

Role of Appointed Person

At each rally the organiser will allocate each group an **Appointed Person**. This will usually be a parent of a child participating in the rally. It is important that parents familiarise themselves with the responsibilities of the **Appointed Person**, and if appointed ensure they actively carry out the duties in accordance with the role. The role of **First Aider** is a different role this is normally the Instructor.

The role of the **Appointed Person** is as follows:

1. The Instructor is still in charge at all times.
2. If there is a minor accident/incident the instructor can deal with this swiftly and administer any minor first aid.
3. A more serious incident/accident. While the instructor is initially dealing with the situation, the appointed person is to gather up the remaining riders and keep them away from the area.
4. The instructor will make a decision if an ambulance is needed.
 - * If this is the case and the AP can sit with the casualty, the instructor will take the rest of the ride and carry on.
 - * If the accident is more serious. The Instructor will inform the AP to finish the activity and send all riders home.
5. For a minor incident/accident the instructor will fill in the Howdens form at a later time.
6. A more serious incident/accident, the AP to take out the Howdens incident/accident form. This will be a paper copy in the instructors first aid kit. Please fill this in as fully as possible. This form is then given to the instructor. [Report form for Incidents and Accidents.pdf](#) (this is the form to fill in at the scene of the accident – there will be a paper copy in the first aid box)
7. Before the rally. Please look on Horse Events and make sure you know how to find the What 3 Words for the venue. This is always listed on the HE area for that activity.

PLEASE REMEMBER THE INSTRUCTOR IS THE MAIN PERSON IN CHARGE, THESE ARE GUIDELINE JUST IN CASE YOU ARE NEEDED.

For Information:

Link to the Howdens online accident form. [Health and Safety | The Pony Club UK](#)

The defibrillator location finder: [DefibFinder - find the defibrillators nearest you.](#)

Concussion tool - [The Concussion Recognition Tool 6 \(CRT6\)](#)

[Incident-and-Accident-Reporting-Process.pdf](#) This is an explanation of what happens to all the data collected.

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