



**NSWERA Governance Manual
SMC Position Description - Document No. 7.4.15**

Position Title

Early Warning

Position Purpose

Ensure early intervention for NSWERA horses or riders that have a higher than normal failure to complete record, by employing an early warning monitoring system.

Principle Accountabilities & Performance Indicators.

Monitoring System

Liaise with the registrar to run a points report summary for NSWERA riders after each ride is entered in the database.

KPI – Report run and reviewed after each ride.

Analyse Report

Analyze the early warning report applying the threshold criteria and actions defined in rules H18 and R13 in the AERA Members Handbook presenting a report to the SMC with recommended actions.

KPI – Monthly report.

Actions

Draft and mail early warning letters to riders and owners as appropriate.

KPI – Formal notifications timely and filed.