5.3. If the police issue an early statement, the local press will receive it and pass it on. This may avoid the UKPA having to issue a statement but result in the press attending the site in numbers. It may be possible to persuade the police to delay issuing a statement until the site has been cleared.



5.4. It is vital that the spokesperson is firm and sensible in handling all enquiries and does not allow himself to be drawn into any discussion or supposition, which might result in inaccurate or sensational reporting. Equally it is important to speak positively without giving the impression there is anything to hide.

6. Media Statement / Social Media Statements

- 6.1. The following statement, in writing, should be compiled as quickly as possible, although no statement should be made to the media unless one is formally requested. If the format suggested below is used, utilising the applicable parts of the draft, a sympathetic Press Statement should result. A prepared statement is ideal if challenged by the Media, and it may assist in defence against accusations of negligence.
- 6.2. If media representatives request a statement they should be invited to assemble at a convenient location and time when the statement may be read.
- 6.3. Social media statements should be discussed with the UK Administrator, Secretary or Press Officer in the first instance for appropriateness and use on UKPA endorsed social media platforms.

7. Draft Statement

- 7.1. "It is with the deepest regret that we announce that.....(name, if to be released) died as a result of an accident whilst riding/whilst a spectator at.....(event) held at.....(venue) at.....(time) on(date). (Name if released)....wasyears of age, from (home town) and had been a member of the(name of club) foryears. (Name, if released).....was riding (name of horse) a year old gelding/mare/stallion when (give brief and uncontroversial description of incident, e.g. horse stumbled and fell and.... (name, if given) was thrown/in collision with a horse, suffering injuries which tragically were fatal. Medical attention was called immediately and(name, if released) was taken tohospital, where he/she was pronounced dead on arrival.... (died later from his/her injuries). No further details are available at present." N.B. Avoid giving the rider's full address in order to save the family from unwanted intrusion, the nearest town should be sufficient.
- 7.2. The press may ask for more details, e.g. names of other riders, umpires and other officials. This information should not be divulged. A suggested reply might be: "The event was being conducted in accordance with recognised safety principles and no further details can be discussed before the Coroner's Inquest."



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UKPA – MAJOR INCIDENT (HORSE) MANAGEMENT PROCEDURES

The intent of these procedures is to provide rules and guidelines for Tournament Organisers and appointed officials on procedures for dealing with major incidents, such as serious injury or fatality to horses during the course of polocrosse events, organised under the auspices of the UKPA.

Where an incident involves injury to both a horse and a person, it is inherent that priority of attention must be given to the person.

Separate incident management teams should be established to deal with combined 'person' and 'horse' incidents.

1. Major Incident Controller [MIC]

- 1.1. The person taking charge of the incident is known as the Major Incident Controller [MIC]. Initially the Field Marshal must assume this role and initiate "Immediate Action" until the arrival of the Tournament Organiser at the scene of the incident. The Tournament Organiser may decide to take over the role of MIC, ask the Field Marshal to continue or delegate the role to an appropriate person, preferably a member of the Executive Committee.

2. Incident Control

- 2.1. The MIC should:
 - 2.1.1. Secure the area to avoid 'voyeurism' and ask all people other than the rider/owner, the riders team captain, and veterinary surgeon to leave the immediate area.
 - 2.1.2. Implement tournament guidelines on the use of a horse-ambulance and screening. Dead horses should be loaded into the horse ambulance and removed to a secluded area. Injured horses should be removed from the playing field with the approval and under the supervision of the veterinary surgeon.
 - 2.1.3. Delegate a mature person to organise assistance in caring for people involved in the incident, who may be traumatised. Individuals react in different ways and shock will often be delayed. Irrational or hysterical behaviour may result from a traumatic incident. Anyone closely involved should not be left alone or, for example, be allowed to drive home. If the event is to continue, this should happen as soon as is practical, although it may be advisable to substitute people closely involved in the incident.
 - 2.1.4. Request key witnesses and the veterinary surgeon to make immediate brief written statements of the circumstances of the incident.
- 2.2. The MIC should ensure that the horse owner is/has been informed. If the owner is not at the event, arrangements must be made, possibly through the rider, for disposal of a dead horse, or transport of an injured horse to an equine clinic, if this is required.
- 2.3. The MIC must ensure that action is taken, preferably by a representative of the victim's club, to ensure the ongoing welfare of the rider and/or injured horse and to secure their personal possessions and the horses tack.
- 2.4. The MIC should record all information he receives, in an Incident Report form, but should not attempt to draw conclusions. If the MIC feels it is appropriate he should pass a copy of his report to the Chairman of the Tournament Disciplinary Committee for consideration. The MIC's Incident Report and any associated witness statements should be passed to the Tournament Organiser for onward transmission to the UKPA Executive Committee Secretary.

3. Post Incident Action

- 3.1. Following the immediate action and as soon as possible, the Tournament Organiser should conduct a thorough investigation into the sequence of events leading to the incident. The enquiry should be conducted by interviewing witnesses to the incident and requesting advice from the veterinary surgeon, on the medical description of an injury and/or cause of death.



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- 3.2. The Tournament Organiser should record the information provided to his investigation in a written report and pass it with reports received from the MIC to the UKPA Executive Committee Secretary.

4. Media Communication (including social media)

- 4.1. The Tournament Organiser should appoint a spokesperson, unless he is to assume the task personally, to be the only person authorised to discuss the incident with media representatives or to use for social media purposes. All UKPA members present should be requested not to issue statements to, or discuss the incident with, media representatives, and all requests for information should be directed to the MIC or to the appointed spokesperson. The spokesperson should exercise the utmost discretion in discussions with media representatives and use of social media platforms. Misinformation, however innocent or well-meaning, may cause increased anguish to relatives and adverse publicity for the sport and the UKPA.
- 4.2. The information to be disclosed to the Media including social media will depend upon whether the owner of the horse has been advised of the incident and the circumstances under which it occurred. Under no circumstances should the owner of the horse learn of an incident through social media, media contact or coverage. If the owner of the horse has not been informed, the horse's name and other details must not be released or confirmed even though reporters may have the information from other sources.
- 4.3. It is vital that the spokesperson is firm and sensible in handling all enquiries and does not allow himself to be drawn into any discussion or innuendo, which might result in inaccurate or sensational reporting. Equally it is important to speak positively without giving the impression there is anything to hide.

5. Media Statement / Social Media Statements

- 5.1. A statement, in writing, should be compiled as quickly as possible, although no statement should be made to the media unless one is formally requested. If the format suggested below is used, utilising the applicable parts of the draft, a sympathetic Press Statement should result. A prepared statement is ideal if challenged by the Media, and it may assist in defence against accusations of negligence.
- 5.2. If media representatives request a statement they should be invited to assemble at a convenient location and time when the statement may be read. Social media statements should be discussed with the UK Administrator, Secretary or Press Officer in the first instance for appropriateness and use on UKPA endorsed social media platforms.

6. Draft Statement

- 6.1. "It is with the deepest regret that we announce that.....(name of horse, if to be released) ridden by(name of rider, if to be released) and owned by(name of owner) died/was put down as a result of a (fatal) accident while competing at(event) at.....(place) at(time) on(date). (horse's name) was ayear old gelding/mare/stallion. Give a description of the incident, e.g. horse stumbled and fell....and was subsequently found to have suffered severe injury and was consequently humanely put down by a veterinary surgeon. No further details are available at present."
- 6.2. The press may well ask about the circumstances in which the accident happened. A suggested reply is: "The event was being conducted in accordance with recognised safety principles and no further details can be discussed until there has been a full and proper enquiry."



GUIDELINES ON USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AT TOURNAMENTS & EVENTS INVOLVING CHILDREN OR VULNERABLE ADULTS

Whilst it is not intended to ban all photography at events, organisers and club officials must ensure proper safeguards are in place.

There is a potential risk posed to young children through the use of photographs on web sites and publications. There is evidence in sport in general to show that photographs have been:

- Used to identify children, which places them at risk from those who wish to groom children for abuse.
- Used or adapted and placed on child pornography sites.

For these reasons, the following guidelines for events involving children have been drawn up:

Professional photographers/filming/video operators wishing to attend UKPA events must:

- Be given a clear brief of UKPA safeguarding & child welfare standards regarding photographs
- Wear identification
- Not be given unsupervised access to children
- Not be allowed to take photos outside the event (e.g. a child's home)
- Be given a copy of the Contractor Safety Brief

Any other spectators (e.g. amateur photographers, parents) wishing to film or take photographs using any form of telephoto lens must:

- Register their name and address at the designated point or wear recognized identification e.g. armband.

Videoing as a Training Aid: there is no intention to prevent the use of video equipment as a legitimate training aid. However, riders and their parents should be aware that this is a part of the training programme and care should be taken in the storing of such films.

In any promotional material or publication:

- Consideration should be given to using images, models and illustrations rather than photographs.
- Only images of suitably dressed riders should be used (focus on the activity not a particular child; avoid full face & body shots).
- Permission should be sought in writing from riders (and their parents) before using their image.
- Remember that if the young person is named, do not include a photograph; if a photograph is used, do not name the young person.
- Group Photos: It should be noted that responsible newspapers/publications are now publishing the names of children in group photography in alphabetical order, not in the traditional 'left to right' way. Therefore making identification harder. Event organisers should adopt this practice when dealing with all publicity.

Report any concerns regarding inappropriate or intrusive photography to the event organiser immediately, and as soon as possible to the UKPA Executive.

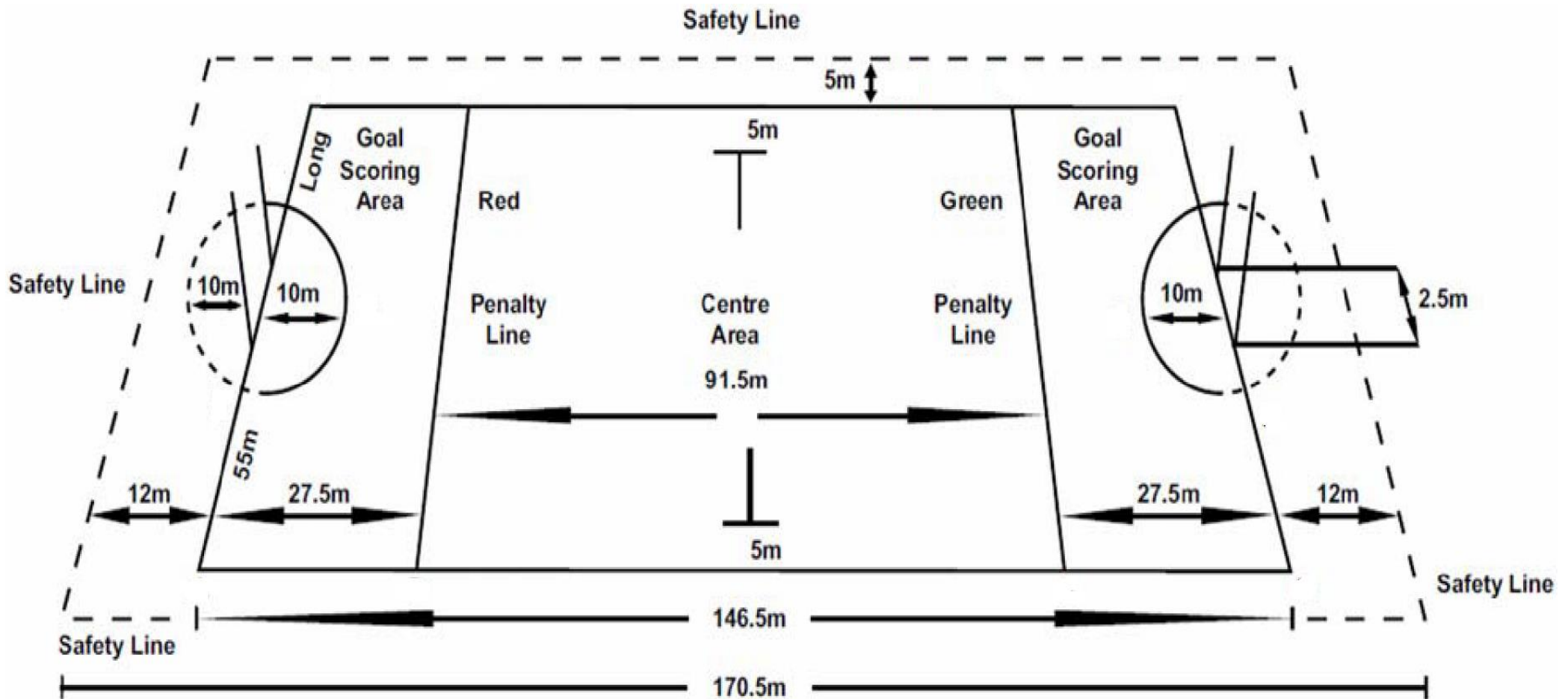
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LAYOUT OF POLOCROSSE PITCH

Minimum Run-Out Distances between Pitches

Between fields side-by-side	10 metres
Fields end-to-end	24 metres
Fields end-to-side	22 metres





MEDICAL COVER REQUIREMENTS FOR POLOCROSSE TOURNAMENTS

During periods of play at polocrosse tournaments it is mandatory that a suitable level of medical cover is immediately available. The required level of cover will depend on the number of pitches and other factors and minimum requirements are laid out in Section 3.4 of the UKPA Handbook. Play must not continue or restart until the correct medical personnel are immediately available and not required in dealing with an incident.

For larger tournaments consideration should be given to having two paramedics to allow play to continue if one paramedic is engaged.

Paramedic – *A person whose training and qualification has been accepted by the Health and Care Professions Council (HCPC) and is registered by them by name.*

To check the validation of a paramedic see website www.hpc-uk.org/register

Emergency Medical Technician (EMT) – *A person who is specially trained and certified to administer basic emergency services to victims of trauma or acute illness before and during transportation to a hospital or other healthcare facility. An Emergency Care Assistant (ECA) may be used.*

To aid the Emergency Services, it is desirable to have an OS Grid reference and **essential** to have the postcode of the venue. This information should be included on the risk assessment form.

In the event of any incident/accident, an incident report form (PIR and/or MAR) is to be completed and returned to the UKPA Secretary with minimal delay.

First Aid Cover During Out of Play Hours

When a paramedic or other medics are not in attendance a First Aider shall be immediately available on site. A contact point or number for the First Aider shall be provided and made known to all players.

The First Aider shall be qualified with a Full HSE First Aid at Work qualification, Emergency First Aid at Work, BHS 2-day equine specific qualification or a qualification to a similar standard.

A First Aid box is to be immediately available containing suitable items in case of likely injuries from horses etc.

[ENSURE THAT DETAILS OF THE OUT OF HOURS FIRST AIDER ARE PROMINENT AND THAT THE FIRST AID KIT IS EASILY ACCESSIBLE](#)

Player Knocked Unconscious – Any player who is or is suspected to have been knocked unconscious must obtain permission from a Doctor (**not a paramedic**) before being allowed to play again in that tournament.

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REQUIRED TOURNAMENT OFFICIALS

The following roles must be allocated to suitable persons:

TITLE	BASIC ROLE
Director	Overall co-ordination of the event
Horse Welfare	Manage HW procedures
Health and Safety	Complete Risk Assessments and monitor H&S during the Tournament
Field Marshal Supervisor	Brief, supervise and advise the Field Marshals
Tournament Umpire	Manage the umpiring system
Tournament Arbitration and Disciplinary Committee (TADC) Player rep*	Adjudicate on issues raised to the committee
'Off-field' supervisor	Manage all 'off-field' UKPA procedures otherwise not covered e.g. consumption of alcohol by minors
Safeguarding & Child Protection Officer	Co-ordinate any issues regarding Safeguarding & Child Welfare. Their contact number shall be widely distributed to tournament attendees

Each role need not be allocated to a separate person, except for the *TADC rep who must not have any other roles as they may need to adjudicate on aspects which are part of the jurisdiction of those persons. However, the Director is responsible for ensuring that sufficient and suitable persons are appointed to allow the safe and smooth running of the Tournament.

The persons filling these roles will have to be approved by the UKPA as part of the licensing procedure.

Other roles may be allocated as required by the Director, e.g. social rep, but are not mandatory and are not subject to UKPA approval.



REQUIRED BRIEFINGS

The following briefings shall be carried out;

Player Safety and Information Brief

The briefing is to be attended by representatives from all playing clubs who are to pass on the information to their players. This shall be carried out prior to the commencement of play and shall include (as a minimum);

- Important safety notices
- Dog procedures
- Information about the scheduling of the tournament

Field Marshal Brief

All the Field Marshals for the Tournament are to attend. This shall be carried out prior to the commencement of play and shall include (as a minimum);

- Clarification of their duties
- Identity of the Field Marshal supervisor and contact details
- Timings of play for the tournament
- Layout of the divisions and the matches (sectional, turnabout, timings etc.)

Umpires Brief

A dedicated umpires briefing is no longer required as communication about umpiring changes and key messages will be circulated to the membership during the season. However, if a tournament organiser wishes to hold an Umpires brief they can do so.



GREEN CARD PROCEDURE

A Green Card may be issued to a specific horse when a player wishes to play down more than one division on a 'Green' Horse, i.e. an inexperienced horse.

A horse with a Green Card may be played in a division up to two below the player's division by grade. For example, normally an 'A' grade player may only play down to 'B' division, but if playing on a 'Green Horse' they may play down to 'C' division, or a 'B' grade player may play down to 'D' division.

When playing on the Green Horse, the player's grading will be reduced to the highest grading limit of the division above that in which they are playing. For example, for a player playing in 'D' division their grading will be reduced to 7 ('C' div upper limit). While playing with a Green Card the affected player must take care to play at the level of the division and not take undue advantage of the Card.

The Green Card will only last for one season and will not be re-issued.

Definition of a Green Horse:

A horse that has never played competitive polocrosse or polo, in any country, prior to the season of application. It will be up to the applicant to make a case for the horse.

Administering the list:

1. The Green Card List (GCL) will be made available to the Tournament organiser by request to the Chief Umpire.
2. The player with the Green Card is to present the actual card to the Tournament Organiser prior to their first game at that tournament and is to be checked against the actual horse being played.
3. All cards become null and void at the end of the season in which they are issued.
4. Cards may be revoked by the Chief Umpire or nominated person if they believe the horse no longer warrants a Green Card.
5. If a player rides a Green Horse but does not play at the correct level (there is an understanding that players on Green Horses will play down to the level of the division they are in) they may be prevented from competing, the Green Card will not necessarily be removed from the horse. This may be enforced by the tournament organiser, Chief Umpire or other nominated person.
6. Green Card Horses will not be accepted at the UKPA National or Inter-Regional Championships.



UKPA DRUG AND ALCOHOL POLICY

Players Suspected of Being Under the Influence of Alcohol or Drugs

Procedures for carrying out sobriety and impairment assessments are detailed in the UKPA Handbook. Testing may be random or based on a discretionary selection basis.

Umpires and Field Marshals are tasked with ensuring players are identified and initially prevented from playing if they are under the influence of alcohol or drugs.

Alcohol Consumption by Minors (under 18 Years of Age)

At any UKPA event the consumption of alcohol by a person under the age of 18 years (at the time) is expressly forbidden. Event organisers are to take necessary steps to ensure that any alcohol served at the event is not available to minors.

Consumption of Alcohol by a Minor

1. Incidents of under-age drinking shall be brought to the attention of the Tournament Organiser as soon as possible.
2. The Tournament Arbitration and Disciplinary Committee shall be convened as soon as practical to investigate the claim.
3. The minor who is suspected of under-age drinking is to be interviewed in the presence of their parent/guardian/nominated responsible adult. If such a person is unavailable, then a senior member of their club is to be present at the interview (preferably the Safeguarding & Child Protection Officer).
4. Other witnesses may be interviewed if appropriate.
5. If the claim is upheld, then the player may be banned from playing for the remainder of the tournament/event or other suitable disciplinary action given. Written details of the action shall be forwarded to the UKPA along with other tournament paperwork. The details shall also be communicated to the minor's parents/guardian/responsible adult as soon as possible.
6. Should the minor reoffend again in the same season they shall be banned from competing at any UKPA tournament for the remainder of the season.
7. Appeals against the decision to ban a player for the season may be made in accordance with the Arbitration and Disciplinary Committee Procedures.
8. Any person who knowingly contributed to the violation shall punitive action awarded against them by the Executive Committee in accordance with Arbitration and Disciplinary Committee Procedures.

Sale of Alcohol to a Minor

1. Where it can be seen that a bar at a UKPA event has sold alcohol to a minor and could have reasonably known the person was a minor then that bar shall be immediately closed for the remainder of the Tournament/event. All other bars run by the same organisation shall also be closed.
2. Should the same organisation repeat the offence the UKPA executive is authorised to ban that organisation from selling alcohol at UKPA events until further notice.
3. Appeals against decisions may be made in accordance with the Arbitration and Disciplinary Committee Procedures.



UKPA DOG POLICY

Dogs are permitted to be brought to tournaments but must be kept under close control at all times.

Any dog found loose during the hours of play (from start of play of the first game to the end of the last game) is to be impounded and a minimum fine of at least £20 levied for its release after each offence.

The fine is to be paid as a donation to the local air ambulance fund. It is the Tournament Directors responsibility to ensure this policy is enforced.

The owner of any dog found worrying the horses or otherwise causing a nuisance is to be informed that they are to keep the dog under control. Any repetition of the offence will be finable by £20, to be paid to the local air ambulance fund.



TOURNAMENT ARBITRATION & DISCIPLINARY PROCEDURES

These procedures provide for a Tournament Arbitration and Disciplinary Committee (TADC) to deal with breaches of UKPA Rules & Codes occurring at polocrosse tournaments organised under the auspices of the UKPA. The procedures do not override the authority of Umpires on the field of play, nor do they provide for dealing with serious breaches of discipline, which are dealt with by the UKPA Arbitration & Disciplinary Board.

The intent of these procedures is to provide immediate response by a system for dealing with perceived breaches of discipline, both on and off the field of play, during tournaments.

Playing-field officers, team captains and umpires refer incidents which they consider to be outside the scope of their authority, or sufficiently serious to warrant penalties beyond those they can impose, to the TADC. The procedures also provide for dealing with behaviour by UKPA members, other than on the field of play, which is perceived as breaching the UKPA Rules and Code of Conduct.

1. The Committee

1.1 For each UKPA tournament the CEO of the Executive Committee liaises with the Tournament Organiser to appoint an Executive committee member to the TADC as the chairman (this shall not be the UKPA Chairman). The other members shall be the Tournament Director and a senior player representative.

2. Submission of Player Incident Report Forms

2.1 Perceived contraventions of Rules and Codes are recorded on Player Incident Report (PIR) forms and submitted to the Chairman of the TDC for his consideration as to whether the TDC should be convened to consider and adjudicate on an incident.

2.2 IR's may be submitted by:

- Tournament Organisers and Officials
- The Tournament Umpire
- Game Umpires
- Team Captains
- Field Marshals
- Members of the UKPA Executive Committee

2.3 The person who prepares and submits a PIR must inform the subject of the report and any material witnesses to the incident of his intention to submit the PIR, prior to its submission.

2.4 PIR's prepared as the result of breaches of UKPA Rules and Codes, by players, before, during or after games must be submitted to the Chairman of the TADC immediately after the game in which the incident occurred.

2.5 PIR's relating to the perceived misbehaviour of any UKPA Member, off the field of play, must be submitted to the Chairman of the TDC as soon as is practical following the incident.

2.6 On receipt of a PIR the Chairman of the TADC immediately reviews it, discusses the incident with the person submitting the IR, and decides whether or not to convene the TADC.

2.6.1 If he decides not to convene the TADC he informs the person submitting the PIR and the subject of the report of his decision and the reason for his decision, and records this on the PIR.

2.6.2 If he decides to convene the TADC he immediately informs the members of the Committee, the person submitting the PIR, the subject of the PIR, and any material witnesses of the, time and venue of the hearing by the Committee. The subject of the PIR may request a member of the UKPA to accompany him to a TADC hearing and speak on his behalf.



3. TADC Hearings

- 3.1 At a hearing the Chairman of TADC invites submissions from the person submitting the IR, the subject of the IR and material witnesses to the alleged incident. The Committee question the people involved and invite statements of mitigating circumstances from the subject of the IR.
- 3.2 The TADC retire to consider, in private, the submissions made, evidence given and the defence and mitigating circumstances. They reach a decision as to the validity of the allegations made and seriousness of the incident.
 - 3.2.1 If they decide a breach of the UKPA Rules or Codes has occurred, and the appropriate penalty is within their authority, they impose a penalty on the subject of the PIR.
 - 3.2.2 If they find no breach has occurred or the breach is of insufficient seriousness to warrant the imposition of a penalty they rule accordingly.
 - 3.2.3 If they decide a breach of the Rules & Codes has occurred, the penalty for which, they consider is beyond their authority, they refer the incident to the UKPA Arbitration & Disciplinary Board for consideration.
- 3.3 The committee reconvenes and informs the subject of the IR and the person who submitted the IR of their decision as to whether or not they consider a breach of the Rules & Codes has been made by the subject of the PIR and, if applicable the penalty they impose.
 - 3.3.1 The chairman of the TADC endorses the PIR with the decision, the reason for their conclusions and, if applicable, the penalty imposed.
- 3.4 Where an imposed penalty affects the right of a player to continue playing in the tournament the TADC Chairman informs the Tournament Organiser and the Captain of the team affected by the committee's decision.

4. Penalties Available to the TADC

- 4.1 Penalties available to the TADC are:
 - A reprimand;
 - Suspension from further play in the current tournament;
 - Exclusion from the current tournament;
 - Exclusion from play in the next tournament.
 - Referral to the UKPA Arbitration & Disciplinary Board

5. TADC Records

- 5.1 The completed PIR and any supporting documents are sent to the UKPA Secretary who passes a copy to the Chairman of the club of the person who was the subject of the PIR and retains the records for future reference.
- 5.2 Where the TADC has decided to refer the matter to the UKPA Arbitration & Disciplinary Board, the UKPA Secretary passes the documents to the UKPA Secretary to initiate Arbitration & Disciplinary Committee procedures.

6. Appeals

- 6.1 A person on whom a penalty is imposed by a TADC has a right of appeal against the penalty, before a hearing of the UKPA Arbitration & Disciplinary Committee. Procedures for appeals are defined in Section 3.3 **Arbitration & Disciplinary Committee Procedures**. The original decision of the TADC will stand until the appeal has been heard.



HORSE WELFARE OFFICER (HWO) PACK

The responsibilities of the HWO are laid out in the UKPA Handbook and are mandatory. The appointed HWO is to make sure they are fully acquainted with those requirements.

The HWO will be expected to carry out a visual inspection of the horse pens to ensure they meet the UKPA standards and that the horses' welfare is correct, e.g. water. All results are to be recorded on the HWR.

There are two HWR sheets, one to be filled in for each specific horse, and one to record the total number of HW incidents (overview). All sheets **must** be returned with the tournament paperwork.

Specific requirements for horse substitution are laid out in the UKPA Rulebook, rules 11 and 12.

The HWO and Tournament Vet must work together on all matters relating to horse welfare with the HWO taking the lead when working with the horse owner and the Tournament Vet taking the lead role on clinical decisions.

In conjunction with tournament vet, the HWO is responsible for:

- Vetting out and in horses
- Recording all vetting in and out of horses.
- Monitoring the health and welfare of horses on and off the pitch
- Liaising with the veterinary surgeon over horse welfare as required.
- Ensuring that there is adequate water supply close to the pitches.

The HWO has the authority to:

- a. Vet out and prevent the replay of any horse they deem unsuitable to play for health reasons.
- b. Require a player to cease using spurs or a whip due to damage or potential damage to the horse
- c. Require horse owners to immediately attend to their horse's needs, e.g. feed, water, rugs.
- d. Require horse owners to modify their penning arrangements to meet UKPA requirements.

Injuries Requiring a Veterinary Surgeon Before a Horse May Be Considered Fit

Injuries to the horse's mouth (severe bleeding) or bleeding from the nose must be assessed by a Veterinary Surgeon, and the horse verified as fit, before being allowed to continue play.

Summary of Veterinary Requirements (also in handbook)

	1-day tournament	2-day tournament
Grass	Vet on call that is exclusive to polocrosse and no more than 20 mins away.	Vet on site (max 5 mins distance away).
Arena	Vet on call that is exclusive to polocrosse and no more than 20 mins away.	Vet on call that is exclusive to polocrosse and no more than 20 mins away.

Summary of Penning Requirements

- For multi day tournaments, when not under the control of a person, horses must be confined by secure pens or loose boxes. Pens must be securely and safely constructed to ensure the containment of the horse(s) within
- An outer non-electrified pen, at least 1m from the inner pen, must enclose the pens of horses known to be prone to biting.
- Not more than three (3) horse pens may be operated from a common electric circuit
- Horses in pens must be supplied with ample drinking water and supplementary feed where grazing is inadequate.
- An individual pen may not contain more than three horses.



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HORSE WELFARE RECORD (HWR) OVERVIEW

Date	
Tournament	
Location of horse ambulance	

Horse Welfare Officer	
Telephone number	

Vet on call	
Telephone number	

Players name	Name of horse	Vetted out Date/time	Vetted in Date/time	Injury / Reason for vetting out /Incident// Any action taken	HWO (Initial)

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FIELD MARSHAL PACK

Contents of FM Pack

Each pitch is to be provided with a Field Marshal Pack containing as a minimum:

- Contents List
- Field Marshal Responsibilities Page
- Guidelines and Procedures for Umpires
- Timekeeper/Scorer Notes
- Umpiring / Scorers / Goal Judges Checklist
- UKPA Stud Rules
- Air Ambulance Procedures
- Executive Umpire Procedure (see TU-3)
- UKPA Dangerous Vices Procedures (see TU-3)
- Copies of Goal Judge Guidance Sheet
- List of Executive umpire names
- Sufficient Score sheets
- Playing Incident Report Forms (PIR)
- Dangerous Play Record Forms (DPR)
- UKPA Major Accident/Incident Report Form (MAR)
- Order of Play and Umpiring lists for ALL pitches
- Contact Details for Vet and Farrier
- Up to date UKPA playing rulebook



FIELD MARSHAL RESPONSIBILITIES

The Field Marshal has a vital role in the successful and safe running of the matches. They have a specific responsibility for safety off the pitch but must also monitor play on the pitch to pick up any dangerous situations that the umpires may miss.

The Field Marshals are to be provided with highly visible identification to ensure all persons are aware of their presence (e.g. Hi-vis jacket/bib with 'Field Marshal' printed on the back).

The primary role of the Field Marshal is to ensure the safe, timely, and efficient running of their Field. Specifically:

- Ensuring all persons keep out of the spectator exclusion zones, including from behind the goals.
- Ensuring goal judges remain standing during play and wear the Hi-Viz jackets.
- Checking the pitch surface prior to the first match of the day to ensure there are no dangerous foreign bodies present (e.g. bottles). This is particularly important on the second day of play if the pitch is close to the entertainment area.
- Ensuring the Timekeepers and scorers are aware of their duties.
- Assisting the umpires when there is a dispute over rulings.
- Calling for the Tournament umpire/Executive umpire as required.
- Calling for assistance from the paramedics as required.
- Monitoring the actions of the Scorer and timekeeper.
- Checking horse studs are to within regulations.
- As far as is practical. ensuring the pitch runs to time.
- Asking the secretary to call for teams and umpires approx. 20 minutes before the end of the present game.
- Issuing umpires with whistles and jackets as required.
- Acting as the Major Incident Controller until the Tournament Director arrives.
- Recording incident information as required by the forms.

YOU are responsible for ensuring accidents/incidents are properly recorded and dealt with appropriately

Draws and Golden Goal

ALL matches are to continue until a result is achieved – no draws are allowed. At the end of the prescribed chukkas, if the score is a draw, the first section shall retake the field and the first team to score a goal (or be awarded a penalty goal) wins the game. In the event no goal is scored in that chukka the next sections shall continue the match and so on. The golden goal is recorded simply as a goal, but is to be highlighted on the score sheet in the 7th chukka section (or 4th chukka for a sectional game).

Authority

The FM has the following authority:

- a. To stop play if there is an **immediate and serious danger unseen by the umpire**, e.g. dog or spectator on pitch close to play, a player injured requiring immediate attention by the paramedic, horse bandage come loose.
- b. Require persons to move out of the safety areas and to remove equipment from those areas.

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- c. Temporarily prevent a player playing if they believe they are unsafe to do so, e.g. If affected by alcohol or drugs. The FM is to immediately inform the umpires and call for the tournament umpire to come and adjudicate.
- d. Prevent a person goal judging if the FM believes them to be unsafe, e.g. due to drugs or alcohol.



GUIDELINES & PROCEDURES FOR UMPIRES

The intent of these guidelines is to assist Umpires by suggesting procedures for controlling polocrosse games in a structured and consistent way, which will provide familiarity of procedure for players and officials. The procedures before and during play are *guidelines* as the rules of play are specified in the UKPA Rulebook and are the governing authority for playing polocrosse under the auspices of the UKPA. The Incident Reporting Procedures are mandatory for all games of polocrosse played under the auspices of the UKPA and supplement the reporting requirements of Penalties 6 & 7 of the Rules.

1. Senior Umpire

- 1.1 Prior to a game, where there are to be two Umpires, they should establish which of them is the Senior Umpire, based on their accredited Umpire grade. If both Umpires are of the same grade they may decide by mutual agreement, or, if they are unable to agree, refer to the Tournament Umpire for a decision.
- 1.2 The Senior Umpire should undertake briefing of goal judges, timekeeper and score keeper as well as instructing the players before play commences.

2. Briefing

- 2.1 Prior to the start of play the Senior Umpire should give the following briefings:

2.1.1 Goal judges,

- Ensure they are aware of the rules for goals scoring, including judging that the goal "D" is not violated when a No.1 releases the ball.
- He should satisfy himself that the goal judges know the correct signals for indicating to an Umpire whether or not a goal has been scored.

2.1.2 Timekeeper, as to:

- the number of chukkas;
- the duration of each chukka;
- time between chukkas;
- signal for "hold time".

2.1.3 Scorekeeper, as to:

- signal for "goal scored" and "no goal"
- only Umpires signals are valid for goals scored.

2.1.4 Players, as to:

- number of chukkas to be played;
- time per chukka;
- who are team captains;
- Umpire decision queries may be made only by team captains;
- no dissent.

3. Safety

- 3.1 In co-operation with the Field Marshal, the Senior Umpire should ensure that before a game commences, and during play, all spectators are behind the field safety lines at the sides and ends of the playing field. Play should be stopped if infringement occurs during play.
- 3.2 Before play commences Umpires should verify that both players and horses dress and gear conform to the IPC Rules and the UKPA Dress and Gear Rules. They should instruct the Scorekeeper to record horses with studs by placing an "S", as appropriate, against the player's name in the box provided on the Score Sheet.

4. During a Game

- 4.1 If during the game there are a number of incidents which are causing concern, the Umpire should hold-time and address the problem to maintain control of play.



- 4.2 If the Umpires are unable to agree an interpretation of a Rule during play they should seek clarification/request a rule interpretation from the Tournament Umpire/Executive umpires through the FM. The FM can check through the rulebook for them if required.
 - 4.2.1 Until the Tournament/executive Umpire is found and consulted time should be held and the players requested to dismount and walk their horses.
- 4.3 A maximum of 1 minute should be given for players to warm up their horses following a stoppage.
- 4.4 Report all Penalties 6 & 7 of the UKPA Playing Rules, to the Field Marshal requesting that he record the name of the person against whom the penalty is awarded and the circumstances and details of the infringement for which the penalty was awarded.
- 4.5 Ensure that signals to Timekeepers and Scorekeepers are acknowledged by the signals agreed prior to start of play

5. Rule Arbitration

- 5.1 At the end of a Chukka a Team Captain may ask for an authoritative arbitration on the interpretation of a playing rule by the Tournament Umpire, if the Team Captain believes that a game Umpire has misinterpreted the rule during play. The Tournament Umpire may, at his discretion, support the Umpires decision or advise the Umpire of an alternative interpretation.

6. After a Game

- 6.1 Return whistles and jackets.
- 6.2 Check and sign the game Score Sheets.
- 6.3 Record "Best" Players and Horse, if required.

7. Incident Reports (Mandatory)

- 7.1 The Umpires **must** review reports of any incidents or injuries during a game, 'goals on the board' or 'sending off' which have been recorded on the Score Sheets or Dangerous Play Records (DPRs) by the Field Marshal and Scorekeeper and ensure that the reports are comprehensive, accurate and unambiguous.
- 7.2 Umpires must prepare Incident Report forms for all Penalties 6 and 7 of the UKPA Playing Rules during games, and incidents occurring, before during or after a game, which they consider, warrant consideration by the Tournament Arbitration Committee, notwithstanding penalties which they imposed in relation to the incident during play. Incident Reports must include sufficient information (details of the incident, Rule(s) infringed, persons involved, witnesses, decisions etc.) for each incident reported. Both Umpires and the Field Marshal must sign each Incident Report form.
- 7.3 The game Senior Umpire must pass Incident Reports to the Chairman of the Tournament Disciplinary Committee, as soon as possible (less than 1 hour) after a game is finished.

8 Side Line Umpire

- 8.1 If a game is unable to start due to the late arrival of one umpire the game may proceed using an un-mounted umpire on the far side under the following stipulations.
 - With the permission of the Tournament Organiser
 - Only allowed if the game is grade 'D' or below.
 - Side line umpire should run far side
 - Must be a 'C' grade or higher qualified umpire
 - Mounted umpire must be at least a full 'D' grade umpire.

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TIME KEEPER / SCORER TABLE NOTES 2018

- ALL information required on the sheet MUST be filled in.
- All umpires MUST be as named on the order of play.
- Ensure you know the length of chukkas and how many chukkas are being played, as these can vary from Tournament to Tournament and match to match.
- Consult the umpires before the game to ensure you are happy how they will call 'time off', and how you will acknowledge it.
- DO NOT take goal scores from the goal judges – wait for the umpire to indicate the goal score.
- Ensure you have a clear view of the game and the goals, and are not hindered by spectators (ALL spectators are to be sited behind the safety lines)
- Time keeper MUST watch the clock as the end of a chukka approaches and sound the hooter/bell when time expires.
- Scorer must watch play/umpire as the end of a chukka approaches.
- If a 'goal on the board' is given, circle goal on score sheet. The umpire MUST give brief details as to why/who the goal was given (e.g. *against J. Bloggs for hitting J. Doe in head*). The Dangerous Play Record (DPR) must be completed for each incidence where a player is penalised for dangerous play.
- Record only comments from umpires or team captains on the score sheets.
- ANY major incidents resulting in attendance by the paramedic MUST be recorded the Playing Incident Report (PIR) **AND** signed by the **umpires**. A UKPA Major Accident Report (MAR) Form MUST also be completed for major incidents including where a player is taken to hospital by ambulance.



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UMPIRING / SCORERS / GOAL JUDGES CHECKLIST

Issue the checklist below to all pitch officials and umpires – they **MUST** go through these lists **before starting the game.**

ALL officials, including umpires, time keepers, scorers and goal judges MUST BE OVER 16 and suitable to carry out their duties (goal judges can be 14 and above).

Umpires

Must be accredited and qualified to umpire the game in question.

Umpires names MUST be recorded on score sheet.

Must go through the checklist:

- Gear – including whips, studs (record on score sheets), girths, over girths, breastplates, bits, eye guards, any other sharp or potentially dangerous objects.
- Horses sound and correct?
- Left handers.
- Helmets – check a current UKPA hat tag is present (if not – the player should not be allowed to play, and a UKPA official MUST be informed).
- Time keepers, scorers and goal judges are ready and able.

Goal Judges

- MUST be over the age of 14. Any goal judge aged under 16 must have parental permission. Any goal judge aged under 16 must be accompanied by another one aged over 16.
- Names MUST be recorded on the score sheet. [Ask umpire or bystander to obtain names, if necessary].
- Are deemed suitable for the job by the umpires.
- MUST wear a high visibility jacket/vest.
- Teams playing should provide goal judges.
- Goal Judge Guidelines may be issued to beginner judges.
- At all tournaments, a minimum of one Goal Judge shall be appointed for all non-final/critical games. For final/critical games then two goal judges at each goal are required.
- Each competing team shall have the right to have an official representative as a judge at each goal (UKPA rule). Both teams must consent to playing with just one goal judge.

Score Table checklist

- There MUST be a direct way of communication with a paramedic and the vet.
- You have all the appropriate equipment for time keeping and scoring.
- Time keepers, scorers and goal judge's names should be recorded on the score sheet [and may be called upon as witnesses].
- Ensure teams are satisfied with the time keeper and scorer, and they are both able to perform the job.
- Scorer is responsible for recording the score, ensuring umpires and captains sign the score sheet as required, and ensuring the score sheet reaches the tournament organisers.

Please ensure that you are aware of:

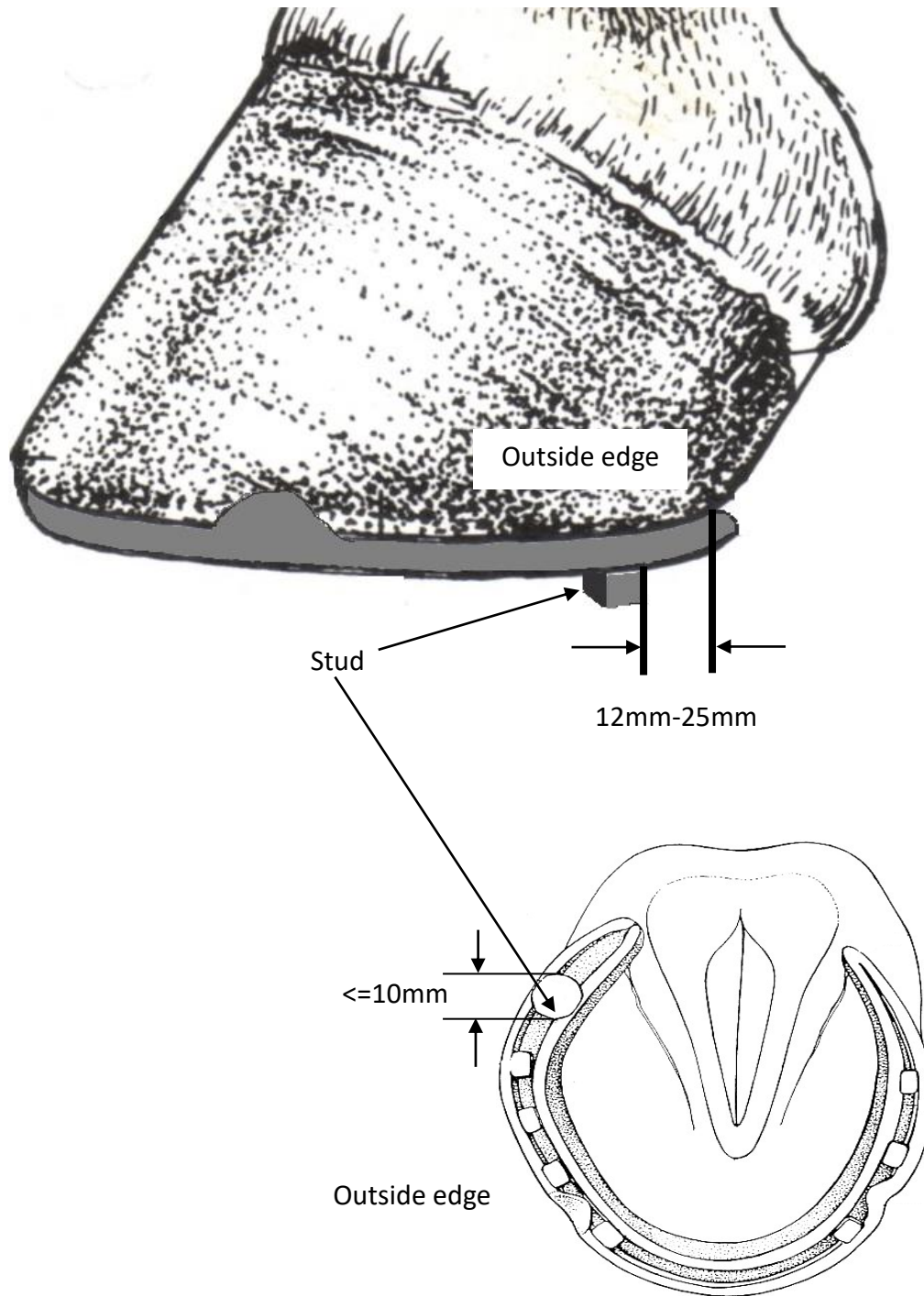
- The procedures for recording any players sent off.
- How to monitor the timing should the sending off be for a time interval or part of a chukka, rather than the whole game.
- The method for advising the umpires and the offending player when penalty time is completed.

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Players/horses on warnings should be declared by the player in question to the umpire and to the table. If they are not sure, but could be, they should also declare to the umpire and table. Disciplinary action may ensue if they fail to do this.

UKPA STUD RULES



UKPA Rule 27(m)

(m) Studs. Plain, flat ended studs may be used, limited in size to 1cm cube and without a hardened core, and placed only on the outside of the hind shoes. The stud is to be between 12mm and 25mm from the edge of the heel (UKPA Rule).

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AIR AMBULANCE PROCEDURES

If the Air Ambulance must be called the pilot will attempt to contact the original caller from the air to judge the severity of the incident. This will influence the landing site selection.

On arrival overhead, the aircraft will normally circle the area at least 3 times at about 500ft to assess the ground situation.

The aircraft will land in to wind where possible. If they notice that their presence is causing panic amongst the horses they will abort their landing.

No one is to approach the aircraft on the ground until the rotors have stopped turning **completely**.

Action Checklist

If the Air Ambulance is called the following actions shall be taken, under the control of the Tournament Director and Field Marshals as applicable;

- All pitch flags on the incident pitch and adjacent pitches to be removed to a safe place
- All goal posts to be taken down and laid on the ground, pointing to the centre of the pitch.
- All items of loose equipment, paper, rubbish etc., which may be affected by the downwash from the ambulance, are to be stowed away safely.
- All dogs are moved well away from the area of the pitches
- All horses are moved well away from the area and monitored by their owners
- All spectators are to be moved well away from the affected pitch
- Play must stop on all pitches and remain stopped until the Air Ambulance has left the area
- Regular announcements are to be made over the PA system that the Air Ambulance is approaching (or leaving) and that persons should ensure their horses are to be monitored during its approach and take off

Items are only to be replaced and play recommenced once the aircraft has left the scene and the immediate airspace.

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UKPA SCORE SHEET



Tournament		Date	
Pitch		Division	
Field Marshal			

Scorer		Timekeeper	
Umpire		Umpire	
Goal Judge 1		Goal Judge 2	
Goal Judge 3		Goal Judge 4	

Team Name				Team Name			
Players (initial, surname)	Horse Name	Capt - X Studs-S	No. of DPR*	Players (initial, surname)	Horse Name	Capt. - X Studs-S	No. of DPR*
1.				1.			
2.				2.			
3.				3.			
1.				1.			
2.				2.			
3.				3.			

Chukka	Sub-total	Total	Chukka	Sub-total	Total
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
Total			Total		

Umpire's signature		Umpire's signature	
Captain's signature		Captain's signature	

Comments / Dangerous Vices / Goal on board details (Please write clearly)
 (Accidents and other incidents to be recorded on Playing Incident Report {PIR})
 *(Dangerous play incidents to be recorded on Dangerous Play Record {DPR})

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UKPA SCORE SHEET - SECTIONAL

Tournament		Date	
Pitch		Time	
Field Marshal			
Scorer		Timekeeper	
Umpire		Umpire	
Goal Judge 1		Goal Judge 2	
Goal Judge 3		Goal Judge 4	

Division (Game 1)							
Team Name				Team Name			
Players (initial, surname)	Horse Name	Capt. - X Studs-S	No. of DPR*	Players (initial, surname)	Horse Name	Capt. - X Studs-S	No. of DPR*
1.				1.			
2.				2.			
3.				3.			
Chukka		Sub-total	Total	Chukka		Sub-total	Total
1.				1.			
2.				2.			
3.				3.			
4.				4.			
Total				Total			
Captain's signature				Captain's signature			

Division (Game 2)							
Team Name				Team Name			
Players (initial, surname)	Horse Name	Capt. - X Studs-S	No. of DPR*	Players (initial, surname)	Horse Name	Capt. - X Studs-S	No. of DPR*
1.				1.			
2.				2.			
3.				3.			
Chukka		Sub-total	Total	Chukka		Sub-total	Total
1.				1.			
2.				2.			
3.				3.			
4.				4.			
Total				Total			
Captain's signature				Captain's signature			

Umpire's signature	Umpire's signature
---------------------------	---------------------------

Comments / Dangerous Vices / Goal on board details (Please write clearly)
 (Accidents and other incidents to be recorded on Playing Incident Report {PIR})
 *(Dangerous play incidents to be recorded on Dangerous Play Record {DPR})



UKPA Tournament Pack 2018 PLAYING INCIDENT REPORT (PIR)

A PIR shall be raised either when a player receives attention by a medic or when a horse has to be vetted out, due to an injury received on the pitch. Where an ambulance has to be called or a player is taken to hospital a Major Accident Report (MAR) is also to be completed.

Tournament		Date	
Pitch	Division	Time	
Field Marshal			

Area on Pitch Where the Incident Occurred			
Details of Injuries (Indicated by Medic)			
Person(s) involved			
Medic Name		Signed	
Has a UKPA Major Accident Report (MAR) been completed?		YES/NO	
Details of Any Horse Injuries (Indicated By HWO/Vet)			
Horses Involved			
Vet/HWO Name		Signed	
Umpires'/Field Marshal Reports			
(Give a summary of the events leading up to the incident and the incident itself)			
Signed		Name	
Signed		Name	
Record of Possible Witnesses (for serious/disputed incidents or if MAR completed)			
Name		Name	
Name		Name	
Name		Name	

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MAJOR ACCIDENT/INCIDENT REPORT (MAR)

To be completed if a player is taken to hospital by ambulance due to an injury sustained on the pitch or for any other major incident or accident.

Tournament Name	
------------------------	--

Date and Time of Accident			
Name(s) Of Injured Person(s) (IP)			
Ambulance Type and Number Attended	Land		Air
Arrival Time(s) of Ambulance(s)			
Departure time(s) of Ambulance(s)			

DETAILS OF INCIDENT Give further details of the Incident	
Detailed Description of Incident	
Suspected Cause of Incident	
First Aid actions taken on the scene prior to Ambulance arriving	
State of IP on leaving site (if known)	

Ground Conditions	WET/DRY/HARD/SOFT/SLIPPERY/FIRM
Weather Conditions	WET/DRY/SUNNY/CLOUDY/WINDY/CALM/FOGGY/MISTY

Name of person completing this form (Please Print)		Position (Field Marshal, Umpire etc.)	
Signed		Contact No.	



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DANGEROUS PLAY RECORD (DPR)

To be completed when a player is penalised for dangerous play (usually by a Penalty 4 {Goal on the Board}). Use for more than one game.

TOURNAMENT		DATE		PITCH	
------------	--	------	--	-------	--

Player Name	Team (Club)	Time of Incident	Details	Umpire Name

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UKPA DANGEROUS VICES PROCEDURES

1. No horse shall play with a dangerous vice, such as kicking, biting or rearing (UKPA Rulebook Rule 9c). If a horse has been ruled as a horse with a vice and sent off the field a Dangerous Vice Record (DVR) is to be completed. (Report that supplies information about the incident and a chart to record colour, gender, height, brands, markings and scars etc.).
1. Where a horse has been sent off the field for displaying a dangerous vice and it is being disputed then two Executive Umpires (independent to the player) plus a member of the Executive must be called. They will discuss the situation in the first instance to allow an initial assessment to be made and to consider whether the full DVR procedure is required. If the DVR is not progressed, a note must be made on the score sheet that it was discussed, and no further action is required.
2. If the DVR process is progressed, then the DVR is to be given to the owner of the horse and a note of its issue recorded on the relevant score sheet. A copy of the details is to be kept and returned with the tournament paperwork.
3. A horse which bites may carry out the procedure with a tack attachment (e.g. Flash nose Band) which prevents it from biting. At all future practices and tournaments, the tack attachment shall be used. Should the owner/player wish to play the horse without the attachment the horse shall repeat the following procedure without the attachment.
4. For the horse to be eligible to play again the following procedure shall be followed:
 - 4.1. The horse shall be played at three club practices under the supervision of an Executive Umpire, 'A' Grade Umpire or other person approved by the UKPA Chief Umpire. Details of the practices shall be recorded on the DVR. Each practice shall include at least 30 minutes of play with other horses in game type conditions.
 - 4.2. Once the horse has failed to show the vice during three practices in a row the owner/player shall notify the UKPA Chief Umpire of the first tournament that they intend to return to compete. At that tournament at least three games shall be monitored by the Chief Umpire, Executive Umpire, 'A' Grade Umpire or other person approved by the Chief Umpire. Details of the games shall be recorded on the DVR.
 - 4.3. If the horse shows any sign of vice again the horse shall be removed from the field and competition. The horse shall be banned from Polocrosse for the rest of its life. A note is to be made on the DVR. If the horse does not show the vice the DVR shall be noted as such and the horse is free to compete without further specific monitoring.
5. The DVR form is to be returned to the UKPA for recording (see the Tournament pack for the DVR).
6. Should the horse exhibit the same vice again at a later date it shall be banned from polocrosse for the rest of its life. The Chief Umpire and Executive Horse Welfare Officer shall be informed.
7. Should the horse be played again in a tournament without the authority of the Chief Umpire after completion of the above procedure the horse shall be immediately banned from playing at that tournament and the details reported to the UKPA secretary for disciplinary action against the horse's owner/player.
8. A DVR can be appealed by the player/horse owner who received the DVR by following the appeals process as follows;
 - 8.1. A written appeal must be provided to the Chief Umpire within 72 hours of the horse being sent off.
 - 8.2. The chief umpire will form an appeals committee with at least 2 executive umpires (different from those involved in the initial assessment) from independent clubs to that player/horse owner and an Executive Committee member (different to the one involved in the initial assessment).
 - 8.3. The appeals committee will review the DVR and the appeal, and a decision will be made on whether the DVR stands or is to be revoked. A majority in the committee must be reached.
 - 8.4. The DVR will stand until the player/horse owner has been officially notified in writing of the outcome by the UKPA.
 - 8.5. The appeal at any point can be stopped by the Executive Committee

These notes must be printed on the back of the DVR forms

The UKPA will endeavour to provide Tournament organisers with carbonised copies of the DVR. The white copy is to be given to the owner of the horse and the coloured copy returned to the UKPA with the rest of the tournament paperwork.

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DANGEROUS VICE RECORD (DVR)

See the UKPA Handbook, Appendix 1 to Section 5.1, for further details of the DVR system

Section A to be completed by the issuing official			
Tournament/Event		Date	
Horse Name		Owner Name	
Official's Name		Official's Signature	
Horse Height	hh	Horse Colour	
Passport Number		Any Distinguishing Marks	
Details of Vice Exhibited and Situation in which it occurred			

Section B to be completed by an authorised person at practices.				
Practices Attended				
Date	Duration	Result*	Signed	Name

* Result is 'Clear' or 'Reoffended'

Section C to be completed by owner
Details of any Special Tack fitted if Vice is Biting

Section D to be completed by an authorised person at a tournament			
Tournament		Date	
Games Witnessed by...			
Name	Signed	Result*	

* Result is 'Clear' or 'Reoffended'

Section E to be completed by the Chief Umpire.			
The above horse is/is not approved for playing in tournaments (delete as applicable)			
Signed		Date	

GOAL JUDGE GUIDANCE

- If only one goal judge is agreed to cover the goal, then they must take on both responsibilities of watching the post and the D
- One goal judge should watch to see if the ball passes between the posts **at any height**.
They should wear the yellow vest.
It is best for them to move such that they keep the No1 in line with the centre of the goal. This gives them the best angle should the ball go close to the posts.
- One goal judge should watch the 'D' line to ensure the horse's feet are outside this line **when the ball is released**. If the horse's foot is on the line this is a 'no-goal'.
They should wear the orange vest.
- Each judge should declare a 'goal' or 'no-goal' independently. The umpire will need to see two 'yes's' to award a goal.
- Please ensure you declare a 'goal' or 'no-goal' immediately, do not wait to collect the ball first.
- **To declare a goal**, raise your racquet or your arm straight up above your head
- **To declare a no-goal** swish the stick, or your arm, to and fro in front of you at knee level.
- **Ball on the line** - if the ball is on the goal line it is a goal.
- When the ball goes out over the back line you may indicate to the umpire the point where it left the pitch.
- The umpires may overrule your decision, that is their prerogative

SAFETY POINTS

- Goal judges must stand at least 3 metres behind the goal line for safety
- Concentrate on the game and the position of the players in the area
- Goal judges must remain standing during play
- Players are not allowed to ride between the posts so immediately behind the posts is generally the safest place to stand
- Before turning to collect a ball check first that you are not going to run in to the path of an oncoming horse.
- Only goal judges are allowed in the 12m safety area behind the goal
- Do not leave any articles on the ground that may interfere with a horse, E.g. A chair, racquet.
- Only persons over the age of 14 years are permitted to goal judge.

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TOURNAMENT UMPIRE PACK

The Tournament Umpire is always to be a UKPA qualified umpire with suitable experience and knowledge of the game and the UKPA rules. Ideally, they should be a UKPA Executive Umpire.

The Tournament Umpire is responsible for the safe, effective and UKPA compliant running of the umpiring during the tournament. Specifically:

- Producing the umpiring list for the games.
- Liaising with the Chief Umpire prior to the tournament for any items to be highlighted to all umpires and ensuring that any specific points are made available to umpires on pitch side tables.
- Managing the umpiring system during the tournament and monitoring the quality of umpiring – especially when problems are flagged up to them in a particular instance.
- Approving umpire duty changes.
- Adjudicating in ruling disputes and advising the TADC as required.
- Producing the Umpires' duties list for onwards transmission to the UKPA sec/Chief Umpire.

Umpiring Duties

No umpire shall referee a game above their approved umpiring grading without the express permission of the Chief Umpire.

Where an umpire is double graded (e.g. D/E) this means they are allowed to umpire up to a D grade match but must be paired with a full 'D' grade umpire as a **minimum**.

As far as practical, there should be at least one umpire with an umpire grading one division above the level of play they are umpiring.

Where a non-standard division is included (e.g. 'Novice') the level of umpire required shall be determined by the highest grades included in the division. The Chief Umpire is to be consulted if there is any doubt.

As far as is practical, the lower divisions should not be umpired by two low graded umpires. This is to try and ensure that good quality play is encouraged early on in a player's career.

Umpiring Changes

There shall be a system in place to ensure that umpiring changes are made with the approval of the Tournament umpire, e.g. a 'chit' system (see Umpiring Change Approval Form in this Pack). Before giving approval, the Tournament Umpire must consider the factors summarised above. Records of approved changes are to be returned to the UKPA secretary, in case of disputes.

Side Line Umpire

If a game is unable to start due to the late arrival of one umpire the game may proceed using an un-mounted umpire on the far side under the following stipulations.

- a. With the permission of the Tournament Organiser
- b. Only allowed if the game is grade 'D' or below.
- c. Side line umpire should run far side
- d. Must be a 'C' grade or higher qualified umpire
- e. Mounted umpire must be a fully graded umpire for that division, i.e. Not 'E/D'

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EXECUTIVE UMPIRES

Authority

Effectively Executive Umpires have the same authority as the Chief Umpire at tournaments.

At tournaments they have the authority to:

- a. Stop a game at any point if they believe the standard of umpiring in the game is causing a safety issue. This shall be executed through the Field Marshal.
- b. Require an umpire to be replaced if they believe that the umpire is unsafe and causing a hazard to the players. This shall be executed through the Field Marshal.
- c. Override the decision of a game umpire if they believe the decision was clearly in error and will have a significant effect upon the outcome of the tournament division. This shall be executed through the Field Marshal.
- d. At a suitable point during the game, offer advice to the umpires over a particular point of Rule or a general point of the umpiring.

In the event of (a), (b) or (c) above, the situation shall be reported to the Tournament Umpire as soon as possible and the Chief Umpire in due course.

Where their decision in (a) to (d) above is disputed support should be sought from another Executive Umpire or the Tournament Umpire. The Tournament Umpire will have the final say.

Where they are adjudicating on a matter regarding their own club they shall take great care to ensure they act fairly and should consider obtaining the independent opinion of another Executive umpire or the Tournament Umpire at the earliest opportunity.

When carrying out their duties the Executive Umpires should be aware of the need to maintain the authority of the game umpires and shall offer advice etc. out of earshot of the players and spectators where practical.

Prior to interfering in a game, they shall make their presence known to the Field Marshal, unless it is an urgent safety matter.

Complaints

Any complaints about the conduct of an Executive umpire shall be made, in the first instance, to the Tournament umpire.

If the Tournament Umpire is not able to resolve the issue it may be taken to the Tournament Arbitration committee (if relevant) or passed to the Chief Umpire for resolution. All complaints shall be brought to the attention of the Chief Umpire in due course.

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UMPIRING CHANGE APPROVAL

TOURNAMENT			
DATE			
PITCH			
GAME DIVISION			
GAME TIME			
OTHER UMPIRE (Name and Grade)			
Permission is requested to change umpire			
FROM		TO	
NAME	GRADE	NAME	GRADE
APPROVED			
SIGN		NAME	



UMPIRING CHANGE APPROVAL

TOURNAMENT			
DATE			
PITCH			
GAME DIVISION			
GAME TIME			
OTHER UMPIRE (Name and Grade)			
Permission is requested to change umpire			
FROM		TO	
NAME	GRADE	NAME	GRADE
APPROVED			
SIGN		NAME	

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HEALTH AND SAFETY

The Tournament H&S Officer has a vital role to play in ensuring the safety and health of all persons at the tournament.

Ideally the H&S officer should be a person with some H&S experience or qualification and with sufficient experienced of Polocrosse tournaments to allow them to identify and understand the hazards present.

FOOD HYGIENE

Mobile Caterers

All mobile caterers must register with their local authority. Request a copy of their registration.

Event Catering

Basic food hygiene conditions are to be adhered to as a minimum. Preferably someone involved in food preparation should have a food hygiene qualification.

Suitable hygienic gloves are to be used by all persons handling food.

Anti-bacterial cleaning agents are to be available for cleaning of surfaces.

Any raw meat and perishable foods are to be kept in suitable temperature conditions, e.g. a refrigerator or ice box down to 5°C.

Further guidance on food hygiene can be found at:

http://www.cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf

FIRE SAFETY RISK ASSESSMENT (FSRA)

An FSRA is to be carried out to reduce the risk of a fire breaking out. The attached UKPA FSRA Proforma may be used or a similar form covering the same steps.

Further guidance can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

CONTRACTORS SAFETY BRIEF

All contractors (outside caterers etc.) shall be given a safety brief identifying hazards associated with the tournament. This brief shall include a written notice summarizing the contents of the brief (See Contractors Safety Brief Proforma).

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FIRE SAFETY RISK ASSESSMENT

TOURNAMENT		DATE	
ASSESSOR		SIGNATURE	

ASSESSMENT	ACTIONS
<p>What Potential sources of fire (heat) are there? E.g. BBQs, Hot Plates, ovens, generators, other naked flames</p>	
<p>What flammable substances are there? E.g. Wood, paper, fuel, alcohol, cardboard.</p>	
<p>Considering the above two factors (Heat and Fuel); where do they exist together and could potentially cause a fire?</p>	
<p>What actions have you taken to separate heat and fuel?</p>	
<p>What actions have you taken to prevent a fire when heat and fuel have to exist together? E.g. remove away from people, provide fire extinguishers, set up warning notices</p>	
<p>What Training have (will) you carried out for staff?</p>	
<p>What is your plan if a fire does break out?</p>	

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RISK ASSESSMENT

A Risk Assessment shall be carried out prior to all activities organised under the auspices of the UKPA, completing each appropriate section of this form and adding, as necessary, any hazards not included in the document.

The attached Risk Assessment proforma is to be used unless specific authority has been agreed with the UKPA beforehand.

Please note that "Risk levels" are subjective and should be based on perceived levels of severity of the hazard's consequence and probable probability of its occurrence.

The completed document must be sent to the UKPA Secretary at least 7 days prior to the start of the event.

Definitions

Hazard – *the potential of a substance, activity or process to cause harm.*

Risk – *The probability that harm will be caused by a hazard multiplied by the likely severity of that harm.*

Risk levels are, *High, Med, Low, N/A*

For example:

- A hazard that is considered likely to occur, but the harm is of low severity may be regarded as a *Med* risk
- A hazard that is considered unlikely to occur, but the harm is of a high severity may also be regarded as a *Med* risk.

As a guide:

High Risk – an event which is likely to occur with severe results (death, serious injury)

Med Risk – a hazard that unlikely to occur but has serious harm potential

Low Risk – a hazard which is unlikely to occur or produce serious harm

Children and Young Adults

Ensure that any tasks or activities that children or young persons are asked to undertake are appropriate to their age, capability and maturity.

Acceptable Risk Levels

All risks shall be brought *as low as reasonably achievable*, but down to '*Med*' as a minimum.

If a risk is highlighted as a *High* risk further actions shall be taken to reduce it to at least a *med* risk.

Possible Actions

Any of these actions that are not used are to be ~~deleted~~. Any additional actions used are to be written in.

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Tournament Name		Venue Address Including Post Code and/or OS grid Reference		
Tournament Date				
Assessor Name(s)			Assessor Signature(s)	

Hazard Location	Hazards	Risks	Action to reduce a risk to acceptable level or eliminate it	Risk Level Assessment
Event site entrance and exit	Inadequate turning space for wide Horseboxes & Trailers	Obstruction of on- coming traffic Vehicle collision Person injury	<ul style="list-style-type: none"> • Warning signs, post stewards, one-way system, use alternative entrance, widen entrance 	
	Obstructed visibility of approaching vehicles at exit	Vehicle collision Person injury	<ul style="list-style-type: none"> • Cut back obstruction, post stewards, use alternative exit 	
	Poor ground conditions e.g. ruts, mud, potholes	Vehicle damage Person injury Vehicle obstruction	<ul style="list-style-type: none"> • Level ground 	
Event site	Escape from site by “loose horses”	Person injury Horse injury	<ul style="list-style-type: none"> • Ensure site perimeter is secure and gates are shut. 	
Event site vehicle routes	Vehicle movement	Person injury	<ul style="list-style-type: none"> • Separate routes for vehicles and pedestrians, vehicle speed limits. • Prohibition of vehicle movement during hours of darkness. • Restrict vehicle access to campsite to horse transport vehicles only. • Sign posting • Post signs prohibiting vehicles being driven other than by licensed and insured drivers. 	

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Hazard Location	Hazards	Risks	Action to reduce a risk to acceptable level or eliminate it	Risk Level Assessment
Event site Public Rights of Way	Vehicle movement	Person injury	<ul style="list-style-type: none"> • Possible temporary diversion of Right of Way. • Fence Right of Way to protect public. • Sign posting 	
Event site horse routes	Horse movement	Person injury	<ul style="list-style-type: none"> • Restrict horse movement to “Walk” other than on Field of Play and designated Warm-up areas. • Ensure horse pens are in accordance with UKPA Horse Welfare Rules • Sign posting. 	
Playing Fields	Uneven surface	Person injury through horses falling	<ul style="list-style-type: none"> • Fill holes, roll ground. • Umpires and Field Marshals to monitor ground condition and abandon play if surface deteriorates to become unsafe. 	
Playing Fields (Continued over page)	Falls by players & horses	Person injury/Fatality	<ul style="list-style-type: none"> • No play unless paramedics are available on site before play commences. • Regular PA announcements that dogs must be on a lead at all times. • Horse ambulance to be available with access to playing fields during play. • Verify radio communication with paramedics and with and between Field Marshals and Tournament Secretary. • Verify Tournament Secretary has a telephone and the telephone numbers of local police and A&E hospital as well as Post Code and OS Grid Reference of the site. • Check mobile phones have adequate signal strength. • Major Incident Management Procedure awareness by Field Marshals. <p>(Continued over page)</p>	

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Hazard Location	Hazards	Risks	Action to reduce a risk to acceptable level or eliminate it	Risk Level Assessment
Playing Fields	Spectators/Officials struck by a horse	Person injury/Fatality	<ul style="list-style-type: none"> • Safety Zones at sides and ends of playing fields in accordance with UKPA Health & Safety Procedures. (If not, a separate safety assessment is to be made) • Field Marshals and Umpires to enforce. • Safety Zones to be clear of people before starting and during play. • Goal judges to wear hi-viz vest/jacket and optional protective helmets to be available. 	
Camping Areas	Danger to campers in tents from horse and vehicles. Obstruction to emergency vehicle access	Persons in tents injured by vehicles, ridden and loose horses Emergency vehicles unable to access fires or injured people.	<ul style="list-style-type: none"> • Provide a separate, field or “roped off” area for campers’ tents with prohibited entry to horses and vehicles. • Ensure vehicles are parked and horse pens are located so as not to obstruct access for emergency vehicles. • Prohibit tents in “General” areas and those with access to horses and vehicles. • Banning movement of vehicles after 10pm • Setting up clear roadways (eg. mown grass) • Providing roadway lighting 	

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Hazard Location	Hazards	Risks	Action to reduce a risk to acceptable level or eliminate it	Risk Level Assessment
General areas	Portable Generators	Fire, Electric Shock, burns	<ul style="list-style-type: none"> • Rope off generator areas • Ensure fuel is securely stored in appropriate containers, not adjacent to the generators. • Ban filling generators while they are running. • Ensure appropriate funnels are available for fuelling. • Ensure electricity cables do not cross pedestrian/vehicle/horse routes 	
Catering areas	Gas fired equipment	Explosion, fire, burns	<ul style="list-style-type: none"> • Restrict accumulation of flammable material • Locate and secure gas containers to reduce the risk of them being knocked over. • Ensure spare gas containers are stored in a secure location, not adjacent to the gas appliances. <p>See Fire Safety Risk Assessment</p>	
Entertainment areas	Fire Intoxication	Person injury	<ul style="list-style-type: none"> • Fire extinguishers to be available. • Avoid accumulation of flammable materials. • Check lighting and sound systems for electric shock and fire hazards. • Refuse sale of alcohol to “under18s” and to people perceived to be unsafely intoxicated. <p>See Fire Safety Risk Assessment</p>	

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Hazard Location	Hazards	Risks	Action to reduce a risk to acceptable level or eliminate it	Risk Level Assessment



PARAMEDIC CHECKLIST

A copy of this document is to be provided to each Paramedic and EMT.

Date			
Tournament Name			
Venue Address (including Postcode)			
Tournament Contact (Director)			
Contact No. (mobile)			
Paramedic Name		HPC No.	
2nd Medic Name (if applicable)			
2nd Medic Qualification			
OS grid Reference of Venue			
Address of nearest hospital with A&E (Including postcode)			
Contact No of hospital			



CONTRACTORS SAFETY BRIEF

This brief is designed to inform you of hazards that exist around the event site. You are required to adhere to all the safety instructions within this brief and as detailed to you by Event officials.

- Horses – horses are inherently unpredictable animals and you should not approach one unless invited to do so by the rider.
- Electric Fences – Horses are penned in by electric fencing which will give a painful electric shock if touched.
- Dogs – all dogs MUST be kept on a lead and under control at all times during the event.
- Playing pitches have safety zones around their perimeters; you are not to enter these zones while play is in progress.
- Vehicles will be traversing the event site; you are to give way to vehicles.
- All vehicles are to keep to a 5 mph speed limit at all times while on the event site.
- All vehicles shall give way to horses.
- Each pitch has a Field Marshal in control; you are to obey their instructions when by their pitch.

Other Hazards and instructions:

Event Director's Name:

Event Director's Contact Number:

Dated:



UKPA PUBLIC LIABILITY INSURANCE NOTICE

The UKPA provides **Public Liability Insurance** to its members. The main details of insurance cover are as follows: Policy No. D1894058, via the Equine Division of Howden UK Group Ltd, part of Hyperion Insurance Group.

Liability for claims for damage by third parties against the UKPA, its members and/or its insurers.

Property owned by or used for Polocrosse events organised by the UKPA Executive or its member clubs which are the responsibility of the insured, excluding motor vehicles their parts or accessories.

The UKPA Public Liability indemnity limit is £5,000,000 and conditions are applicable.

The policy cover is limited to incidents, which occur in the United Kingdom.

A full report must be addressed to the Secretary of the UKPA, as soon as possible, following an incident of loss, injury or damage occurring during activities under the auspices of, or associated with, the UKPA.

LIABILITY EXCLUSION

Horse riding activities may be dangerous for the rider, officials, spectators and the general public, causing injury or damage to persons, animals and property.

All persons taking part in, or as spectators of, UKPA activities do so at their own risk.

The UKPA, its Officers and agents accept no liability for loss, damage or injury to persons, animals or property other than that required by Government legislation.

All persons bring any property on to the site at their own risk.