

MSEDA Safety Coordinator Manual 2024

Role of Safety Coordinator:

A MSEDA certified Safety Coordinator (SC) may take the place of a Technical Delegate in MSEDA sanctioned dressage schooling shows only. The role of the safety coordinator is to help management ensure horse and rider safety during the duration of the competition. The Safety Coordinator must arrive on competition grounds at least 45 minutes prior to the start of competition, and must remain on grounds throughout the duration of the competition. The SC may not have any other roles during the day, including EMT or a volunteer position. The Safety Coordinator should be familiar with the rules of dressage and the management of a dressage show.

Safety Coordinator's Job:

- I. The Safety Coordinator will oversee provisions for the safety and welfare of exhibitors, horses, and spectators.
- II. The Safety Coordinator will oversee medical services during the competition
 - A. The organizer is responsible for contracting emergency medical services for the competition, but the Safety Coordinator will act as the liaison between show management and emergency personnel.
 - B. The SC will conduct a meeting with medical services on the day of competition, but prior to the start of competition, to review the safety plan for the day.
 1. Pre-Competition Meeting Agenda
 - a) How will emergency medical personnel be contacted in case of an emergency? Where are emergency medical personnel to be stationed?
 - b) Who will call 911 in case of an emergency?
 - c) Where is the closest hospital?
 - d) Confirm address of competition grounds, share phone number for safety coordinator.
- III. The Safety Coordinator will:
 - A. Oversee/call emergency personnel in case of an emergency
 - B. Will ensure that accident report form is filled out in case of a horse or rider fall (MSEDA TD incident report form may be used)
 - C. Have their name and contact information posted at show office
 - D. Fill out *MSEDA Safety Coordinator Post-Competition Form* and submit to MSEDA within 5 days of the event.

Additional Roles of Judges if a Safety Coordinator is used in place of a Technical Delegate:

- I. Judge will arrive at least 30 minutes prior to the start of competition to confirm that the competition ring is set correctly, and to brief ring stewards/bit check to confirm they understand their job. Judge should ensure they have the correct tests with the correct years.
- II. Judge will have the final decision on any rule infractions.

- III. Judge will fill out *MSEDA Judge Post-Competition form* and submit to MSEDA

Additional Roles of Organizer if a Safety Coordinator is used in place of a Technical Delegate:

- I. Organizer will be in charge of enforcing rules, but can ask judge for clarification on rules if needed. Judge will have final say on rulings.
- II. Organizer will serve as conflict manager.
- III. Organizer should maintain their role in obtaining and communicating with emergency personnel prior to the competition. The Safety Coordinator's role does not begin until the day of competition.
- IV. As usual, any weather-related decisions will be made by the organizer.

Certification of Safety Coordinator:

A Safety Coordinator will watch online webinar posted on MSEDA website, and take the safety coordinator test before fulfilling duties of a safety coordinator at an MSEDA licensed competition. Only certified Safety Coordinators (listed on MSEDA website) are allowed to fulfill this role in place of a Technical Delegate.