



Setting up at horse of the year

This ESNZ officials' newsletter is designed to keep you updated on all things 'official' including rule updates, seminar/course dates, health and safety, interesting discipline news etc.

## WORKSHOPS AND TRAINING

Pop the dates below in your diary! We are combining board meetings and the AGA with a Concussion workshop and Governance training for board members to enable as many of you as possible to participate. The Concussion workshop and Governance training are free of charge and will be in Wellington. Please register your interest with Heidi Bulfin at [sport@equestrian.org.nz](mailto:sport@equestrian.org.nz)

8 October 2018	9 October 2018
Morning - early afternoon Discipline Board Meetings	Morning Boardworks Governance Training Graeme Nahkies from Boardworks
Lunch/ Nibbles	Lunch/ Nibbles 1pm AGA
Afternoon Concussion workshop Dr Stephen Kara from Axis Sports Medicine	Afternoon 3-5pm - ESNZ Board meeting

expected to provide effective direction and oversight for your respective disciplines which includes being financially responsible as part of the ESNZ structure.

Governance training is useful expertise to have. The following topics will be covered in the workshop:

- The challenges of organisational governance
- The nature and importance of the board's role
- Getting (and keeping) the board focused on its own job
- Strategic and policy leadership at the board level
- Enhancing the best use of the board's time
- Factors relating to the conduct of effective board meetings
- Linking governance and management
- Expectations of individual board members

### GOVERNANCE TRAINING FOR BOARD MEMBERS

A half-day governance training workshop for discipline board members and anyone aspiring to be a board member will be held on the morning of 9 October. The training will be conducted by Graeme Nahkies of Boardworks <https://boardworksinternational.com/>

Discipline board members, particularly those new to the role, are encouraged to attend. As board members you are

### FIRST AID TRAINING

First Aid provider the Red Cross offers a sports specific first aid course, which is a shortened course focusing on sports injuries. These are mainly run, routinely, in the larger centres but can be also run privately if groups request this. The course is four hours long and costs \$70 per person (with the certificate valid for two years), but they also offer group discounts for 10 or more persons.

<https://www.redcross.org.nz/first-aid/all-available-courses/sports-first-aid/>



# DISCIPLINARY SYSTEM REVIEW

ESNZ has engaged sport lawyers Gibson Sheat to review and provide options to the ESNZ board for an updated disciplinary system.

The ESNZ board recognised that the current legal system was delivering well at competition level with sound Ground Jury and Appeal Committee processes. However, beyond that, the increasing number of complaints and issues that could only be sent to the Judicial Committee was going to require a different approach.

Gibson Sheat will be recommending an intermediate process which will be able to deal more quickly and efficiently with most disciplinary issues. More to come on this once the ESNZ board has received options. Gibson Sheat has also identified a number of issues and anomalies in the General Regulations, discipline rules and bylaws that will be fixed over time.

This review dovetails with the Constitution Review which requires an updated legal disciplinary system referenced in any new constitution. The constitution review will be part of a wide consultation process with all members.

It is important to note that ESNZ will be taking a hard line with behavioural issues that reflect badly on the sport in the future. A key change to our processes already in the General Regulations will see all official warnings made public on the website.

Officials and volunteers are urged to use the verbal and official warning processes at any events by discussing issues with the Ground Juries whenever they feel it is warranted. It will take a collective approach to delivering better behaviour in the arena and outside of it!

# AFFILIATED EVENTS AND INSURANCE

All affiliated ESNZ events that are run in accordance with ESNZ General Regulations, Discipline Rules and have a clear Health and Safety Plan are covered by our insurance. That means all ESNZ members (including casual) and ESNZ officials are covered by our policy while at ESNZ events.

From August 2018 any events that are not run by ESNZ area groups, the RAS or NZPCA will be required to be affiliated with ESNZ. This is so that any event can use the ESNZ rules, officials and disciplinary system, and so any ESNZ officials working at these events are covered by insurance.

All ESNZ officials must be financial members of ESNZ to be covered by our insurance (either full membership or non-competing membership). It will also be up to you to check online whether your sports day down the road has

paid an affiliation fee to be able to use your services in a way that ensures you are covered by ESNZ insurance.

Events can sign up to be affiliated online at [www.nzequestrian.org.nz](http://www.nzequestrian.org.nz) and can be immediately affiliated for \$60.

If you are officiating overseas, FEI events will always be covered by the FEI's insurance, however, at non-FEI events overseas you won't be covered by FEI or ESNZ insurance. We are working on a way that we can help officials with this.



# OFFICIAL WARNING PROCEDURE - YELLOW CARD

ESNZ currently has an Official Warning Procedure whereby ESNZ officials can issue the warning for the inappropriate applicable behaviour/action. It is then filed with ESNZ and the recipient is sent a letter and it is added to their profile on the database.

The new website now has the functionality to log all warnings online. And the system will send the email automatically to the person, the issuing official and ESNZ.

## OFFICIAL WARNINGS ARE GIVEN FOR

- Abuse of horse
- Safety of others
- Incorrect behaviour
- Abuse/disregard of official
- Dangerous riding
- Non-compliance with rules

ESNZ officials will be able to log in, select which offence above applies and record it in the database against a member's profile\*. They will then receive notification and copy that they have registered the Official Warning.

All members will be able to see this information on the database when they are logged on (just as anyone can view the Yellow Card notifications on the FEI website).

Riders will receive notification of being given a warning card and will have to tick a box to say they have accepted the warning.

ESNZ admins will be able to run a report showing all Official Warnings, and will also be able to report by discipline.

Official Warnings will still be recorded with the date because if a rider receives more than one in a 12 month time period there are further consequences.

\*Training will be given to all Officials on how to record the Yellow Card warnings online.



Gary Sinclair – measuring up



# CONCUSSION AND SERIOUS INJURY BLUE CARD

One of the main jobs of ESNZ officials at events is keeping riders safe. ESNZ takes concussion injuries very seriously. We are doing a number of things to support officials in their job, particularly with respect to concussion.



## THERE ARE THREE KEY STEPS IN RECOGNISING AND MANAGING CONCUSSION INJURIES:

- **Recognising** the signs and symptoms of concussion and seeking urgent medical treatment if required
- **Removing** the person from the event
- **Returning** to competition

## RECOGNISING THE SYMPTOMS

Officials have an important role in observing possible concussion and its effects (e.g. behaviour/symptoms) and should take responsibility for removing the injured rider from the event. In cases of uncertainty always adopt a conservative approach – If in doubt sit them out.

Concussion can occur when a rider receives an impact to the head or body that causes the brain to shake inside the skull, so is not necessarily caused by direct impact to the head. If a rider is knocked out or loses consciousness they have obviously sustained a concussion, but it is important to remember that a person can be concussed without losing consciousness.

The Concussion Checklist is an essential tool for determining the signs and symptoms of concussion. ESNZ has a supply of these pocket-sized checklists and can provide them on request or you can order them direct from ACC <https://accsportsmart.co.nz/home/resources/>

To help an unconscious rider:

- Apply first aid principles – DRSABC (Danger, Response, Send for help, Airway, Breathing, Circulation).
- Treat all unconscious riders as though they have a neck injury.
- An unconscious rider must ONLY be moved by a medical professional trained in spinal immobilisation techniques.
- Call 111 if you are concerned about the risk of head or neck injury as urgent hospital care is required.

Leading up to the start of the competition season later this year we will be providing information and training to all involved in equestrian sports to reduce the risks associated with concussion. ESNZ is supporting officials with our Blue Card process. We will continue to raise awareness by publishing information on concussion and the new policy in plenty of time before the start of the new season. There is also an opportunity for the disciplines to talk about this at their upcoming AGMs and conferences.

ESNZ has been working with Dr Stephen Kara of Axis Sports Clinic to finalise a Concussion policy for use in ESNZ competition. Information will be provided at the disciplines' AGMs in June and July and training for officials will be provided by Dr Kara in conjunction with ESNZ's AGA on 8 October (see AGA Workshops and Training). The workshop will cover the Concussion policy, the role of ESNZ officials with respect to the policy and its implementation (the Blue Card process) and what symptoms to look for with suspected concussion.





Immediately after a fall, the rider may feel completely fine, as concussion symptoms may take hours or days to appear. When a rider gets back on to ride or compete with a concussion, they put themselves at unnecessary risk of suffering from another blow that could cause devastating, life changing consequences.

## REMOVE FROM THE EVENT

Riders who are concussed are often unaware of their symptoms and may want to continue riding. It is imperative that the Ground Jury at the event takes responsibility for the rider's wellbeing, assesses the rider and make an informed choice about whether the rider should continue to ride or not – if any doubt the rider must be removed from the event as per the Blue Card process.

In order to help limit the risk of re-injury soon after a concussion, ESNZ's Blue Card process has been developed to keep riders safe and to support officials in their duty of care:

### General Regulation 150:

1. The Ground Jury may at any time exclude from further participation in a competition or an entire event any rider who is deemed unfit to continue by reason of a serious or potentially serious injury, impairment or health condition. Medical clearance to compete again must be given by a registered GP or registered medical specialist.
2. If a concussion or serious injury is suspected by a member of the Ground Jury at the event, the rider should be immediately removed from participating and be issued with a Blue Card concussion note\*\*. A Blue Card means that a rider is stood down from all riding activities until clearance from a registered GP or registered medical specialist can be obtained. A copy of their Blue Card will also go straight to ESNZ, which will then go on that rider's profile.
3. If a rider issued with a Blue Card at an event refuses to withdraw from the event, this may result in disciplinary action taken through the disciplinary process set out in the ESNZ general regulations.
4. All riders who have been withdrawn from competition due to a suspected concussion are required to provide ESNZ with a medical clearance note from a registered GP or registered medical specialist before they are able to compete again. Once this has been received the Blue Card will be withdrawn and removed from a rider's profile.
5. If a rider who has been issued with a Blue Card competes without first providing medical clearance, this may result in disciplinary action taken through the ESNZ disciplinary process set out in the ESNZ general regulations.

\*\*ESNZ will give training to Officials on how to lodge a Blue Card on our website

Even if there are no immediate symptoms of concussion these can show up later, so it is important to keep a close eye on the rider.

Make sure the rider has a 'buddy' (parent/guardian/family member/friend) who will ensure they are monitored, not left alone for the first four hours and will get the rider home safely. Riders with a suspected concussion should not drive a motor vehicle.

Give a Concussion Checklist to the rider and their buddy/guardian so everyone knows what to watch for over the first 24 - 48 hours.

Concussed riders must get urgent medical treatment if they show signs of:

- Worsening headache
- Increased drowsiness or can't be woken up
- Vomiting
- Increased confusion or agitation
- Weakness in any limbs
- Slurred speech
- Loss of consciousness or seizure.

Returning to competition

Riders should not return to riding until symptom free AND medically cleared (as per the ESNZ Blue Card process above).

If a rider returns too soon, while symptoms are still present, it will slow recovery and put them at risk of further concussions.

If a rider sustains a second concussion before the previous one has fully resolved the impact will be more severe and can in some instances be fatal.

### More information

To assist in the awareness process, it is recommended that all officials familiarise themselves with any online Concussion learning site.

<https://www.cdc.gov/headsup/index.html>

and download the CDC HEADS UP App from the apple or google smartphone stores.

HeadsUp online concussion training - <https://www.cdc.gov/headsup/youthsports/training/index.html>

Brain 101 20 minute online concussion training - <http://brain101.orcasinc.com/4000/>

ACC-funded concussion clinics - <https://www.axissportsmedicine.co.nz/our-services/concussion-clinic/>

ACC Concussion Guide - <https://accsportsmart.co.nz/assets/assets-final/resources-final/acc7554-accsportsmart-concussion-coach-guidebook.pdf>

Riders4Helmets - <https://www.riders4helmets.com/>



# DRUG FREE SPORT - ATHLETE TESTING NEXT SEASON

Both Drug Free Sport NZ (DFSNZ) and FEI have indicated to ESNZ that they will increase athlete drug testing in the 2018/2019 season.

“It is vital that everyone participating in equestrian sport fully understands the importance of clean sport and the rules they must adhere to, at both national and international level,” said ESNZ’s General Manager Dana Kirkpatrick.

The rules apply to both human and equine athletes.

Officials play an important role in promoting the clean sport message and in helping to educate riders and their support people.

Testing of horses and riders can take place at both National and International competitions. National competition testing in New Zealand is carried out and governed by Drug Free Sport NZ. The FEI Code governs FEI events. Horse and rider testing can take place at any FEI event, any time.

Dana urges all riders to familiarise themselves with banned substances.

“Things you might never suspect as being on the banned substance list or ingredients in what you might consider harmless supplements often catch people out,” she said.

There are excellent DFSNZ anti-doping e-learning courses and resources available and ESNZ urges all involved

in equestrian sports to educate themselves <https://drugfreesport.org.nz/what-we-do/education/e-learning/>

The FEI also provides a lot of information about the FEI anti-doping Code for humans and horses <https://inside.fei.org/content/anti-doping-rules>

Both DFSNZ and FEI rules are aligned to those set by the World Anti-Doping Agency (WADA) <https://www.wada-ama.org/>

ESNZ has athlete testing booklets and wallet cards in stock to give out as applicable.

## THERAPEUTIC USE EXEMPTIONS (TUES)

TUEs will often be granted for certain controlled medications if taken for medicinal purposes and supported by the athlete’s GP or health specialist.

For National testing, TUEs can be granted and approved retroactively, however, for International testing, retroactive TUE applications will not be accepted and therefore all TUE applications must be submitted for approval before the athlete competes with the medication in their system.



It would be good practice for those not competing in FEI competition to also submit TUE applications to DFSNZ before competing.

Any athletes competing in FEI competition, or considering doing so, should take note of this website page and follow the recommended steps:

<https://drugfreesport.org.nz/for-athletes/information-for-athletes-that-may-be-tested/therapeutic-use-exemptions/>

## THE PROHIBITED LIST

Supplements such as protein shakes, pre-workout shakes, energy drinks, herbal remedies or vitamins continue to be an issue for NZ athletes.

### From DFSNZ

No supplement is 100% safe, however batch tested products are the lowest risk. Be aware that batch tested supplements do not provide a guarantee against testing positive.

Supplements can be accidentally cross contaminated by other substances made in the same factory, or can be deliberately spiked by the company to ensure users get results.

Many supplements have inaccurate labelling. Ingredients can have more than 20 different names and not every version is listed on the label. Labels may also fail to list every ingredient or refer to “proprietary blends” where ingredients are not specified. Many studies suggest there is little evidence that athletes need supplements given a well-balanced diet.

Most recreational drugs are prohibited in sport and many are stored in the body for an extended time period. Use of them is taking a great risk.

## DANGERS OF DOPING

Doping is a concern beyond being against the rules of sport. There are risks associated with using supplements, as well as the health consequences associated with specific substances (including steroids, EPO, stimulants, hGH, masking agents, marijuana and narcotics).

For more information - <https://www.wada-ama.org/en/resources/education-and-prevention/dangers-of-doping-get-the-facts>

# GROUND JURIES FOR EVENTS

Some of our sports' smaller events often run without Ground Juries which negates any disciplinary process for competitors should it arise.

It is important that competitors have access to a disciplinary process at any ESNZ event where points or qualifications towards Championship Events, HOY, etc can be gained. At the very least two Ground Jury members need to be in attendance.

# FEI OFFICIALS EXCHANGE PROGRAMME

ESNZ officials are encouraged to apply for a new FEI Officials Exchange Programme which is available for all FEI officials in all FEI disciplines.

The exchange programme enables FEI officials to gain experience through officiating at events on a higher level than those available in their own country. The programme will help National Federations and FEI officials to get access to international events and to be an official member of the respective discipline team of officials.

FEI officials will be able to access financial contributions for travel, accommodation and other related expenses.

For more information and an application form <https://inside.fei.org/fei/your-role/official/reining/exchange-programme>



# GENERAL REGULATION CHANGES

There will be several important changes to the ESNZ General Regulations on 1 August 2018.

## Article 144: Complaints/Appeals

144.4. Complaints must be in writing signed by the complainant and lodged with the General Manager of ESNZ together with a deposit of \$500. Part of this deposit may be refundable, to be decided on by the Judicial Committee after the hearing.

## CHAPTER SIX: HORSES

### Article 127: Age Definition and Classification of Horses and Ponies

1. The minimum age for any horse entered in any event will be determined by the Discipline Board.
2. To compete as a pony in competitions under the Constitutional Rules and Regulations the pony must measure 148cm or under. The person responsible must be in the possession of an annual or life measurement certificate issued by the Royal Agricultural Society for that pony. A copy of this must be lodged with ESNZ on the pony's file to complete the process.
3. Classification of the height of a pony is up to and not exceeding 148cm. Once a pony is registered with ESNZ it may, if its height changes, be re-registered as a horse. However, once re-registered as a horse it cannot be registered again as a pony.
4. Classification of a horse is height over 148cm. Once a horse is registered with ESNZ it may, if its height changes, be re-registered as a pony, provided it has a current RAS height certificate or life certificate. However, once re-registered as a pony it cannot be registered again as a horse.

### 150. Officials and concussion rules

7. The Ground Jury may at any time exclude from further participation in a competition or an entire event any athlete who is deemed unfit to continue by reason of a serious or potentially serious injury, impairment or health condition. Medical clearance to compete again must be given by a registered GP or registered medical specialist.

8. If a concussion or serious injury is suspected by a member of the Ground Jury at the event, the rider should be immediately removed from participating and be issued with a Blue Card concussion note. A Blue Card means that a rider is stood down from all riding activities until clearance from a registered GP or registered medical specialist can be obtained. A copy of their Blue Card will also go straight to ESNZ, which will then go on that rider's profile.

8.1. All riders who have been withdrawn from competition due to a suspected concussion are required to provide

ESNZ with a medical clearance note from a registered GP or registered medical specialist before they are able to compete again. Once this has been received the Blue Card will be withdrawn.

8.2 If a rider who has been issued with a Blue Card competes without first providing medical clearance this may result in disciplinary action taken through the ESNZ disciplinary process set out in the ESNZ general regulations.

### Article 153: Minimum Standards for Medical Personnel and Services at National Federation Events

#### 1. Prior to the event Organising Committees:

- 1.1. Must notify the Regional Ambulance Control Room for that area of the date and location of the event and explain the potential accidents that can occur at such an event.
- 1.2. Should provide a centrally sited medical station with contact details of the nearest A&E or after hours GP.
- 1.3. Should ensure that there is good access to all parts of the course.
- 1.4. Should provide a good system of communication to and from all parts of the course and to emergency services.
- 1.5. Must have an agreement in place with the venue/ property owner as to the official take over times for the venue and who is responsible in case of an emergency before the competition begins and after it finishes.

#### 2. During the event:

- 2.1. A doctor or an ambulance staffed by an Ambulance Officer must be available within 30 minutes of being called.
- 2.2. A holder of a first aid certificate must be on the grounds at all times during competition hours with appropriate first aid kit/gear.

All events must also comply with discipline safety and medical rules as set out in the discipline rules.

### Annex a: minimum standards for esnz approved portable yards

The use of ESNZ approved portable yards at events is by permission of the Organising Committee. If portable yards are not allowed to be used this should be advertised in the event schedule.

<https://www.nzequestrian.org.nz/wp-content/uploads/esnz-portable-yards.pdf>