

Guidelines for Event Organisers



A British Horse Society guide
to organising an equestrian event

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WHERE TO START

INTRODUCTION

These guidelines are aimed primarily at prospective organisers of British Horse Society Events and competitions. They will, however, also prove useful to those contemplating the organisation of non-BHS events.

The guidelines are by no means definitive and do not constitute legal advice. The intention is that the most commonly asked questions are broadly answered to assist would-be organisers in preparation for running equestrian activities.

The BHS relies heavily on volunteers – without whom the organisation of awareness-raising events and essential fund-raising would be virtually impossible.

Hundreds of successful BHS events take place every year, run by volunteers with all levels of ability and experience.

By following some simple steps, seeking help and advice, and allowing sufficient time to prepare and plan, event organisation can be a pleasurable and rewarding experience. You may even find it fun and rewarding!

Please don't be afraid to have a go – and thank you in advance for your support.

Much of the information and advice to be found here is generic to any type of event and competition, but where appropriate some references are made to the specific discipline or type of event. Potential organisers are strongly recommended to refer to the rules and guidelines for the particular discipline and those of the relevant organisation or National Governing Body (NGB).

These guidelines are intended as an aid to planning. Not everything mentioned will be necessary for your particular event but it should serve as an aide memoire in the planning of an event.

Committee

Organising any event can seem overwhelming at times, however, there are several key factors which can affect the smooth running and success of the day. One of the keys to success is ensuring that the most appropriate people are chosen to act as officials.

It can be very useful to:

- Consider nominating a Team Leader, to oversee all officials. At a large event, a leader or Chief Steward for each discipline or class will be required.
- Encourage individuals who are competent and confident to become actively involved in the organisational team.
- Avoid spreading people too thinly – try to have one person in charge of one section only, vehicle parking for instance.
- Try to allow team members to choose their role – they invariably do a better job than if working under duress.
- Ensure that all team members understand and are comfortable with, their own role and responsibilities – do not over face inexperienced members of the team.
- Encourage the team to share a positive attitude towards health and safety and the welfare of people and animals.
- Keep a completed Event Checklist in a Safety File (Appendix 1). Make sure all the team have access to and are familiar with, the file.

This file is an important document which should be kept up to date. All Health and Safety records, risk assessments and accident book should be available for inspection. The file must be kept safe year to year as a record of the health and safety standards met by the committee in the event of a claim of negligence being made. An up to date file will also assist in securing event insurance in the future.

The efficient organiser and secretary can undoubtedly do most of the preparatory work between them. However, at the time of the event it is impossible for the organiser to deal with everything, so it is advisable to involve others from the start.

Most events will benefit from the appointment of an Official Steward. If you are running an affiliated event this individual will be appointed by the NGB.

Initial Planning

Plan the event well in advance and in as much detail as possible. Once a possible venue has been found for your proposed event, then the task of setting a date becomes necessary. It is important to avoid a clash with other local events so check out the local

Darbys Solicitors LLP has provided assistance in the drafting of these guidelines. Please note that this information is not intended to constitute a complete or definitive statement of the law on any subject and is not intended to constitute legal advice in any specific situation. For advice on any particular situation, please contact Darbys on 01865 811700 or via www.darbys.co.uk. Darbys have a specialist Equine Law team advising on all aspects of equestrian related legal matters.

Newspapers and Riding/Pony Clubs Diary Dates for details. Make sure you consider the type of land at the venue as this will affect the times during the year when events can successfully take place.

It will then be necessary to:

- Check suitability of proposed site.
- Produce entry forms (see sample, Appendix 5).
- Produce an outline programme.
- Plan a budget for the event.
- Keep check lists and records of services, helpers and officials (see Appendix 1).
- Produce an outline running order for the event.
- Set entry fee and close of preliminary entry date.
- Set procedure for withdrawals and cancellations.
- Set procedure for disciplining participants.
- Appoint/designate officials vital to the running of the event – Safety Officer,
- Official Steward, Secretary etc.
- Decide a contingency plan for wet weather, unforeseen circumstances etc.

Finance

It is always wise to prepare a budget for even very small events. Preparing a budget is not a difficult task and it provides you with a financial guideline to the feasibility of the event. It can also help you work through the planning stages, provide a basis on which to set entry fees, and can be used as a checklist for services required.

The budget might include:

Expenditure

Hire of the proposed venue
Hire of other services (show jumps, PA equipment, horse ambulance, etc)
Expenses for officials (Doctors, Vets, Judges)
Judges' sheets
Numbers (competitors')
Catering
Rosettes and trophies
Prizes
Printing (programmes, schedules, etc)
Telephone
Portaloos
Tentage
Signs
Advertisements/publicity

Income

Entry Fees
Sponsorship (if applicable)
Programme sales
Advertising in programmes/schedules
Catering
Tradestands

Financial records

It is important to keep records so control can be exercised over income and expenditure, and a picture of the final financial outcome of the event can be obtained. Your County Treasurer is probably the best person to keep these records.

Suitability of site

It is vital that the Committee is confident that the chosen site is suitable for the planned event. If the site is unsuitable then it is pointless wasting any further time on the project, so it is important to have determined this as early in the process as possible.

The area needed to stage any event is of course influenced by the nature of the activity and the number of expected participants and spectators. The following pages provide a brief outline of the requirements.

Vehicular access

Consider carefully vehicular access to the site. If approached by narrow lanes, a temporary one-way system may need to be introduced. Seek advice from your local highways office and traffic police. Equally, if access is gained from a busy road, check to ensure it is safe for slow and turning vehicles. Consider asking police to supply warning signs.

Parking. It is essential that provision is made for adequate parking for horseboxes, officials and spectators. Horseboxes and trailers take up a good deal of space – competitors rarely park in an orderly manner. Entrances and exits to all parks need particular attention in case it is very wet on the day. Care needs to be taken when parking vehicles if the site is on a slope. Vehicles should be parked facing downhill and it is advisable to park horseboxes on the driest part of the parking area. It may be necessary to have a tractor and chain on standby, should ground conditions deteriorate.

A Parking Steward is almost always needed to direct vehicles into an appropriate space and he/she must be on site in plenty of time (competitors doing dressage will often arrive two hours before their class).

This role requires a capable person with a combination of friendly charm, stamina and authority (drivers can be very awkward – especially if they are late). The Steward should be easily identified, by wearing a reflective tabard/jacket. If the event is large, then several people will be needed to assist.

If there is to be a charge for parking, then more people will be needed, along with a float. If passes are to be used then the Parking Stewards should be fully briefed.

It is best to separate spectator parking from competitor parking – signs may be necessary to make this clear. A clear driveway through the site must be maintained at

all times to allow entrance to emergency vehicles.

NB: Measures should be taken to prevent loose horses escaping from the venue onto the Public Highway.

Layout

The showground should be laid out to provide easy access to all facilities and, wherever possible, horses and public should be kept apart. It should be attractive and convenient, allowing easy control of the event. Space for trade stands, secretary's tent, scoreboards and catering should be considered. Rope off any areas or items that pose a risk to participants. Consideration should also be given to the ground conditions in the proposed arenas and warming-up areas.

Public Rights Of Way (PROWs)

Some venues may have Public Rights of Way (PROWs) running through them and some thought should be given as to how these might affect the proposed event. Certainly, no competition arenas or warming-up areas should be sited so that a PROW runs through them unless a Temporary Closure Order has been sought. As a general rule PROWs may not be closed except by means of a Temporary Closure Order, which can be obtained from the local council. However, this may be necessary for big events on safety grounds (for instance, if a footpath crosses a race course, or cross-country course).

If there is a PROW on the showground, the organiser needs to consider how to ensure the safety and free passage of the public. Ideally, the event should be designed so that the horses and people attending the event are kept separate from users of the PROW, thus allowing uninterrupted public access. Where this is not possible, or where it would be problematical if free access could be obtained via the PROW rather than paid access via the event gate, then extra stewards will be required to escort *bona fide* users of the PROW through the event site while the event is taking place. The arrangements for allowing the free and safe passage of users of the PROW should be made clear to riders and other people attending the event.

Advice on matters relating to Rights of Way can be obtained from the Highway Authority in which your proposed venue is sited, and/or the Access department at Stoneleigh.

Open Access Areas – England and Wales

Mapped areas of mountain, moor, heath and downland and registered common land in England and Wales are now subject to a statutory right of open access on foot, which means that members of the public may be found walking anywhere on them. These areas are shown on Ordnance Survey maps. If the event is likely to interfere with the safety and free passage of the walking public, you should seek the advice of your local highway authority.

Scotland

In Scotland the law is different, the Land Reform (Scotland) Act and its associated Scottish Outdoor Access Code came into force in February 2005. This gives horse riders and carriage drivers a statutory right of non-motorised responsible access to most land in Scotland.

Anyone who is organising an event in Scotland should get permission from the land managers concerned, particularly if it needs facilities or services, or is likely to hinder land management, or to interfere with other peoples' enjoyment of the outdoors in any way.

Other considerations

Organisers will need to be aware if their proposed venue or the general location, is subject to any additional rules or procedures due to special status as a Site of Special Scientific Interest (SSSI) or as a National Nature Reserve.

Insurance

Insurance cover is intended to protect an event (and therefore the organisers), and chiefly seeks to take into account incidents and accidents affected by public liability legislation. The Society offers this cover at a suitable level to all BHS groups attempting to operate their normal recognised/affiliated activities and following agreed guidelines. Should you feel that your activity might fall outside what is seen as a 'normally recognised activity', then contact with headquarters should be made so that a check can be made with the insurers, that the activity would be covered.

It can be a great advantage for all participants in any event to carry their own public liability and personal accident policy. This is particularly so when the activity (eg. BHS TREC or a pleasure/sponsored ride) takes the participants away from the central venue. You may wish to consider making this cover a condition of entry.

The British Horse Society Insurance Brokers are responsible for settling any claims, which are made against our volunteers whilst organising, and running activities on our behalf. It is important, in order to assist in this process that:

1. No-one involved with the event should admit liability
2. Accurate written records should be kept of any incident, however small, which may lead to a claim being made.
3. A written disclaimer found at Appendix 5 is included in the programme and/or on the entry form.

General Administration

The following equipment and paperwork should not be overlooked.

Risk Assessment
Health & Safety Policy
Accident/Incident Book
Accident Report Form
Entry forms
Result sheets
Tack Notes for Stewards
Rule Books
Schedule
Competitors' numbers or bibs
Telephone book (a separate book with details of show contacts)

Secretary's box for the day of the show containing pens, pencils, rubbers, rulers, permanent marker pens, sellotape, stapler, scissors, plain envelopes, stamps, rubber bands, blank paper.

GENERAL CONSIDERATIONS FOR ALL COMPETITIONS

Most of the following facilities and services are required for most competitions and many need to be booked well in advance. Information about facilities and services may need to be included in the schedule so again, early planning is recommended.

The Organiser should ensure, and the Official Steward should check, that where necessary the following are considered:

ATV's* and Motorcycles

It is wise to use these vehicles only when absolutely necessary. However, motorcycles can be very useful for cross-country score collection. The Trail Riders Fellowship can often have members in your area who will help on the day (see useful contacts). The following points must be strictly adhered to:

Only event officials who have received proper training, hold current appropriate licences, have no serious convictions, have a reasonable accident record and are aged 17 or over (unless specially agreed by Underwriters) should drive/ride these machines. Passengers should not be carried (unless the vehicle is designed or adapted for that purpose), except in an emergency. Drivers, riders and passengers should wear motorcycle helmets of BS536 specification. The vehicles should be roadworthy and maintained in good condition – only to be used for purposes directly connected with the event. If machines travel on or across a public road, motor insurance is compulsory.

**Such machines need expert handling, as they are inherently unstable. A 20mph speed limit is advised.*

Buildings

If you are using buildings, emergency exits should be clearly signed. Adequate lighting is essential. Floors must be kept clean, dry and tidy. Liquid spills must be removed or sanded. Farm buildings and machinery should be cordoned off with 'no entry' signs to deter wandering spectators. Fire extinguishers must be provided in line with Fire Regulations. A No smoking policy should be adopted and all entrance doors to buildings should carry a No Smoking sign.

Catering

Any catering must comply with local Environmental Health Department legislation. Contact your local office for details of requirements.

Using a commercial business on the day to provide refreshments is usually the easiest option as they should have (check for this), a Local Authority Registration Certificate. If you intend to cater yourself (this can be quite lucrative), then you must complete the Risk Assessments and one member of your team should have completed the Basic Food Hygiene Certificate and direct the team accordingly.

There is a need to be fully aware of the requirements, when providing refreshments for others, as food poisoning is common. This may seem a lot of effort for a one-off occasion, but once completed you have the means to cater at any of your events.

Cattle Grids

Must be covered with mats, bales or cars to prevent injury to loose horses.

Children

Special precautions are necessary to ensure the safety of children. All of your team should be reminded of this as it is easy to be distracted. A friendly reminder to parents to keep an eye on their children can be made from time to time over the Public Address.

Communications

Radio communication can prove very useful and handsets can be purchased relatively cheaply or hired from your local Riding Club. Mobile phones can be very useful too – signal permitting. A PA System will be needed for larger events – the cables should be properly buried, to avoid damage from hooves and tyres.

Dogs

Loose dogs can cause a significant risk at equestrian events. It is important that all advertising/schedules/other documentation states clearly that dogs should be kept on a leash at all times. This information should be supplemented with signs at the event, displayed particularly prominently in the parking areas and at entrances to the venue. If dogs are not allowed at the venue, this must be made very clear on any schedule and/or publicity material. Dogs should not be left in cars and the practice should be actively discouraged.

Electricity

Check position and routes of overhead and underground electrical cables and distribution systems. Avoid danger from overhead electric lines and metal structures (flag-poles etc.). Check for recent examination and test certificates for electrical installations. Consider low voltage system trunking and cables. Consider also earthing and earth leakage protection. Arrange inspection and testing of electrical apparatus. Consider disconnection and removal of temporary installations, as well as protection of surface wiring.

First Aid Cover

The level of First Aid Cover required will depend upon:

- The type of event – it should be remembered that many accidents at equestrian events do not directly involve a horse.
- The size of the event – more competitors bring more supporters and larger events tend to attract spectators. Consider the cover you would expect to be in place if you were visiting the event yourself. Bigger events need more careful planning and greater control.
- The proximity of emergency services – how long would it take for the ambulance to arrive? If it normally takes more than thirty minutes for an ambulance to arrive, then there should perhaps be one on site.

A risk assessment should be carried out which will help determine the level of cover and number of First Aiders/Paramedics required. Your Regional Development Officer will be able to assist with this.

A minimum requirement for any event should be the presence of a qualified First Aider who could perhaps, be stationed with the Secretary. There are several First Aid qualifications. The Equine Specific First Aid Course has been developed to provide those who attend equestrian events or who work around horses, a basic understanding of how to deal with the most common equestrian injuries (details available via the BHS Training team – call 02476 840510).

Mobile phones provide us with immediate communication – provided a signal can be found. Always determine the location of the nearest land-line as back up (see Event check list) and make sure the team know where to find it.

The First Aid sites must be clearly sign-posted and identified.

A list of Doctors willing to act as Medical Officers at equestrian events can be obtained from the Medical Equestrian Association, Pegmore, Church Lane, Priors Norton GL2 9LS (Tel: 01664 840678).

Generators

Must be kept well clear of tentage. New generators run quite quietly – if yours is an old one, do not be tempted to muffle with bales of hay or straw!

Horses

Warm-up areas and routes by which horses move into or out of the arena/course should be kept separate or designed to avoid routes used by the public or vehicles as far as is reasonably practical. The organiser must be satisfied that those driving Heavy Horses are competent – they have passed the Road Driving Assessment.

Many NGBs have their own regulations concerning the handling of horses by children and these regulations should be adhered to. For unaffiliated events, it is recommended that organisers adhere to the requirements issued by the NGB of the relevant discipline. An adult should always be in attendance to take over if a child is having difficulty maintaining control of any animal.

Consideration should be given to how abusive behaviour, misuse or overuse of horses/ponies, and so on, is to be dealt with.

Occasionally, over-zealous competitors may be observed abusing their horse with whip, spur or bit. It is important that the event has a procedure in place for dealing with such reported instances and a designated official should be called upon to handle the situation tactfully yet effectively.

It may also be necessary to restrict the number of classes in which a horse/pony may be entered at one event.

Licences

If alcohol is to be sold then a license will be needed – a minimum of one month's notice is required. It is usually best to get the local pub to handle this for you. On a warm summer day it can be very pleasant – on a cold winter afternoon, tea, coffee and soup are usually more welcome!

Litter

Ensure sufficient bins etc. are available for the disposal of litter and make sure plans have been made for its disposal.

Toilets

There should be sufficient, toilets for the number of people expected and these should be inspected and re-stocked, as required, during the day. Nothing upsets visitors more than inappropriate facilities.

Liquid Petroleum Gas

Caterers and Trade Stands with LPG appliances should ensure that they have been tested by a competent person and be carefully sited and firmly secured. A record of tests/checks should be available.

Machinery

Only to be used by competent people. Loaned equipment must be fully serviced up to

date; plant and machinery must only be operated after adequate safety precautions have been taken; chainsaw operators should be correctly clothed and equipped; tow ropes and chains must be of adequate strength and attached to the towing tractor below the axle.

Marquees, Tents and Caravans

It may be necessary to provide a covered area or shelter for both officials and competitors. Careful thought should be given to access and egress – ensuring that doors are in appropriate places.

Guy ropes and pegs should ideally be cordoned in such a way to draw attention. Caterers may have special requirements for where power enters the tent. Fire extinguishers should be readily available. A trailer can provide a useful makeshift base for officials.

Photography

Photographs are a memento from equestrian events, and a commercial photographer can be a popular service at a competition. However, under the Data Protection Act, it is no longer acceptable for the organiser to hand over the addresses of those who have entered an event to a photographer. This information can be given to the photographer if competitors were asked, and gave their permission (on the entry form), for their addresses to be passed on. Alternatively, the photographer could have registration forms for competitors to fill in on the day of the event so that they give their address directly to the photographer themselves.

In addition, there are increasing concerns about the photographing of young people, and many youth organisations and schools no longer permit photography at events where all, or the majority, of participants are young people. Organisational committees need to be sensitive to these concerns and should consider how to deal with them.

Signposting

The approaches to the ground should be clearly signposted. The AA or RAC can undertake this, but usually require two or three months notice and will charge for their services. It is worthwhile considering the purchase of directional event signs – your Regional Development Officer can advise on this.

Stringing and Roping

Event sites frequently require string or rope to provide a physical barrier and a visual warning to spectators and competitors. Typical uses include marking the edge of cross-country courses, separating horses from pedestrians and vehicles, or creating a boundary to an arena.

When a barrier is required, the rope or string must not be permanently fixed to the post and the rope should not exceed lengths of more than 30 metres. The end of each length should be connected with a loop and all intermediate posts should be attached by a single turn around the post or an elastic band such that it would break when subjected to pressure from a given direction.

These measures should help reduce the risk of entanglement should the barrier be forcibly breached (by, for instance, a loose horse).

Ideally, wooden or plastic stakes should be used. The use of metal stakes should be avoided.

Telephone

Access to a telephone in case of emergency is essential. It can assist the Emergency Services if officials who may need to telephone can give them the Ordnance Survey (OS) grid reference of the entrance to the site. Any grid reference should include the relevant two letter National identification code. If relying on mobile telephones, ensure there is sufficient signal strength across the venue.

Veterinary Cover. It is important that there is adequate Veterinary cover. This may be "on call" at a short Pleasure Ride or full day presence at a one-day event. Facilities should also be available for the Veterinary Surgeon to deal with a badly injured horse or fatality. The Veterinary Surgeon must have access to all parts of the showground/cross-country course easily and quickly.

Screens and tarpaulins should always be available in case of a fatality. A four-wheel drive vehicle and trailer can be useful when dealing with injured horses.

Water

There should be a fresh water supply. If no supply is available, it is best to warn competitors in the schedule so that they can arrive prepared, with their own supply.

PUBLICITY AND ADVERTISING

Publicity is essential to the success of almost any riding event. Participants need to know an event's details to take part. Would-be spectators also need information to decide whether to attend and how to go about it.

Advertising is expensive and therefore it is wise to make full use of the cheaper options first. Flyers in local Tack Shops, Feed Merchants and Competition Venues are ideal – all that is then needed is a network of volunteers to place them out and about (easier said than done!).

Make sure your Flyers are clear, giving full details of the event. It is so easy to miss out key elements like the venue, the date and the point of contact.

Good publicity will help draw new sponsors and keep, existing ones happy by raising the profile. The value of publicity must never be underestimated and it can undoubtedly mean the difference between success and failure. Your Press Officer holds a key role.

The key to publicity is getting in touch with the regional media and the equestrian media – the newspapers, magazines, broadcasters and websites – that may run articles about the event.

If you do not already have this contact information, a good place to start is the newsagent's shop. Buy the local newspapers and look for their newsroom phone numbers and email addresses. Municipal information officers should also be able to give you contact details for local newspapers, radio and TV stations, and news websites, or you can always look in the local phone book and Yellow Pages.

The major national equestrian magazines include *Horse & Hound*, which is a high-circulation weekly publication, and the monthly magazines *Your Horse*, *Horse & Rider*, and *Horse*. And, of course, there is the BHS's own magazine, *British Horse*, currently having the largest circulation of any equine magazine.

At time of writing, these are the main contact details. *British Horse*: 02476 840505, communications@bhs.org.uk. *Horse & Hound*: 020 7261 5306. *Your Horse*, 01733 264666. *Horse & Rider*, 01428 601020. *Horse*, 020 7261 7969/6417.

Also look out for more specialised and regional equestrian media and the websites that may be interested in writing about your event – and add their details to your target list of media contacts.

Once you have this information, what should you do with it? It is vital that before you contact the media, you get your facts straight. You may decide to use a press release to publicise your event. If so, ensure it is clearly written and accurate, contains the information you need to get across, and your contact details. For more guidance on BHS press releases, please consult the BHS House Style which can be obtained from your regional BHS Development Officer, or directly from the BHS Communications Department on 08701 208880.

A Press Release is a great way to get some space in the local Press without having to part with money – a photograph from a previous event will always improve the chances of a piece being published – reporters love stories with a special/human touch and horses are nearly always photogenic!

Having written and checked your press release, phone the local and equestrian media to find out or confirm their email addresses or postal address, so you can send it to them. Always

follow up in appropriate time to check your press release has arrived and to see if further information is required by a journalist.

You would usually call the Newsdesk or Features Editor, although if you are after a simple listing, it could be Listings Editor or a sub-editor that you need to speak to. With broadcasters, you might speak to a station's news editor or writer, or a producer or researcher.

Tell the journalist the details of your event in a nutshell! Time is precious. If they are interested, they may pass you to a reporter or writer who will ask questions and take further details.

If appropriate, it is also worth inviting journalists and photographers to the event. But, remember, if they attend they will want access to activity of interest, will not expect to pay for entry, and should be given every reasonable help in their work.

A member of the group organising the event should act as a press officer and be available to journalists, photographers and camera crews on the day to smooth over any difficulties.

Finally, make a note of attending journalists' names and contact details for future use, assess coverage of your events (newspaper and magazine cuttings, radio and TV reports and website stories) – and learn from any mistakes!

* If you need help or advice on publicity for BHS events, contact the BHS Communications Department on 02476 840505.

JUDGES AND OFFICIALS

- Invite judges and officials as soon as possible and confirm, preferably in writing, the terms of their engagement.
Make sure they know the date of the competition, the time it starts, the duration of the competition (half day or full day), the time you require them to report to the Secretary, the venue (enclose a map if necessary) and what it is they are required to judge (if possible it can be advantageous to send them a copy of the particular test or task that they are to judge if known in advance).
Don't forget to enclose car passes/lunch tickets and so on if these are required, and perhaps a Rule Book for the relevant discipline. This is particularly important when running any kind of qualifying event.
- Check whether they charge expenses and/or fees. Be prepared to offer the agreed amount on the day of the competition, and ask for an invoice and/or receipt for payment whether by cash or cheque. Enter this into your budget.
- Depending on the discipline, some judges might require a writer. Some may wish to provide their own. If not, it is the organiser's responsibility to provide them. It may be advisable to have one or two spare officials.
- Make sure you have enough stewards to cover all your arenas, rings and other tasks. You will also require an arena party for jumping competitions, and emergency course builders for cross-country and TREC PTV courses. It may be advisable to provide an additional tack steward for certain events.
- Ask all judges, officials and stewards to present themselves well before the competition starts so that writers can be introduced to judges. Scoring material can be handed out well in advance together with arena orders and any potential problems solved prior to the start of the competition. Stewards and arena parties should be briefed at this point.
- There may be occasions when one person can carry two responsibilities, or indeed occasions when a whole new team is brought in at the lunchtime break. Fence/obstacle judging all day can be very tedious – a half-day is much easier for most people to commit to. However, a radical change involving a large number of people requires military precision – so be prepared.
- Look after your judges and officials on the day. Do not over work them. Give them adequate breaks with refreshments. If they enjoy their day, they may volunteer their services for the following year.

Always write and thank all officials and helpers after the event – it will be appreciated.

The following lists provide a guide only for the officials required at different types of events:

Dressage/Riding Test

Safety Officer	One Dressage Judge for each arena
One writer per judge	One Steward for each arena
Tack Inspector	

Show Jumping/Equitation Jumping

Safety Officer	One judge and writer
Course builder	Collecting Ring Steward
Tack Inspector	Time judge (showjumping only)
Arena Party (6 to 8 at larger shows, perhaps 2 at a small show)	
Commentator	

Cross-Country

Safety Officer
Cross-Country Course Builder
Collecting Ring Steward
Time Keepers (at least three)
Fence Judges
Fence Repair Team

Chief Cross-Country Steward
Cross-Country Control (at least two)
Cross-Country Starter
Commentator
Tack Inspector

BHS TREC

Safety Officer
Steward in charge of First Aid
Tack & equipment steward
Horse holders
Control of Paces steward,
timekeeper & judges
PTV Starter
PTV Obstacle judges

Technical Delegate (chief steward)
Traceur (orienteeing route)
Maproom steward
Checkpoint stewards

PTV course builder/steward
PTV Time keeper
Carpark/coralling steward

Non competitive events (sponsored rides/pleasure rides etc)

Safety Officer
Communications steward
Check point stewards (appropriate number according to length of route)

Steward in charge of First Aid
Car park steward

General (for all events)

Admission and car park stewards
Farrier
Scorers
Score sheet co-ordinator (see runners above)
Secretary and assistant

Programme sellers
Runners (mounted or on foot).
Scoreboard Keeper

HEALTH AND SAFETY GUIDELINES

In the modern world in which we live, the subject of Health and Safety gives rise to many queries and concerns. The primary reason for this stems from the increase in litigation following an accident.

This, in no way, should prevent or deter us from running events, as a litigious claim should only be successful if/when negligence is proven against an event organiser.

The detailed requirements of the law on Health and Safety Standards are extensive. Health and Safety is dependent upon the organisers of an event taking reasonable precautions and, just as important, upon those participating in or attending the event preventing accidents and abiding by the instructions given by officials and helpers at events.

It is vital that organisers do take reasonable precautions to ensure the health and safety of those at their events.

Most of the requirements at an event are covered specifically in the relevant discipline/organisation/National Governing Body (NGB) guidelines. Such subjects as car and horse box parking, communications, emergency services, medical cover, the procedure in the event of an accident or fatality and spectator safety are included elsewhere in this publication, but need to demonstrate that everyone involved has shown a duty of care, each for the other. What is vital is that a hazard, once identified, is not ignored and the attention of the Safety Officer is drawn to it. Many of these points may seem obvious when made, but may not be so obvious beforehand!

It should be appreciated that these guidelines are brief. For large events with a sizeable crowd, more trade stands and contractors, it would be sensible for the organiser to read a more comprehensive instruction. These are usually held by the relevant organisation or NGB. The committee may also wish to consult a specialist Health and Safety Adviser.

Health and Safety Adviser/Officer

A competent and knowledgeable person must be appointed as the Safety Adviser whatever size the event. The Safety Adviser should, where necessary, delegate the specific tasks involved to appropriate individuals, while maintaining an overall watch on Health and Safety.

All involved with the event should know the name of the adviser. It is important that the adviser attends and that health and safety is considered at every stage of an event.

A chain of command between all responsible officials and voluntary helpers involved in the organisation of the event must be established and everyone must be fully briefed on the duties delegated to them and they must understand their role in any emergency procedures.

Training for Safety Officers may be available in your area. Check with the BHS Safety Department for details.

The Health and Safety at Work Act 1974 places responsibility for safety on every person –competitor, organiser or spectator – present at an event. Although most of these guidelines refer to shows, organisers of any event – barbecues, instructional rides, lectures and demonstrations – should be aware of the implications of the Health and Safety at Work Act.

Board of Trustees

The Board of Trustees of The British Horse Society are ultimately responsible for meeting the

requirements of law with regard to Health, Safety and Welfare of BHS events. The Society's Health and Safety Policy falls under the remit and is reviewed by the Senior Executive of Safety, based at Stoneleigh.

Regional and County Committees as Event Organisers

At local level, no matter how low key the event, all members of the County or Regional Committee concerned must be informed of any planned events, as it is the committee as 'Organiser' which is responsible for the Safety, Health and Welfare, of everyone attending an event. The Committee should appoint a competent person to act as Safety Officer for each event they run.

The Safety Officer

The Safety Officer should be present at the event and should maintain overall control of Health and Safety – it is the Organiser however, who remains ultimately responsible on the day, for all actions or inactions.

The Organiser(s) of any event are expected to take *reasonable and practical* precautions to ensure the health, safety and welfare of those attending an event.

Health and Safety Standards

Health and Safety standards and requirements vary enormously from event to event. Whilst at a small event, the requirements may be met relatively easily, the same would not apply at a major international event with lots of trade stands, contractors and sizeable crowds.

Compliance with Health and Safety standards is as important during the preparation before an event and clearing up afterwards, as it is during the event. Almost all events are attended by parents with young families and by people with dogs, who often have no knowledge or understanding of horses, or how to behave when close to them.

Organisers, trade stand personnel, contractors and their respective employees as well as those who have any control of the premises or site on which the event is held, are responsible for ensuring that:

- Everything reasonably practicable is done to ensure the health, safety and welfare of those attending the event
- They conduct themselves so that they do not put themselves or anyone else at risk
- The access to and egress from the site is safe and unobstructed
- Members of the public and competitors are equally responsible for ensuring that they do not put other persons at risk, and that they co-operate with the organisers in complying with health and safety legislation

RISK ASSESSMENTS

No other two words are more capable of striking fear into an Organiser.

There really is nothing to worry about – it is simply a written down assessment of potential hazards or harmful situations – along with an evaluation of how likely it is that harm will occur. You probably do all of this in your head anyway – it is simply a case of getting your plans onto paper as a record of what is in place.

The assessments do not have to form a huge volume – but you should feel they are complete. The beauty of the system is that the assessments can be generic and may be appropriate for a whole host of events, with a little individual tweaking each time.

The Health and Safety at Work Act simply requires that:

- 1 You are able to demonstrate a 'Safe System of Work', which has been carefully planned and controlled
- 2 You take 'Reasonably Practical Steps' to ensure the Health, Safety and Welfare of all
- 3 You ensure that any equipment used is safe and has been inspected

The Health and Safety Statement should be posted in an appropriate place (usually with the Event Secretary) for all to see.

The following information aims to provide a basic understanding of the process to follow in order to carry out a Risk Assessment.

Please remember that there is nothing new here. Every time we ride we are faced with the need to assess hazards and decide who is at risk of injury from these hazards. We then take action to reduce the likelihood of an injury or accident occurring to those at risk. Some of you will be faced with decisions like this every day!

As Event Organisers, all we have to do is formalise the process by:

- Taking appropriate measures to keep the risk of injury to a minimum
 - Recording the necessary information and keeping it safe in a file to be updated annually.
- It is appropriate that the Safety Officer is responsible for undertaking the assessment and keeping the records.

Every event has unique features in terms of location or access for instance. Risk Assessment is basically common sense. However, it is essential that the process commences **before** the event and any 'significant findings' are recorded.

It is probably best to consider the assessment process in three stages:

Part 1 – The Preparation – collect all relevant information on:

- Location
- Restrictions imposed by the land owner
- Access to and exit from the site
- Local Authority restrictions e.g. Footpaths
- Duration of the event
- Number of expected competitors

- Number of expected spectators
- Number and type of vehicles expected including parking arrangements
- Facilities on site

The accident book is a source of information about previous accidents – can they be avoided this time?

Part Two – The Site Visit

This is essential if Risk Assessments are to be accurate and relevant.

Try to picture the event and identify the possible hazards. Ask yourself who might be harmed and identify the control measures, which may be required.

Consider amongst other things, the possible changes in ground conditions due to bad weather, the presence of overhead cables and any obstacles, which may interfere with access and exit routes. It can be very useful to make this a team effort.

Part Three - The Risk Assessment

Now is the time to assess the hazards by asking:

- How severe is the risk of injury?
- How likely is injury to occur?

These steps will prioritise the risks to be addressed and the control measures to be adopted. The intention should always be to eliminate a hazard if at all possible. If this is not possible, then existing control measures must be questioned as to whether they are adequate. If current measures are inadequate, then measures must be taken to limit the risk.

A sample Risk Assessment can be found at Appendix 4 along with a blank document at Appendix 3 for your use.

If you encounter difficulties, then your Regional Development Officer or the BHS Safety Department will be only too happy to assist.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR)

Any serious injury or death must be reported within 24 hours of occurrence using RIDDOR Form F2580 and a permanent record made. There are now a number of ways that you can report incidents to the Incident Contact Centre. They are:

By phone – 0845 300 9923 (8.30am to 5.00pm)

By fax – 0845 300 9924 (any time)

By Internet – www.riddor.gov.uk (any time)

By email – riddor@natbrit.com

By post – Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

*You can also obtain more information about RIDDOR from:
HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Tel: 01787 881165*

You are also asked to report RIDDOR incidents to the relevant discipline, organisation or NGB. In the case of BHS-organised events you should report to BHS Headquarters and your Regional Development Officer. Specified injuries include fracture of any bone, skull, spine or pelvis (but not bones in the hand or foot); loss of sight of an eye or a penetrating injury to the eye; the amputation or complete severing of any part of the body; injury resulting from an electric shock; loss of consciousness; any other injury which results in the injured person being admitted immediately into hospital for more than 24 hours, **and** incidents that did not result in a reportable injury but could have.

A permanent record must be kept of all reportable injuries, ill health and dangerous occurrences. All events are strongly advised to obtain an Accident Book from Her Majesty's Stationary Office, which should be lodged with the event organiser or secretary. All incidents should be noted in this book and it should be on site at the event.

Health and Safety Statement

Event organisers are required where there are five or more employees at the event, (and advised where there are fewer than five employees), to prepare a policy statement in respect of the overall safety of the event. The policy should include procedures to be followed in an emergency and should be included in the programme where appropriate. All disciplines, organisations and NGBs should have an umbrella Health & Safety Policy covering the general requirements of their particular activity. However, the existence of such a Statement does not remove the requirement for an individual event to produce one covering the specifics of the event that is to take place.

SPECIFIC COMPETITIONS

The following is included to give an indication of the steps necessary when considering the requirements for particular types of event. Each discipline/organisation/National Governing Body will have more detailed advice and guidelines and these should be referred to.

HORSE TRIALS

Details in the Dressage, Cross-Country and Showjumping sections will apply to those phases of a horse trials event.

DRESSAGE/RIDING TEST

Layout

Dressage Arenas come in two sizes - 20 metres x 40 metres, or 20 metres x 60 metres. In either case, a minimum distance of 10 metres should separate each arena and arenas from spectators.

This can make finding a suitable site very difficult!

The area needs to be flat – not as flat as a bowling green (although that would always be appreciated) but without hollows, bumps or ridges. A very gentle slope is acceptable if the site is limited.

Also keep a look out for man-hole covers, drains, stand pipes, etc. which may not be visible. Walk the whole area carefully. The going should be 'good' with adequate grass cover. Short grass as on a tennis court is too slippery.

Dressage no longer needs to be in a truly secluded spot, however, if part of a one-day-event, the arenas should, if possible, be at least 100 metres from the showjumping and out of sight and sound of galloping horses.

An area will be required for working in – the Collecting Ring. This area should be roped off from the dressage arenas and be sufficient in size for competitors to work in safely. If space is limited, then the Collecting Ring Steward will need to restrict entrance to this area i.e. the next ten horse/rider combinations due to compete. Lungeing should only be permitted if space is not at a premium.

Trainers and grooms will wish to enter the collecting areas at all competitions. This is unavoidable. It is, however, important to be vigilant and ask general spectators on foot to remain behind the ropes – signs may be needed to support this.

Try to make sure arenas are not positioned next to a hedge which may have cattle the other side, next to a road, or near the catering area. The arenas should be properly erected with the markers correctly positioned.

The arena should be marked either by:

- a continuous surround of white boards;
- intermittent white boards placed at each corner and opposite each marker;
- or
- painted white lines on the ground.

Additionally a centre line or, preferably, a mown track from 'A' to 'C' should be installed.

The arenas should be surrounded with rope and stakes not less than 10 metres from the edges of the arenas on all sides. The rope enclosing the arena(s) should not be

continuous and will require an entrance/exit for the competitors. All the arenas may be in the same enclosure, but there must be a gap of at least 10m (and preferably 15m) between their nearest points. Allow sufficient room for the judge to park a car at C (if no shelter is provided), with adequate access to and from the arena area. There should also be sufficient room for the horse to pass the car safely.

Equipment (for each arena)

- A suitable vehicle or shelter will be required for each judge and their writer. This should be opposite to the centre line of the arena and its front should be about 4.57m (15') from the arena at 'C'
- A bell, whistle or a car hooter (varied if arenas are close to each other) in order to indicate that a Test should commence
- A stop-watch or watch with good second hand to time any resistance by horse
- A board and pens for writer
- Judge's score sheets
- Paper clips
- Appropriate rule book i.e. British Dressage Rules/British Riding Club Rules for Dressage/British Riding Club Riding Test Rules – 1x Judge, 1x Tack Inspector
- A list of the competitors and their times of starting for each judge, steward and other officials

Competitors' Times

All tests have a suggested time allocation. The interval between tests is often best alternated, for instance six and seven minutes. Competitors' times should be calculated accordingly – i.e. 9.00, 9.07, 9.13. Shorter test will, of course, require shorter intervals. Judges should not be expected to judge for more than two hours without a refreshment break.

CROSS-COUNTRY/HUNTER TRIALS (incorporating Horse Trials)

Cross-Country courses vary enormously. At grass roots level, horses and riders tend not to be fully fit and this should be taken into consideration – especially where the terrain is quite hilly.

Advice should be sought from an appropriately experienced/qualified person regarding the suitability of a particular cross-country course. A *Novice* Cross-Country course is approximately 1 to 1³/₄ miles (1600-2800m) in length with 16 to 20 obstacles. Care should be taken to ensure that the first three or four fences are inviting. As much use as possible should be made of natural features. Timber for building fences must be strong and resilient and materials must be solid as well as being of adequate strength. It is practical for the time keeping arrangements that the start and finish of the Cross-Country course are adjacent to each other.

Novice in this instance means a course that is suitable to be ridden by novice riders. It should not be confused with British Eventing Novice standard.

SAFETY OF CROSS-COUNTRY FENCES

The most important single factor enabling a horse to judge a fence correctly is a really solid and impressive top line to the fence – which is why the increase in the size of timber used over recent years has been beneficial.

The next important factor is a good ground line – or at least the absolute absence of anything approaching a false ground line, i.e. material that is further away from the take-off than the top line and below it.

At all levels of event, fences with a spread, whether solid or open, are easier for horses to judge if the top is not completely horizontal, i.e. if they are an 'ascending spread'. The precise location and dimensions of an obstacle will determine whether it is necessary to make it ascending. It is believed that horses aim at or focus on the top line – if for any reason they cannot see the back of the fence clearly, they may not realise that they have to jump it.

Upright fences should be avoided at the lower levels. If absolutely necessary their use should be discussed with a British Eventing course designer. Any fence of post and rail construction will require frangible pins. Refer to *British Eventing Cross-Country Design and Build* for guidelines on this matter.

The Start and Finish should be marked with flags (red on the right and white on the left), and boards marked 'Start' and 'Finish'. Compulsory turning flags should be used only if absolutely necessary and should be of the appropriate colour. Yellow or orange direction flags can be used to help the rider follow the course. Obstacle numbers should be large enough to see easily and either secured in the ground or fastened to a flagpole or lightweight post at the right hand side of the obstacle. Obstacle flags should be made of plastic and should not have a pointed tip and be secured to the obstacle by a cable tie.

The length of the course should be measured and the Optimum Time (if being used) and Time Limit calculated. A plan of the course and the Optimum Time and Time Limit should be displayed in a prominent place either near the Secretary's tent or preferably by the collecting ring at the start of the course.

A repair party must be appointed with suitable transport. A supply of spare poles and fence-building materials should be placed in a convenient spot, ready to be transported to any obstacle where emergency repairs are needed.

The attention of organisers is particularly drawn to the inspection of the course and the Official Steward should be requested to inspect and approve the course in ample time before it is open to competitors. (Ideally, the Official Steward should first see the course several weeks before the event, or earlier if possible, so that there is time to make changes if necessary). It should be noted that the obstacles should be erected, dressed and numbered in their correct order and all flags should be in position prior to the inspection of the course by competitors.

At least one inviting solid, fixed fence flagged with a red (on right) and white (on left) flag should be provided near the Start as a practice fence.

Equipment

Flags for starter and jump stewards

Three stop watches or time clocks for time keepers

Time pads for time keepers

Boards with bulldog clips and pencils for all officials

Two-way radios

Fence Judge scoring books, whistles, stopwatches

Copies of the leaflet 'Notes for Fence Judges'

Emergency flags: Red - Doctor, Blue - Vet, and White - Fence Repair (one set per jump)

Cross-Country jump master score sheets

Master score sheet

Copy of appropriate rule book ie. British Eventing Rules or British Riding

Clubs Horse Trials Rules (if appropriate)

Timetable giving the time each competitor starts the cross-country

Plan of the course showing route to be followed and its length, optimum time and time limit, the numbering of obstacles, any compulsory turning points and obstacles having alternatives

Competitors' Times

Competitors' times should be allotted at two minute intervals. Competitors take about five minutes for this Test, thus three riders may be on the course at the same time. In order to be able to cope with unforeseen delays it is recommended that horses are not planned to start at less than two minute intervals. In this way the interval between starters can catch up after an accident or stoppage.

Specimen Timetable For Horse Trials (Based on at least two dressage arenas. Note: a later start of SJ and XC will be required if only one dressage arena used).

Dressage starts	09.00 a.m.
Showjumping starts	10.00 a.m.
Cross-country starts	11.00 a.m.
Prize giving	As soon after completion of class/competition as possible

NOTE: Do not forget to include coffee breaks for dressage judges and lunch break of one hour for other officials. Competitors must be allowed not less than 30 minutes interval between each phase.

Adjustments to the timetable

In Horse Trials/Eventing, it is essential, if the interest of spectators is to be maintained, that competitors in the Cross-Country and Showjumping should follow one another consecutively. The temptation to start competitors too early should be resisted, and should it become apparent that one Test is 'catching up' another, it is best to announce a complete break of, say, 30 minutes for tea or refreshments before proceeding. It is better to have one publicised break in competition rather than numerous irregular periods when no competitors appear. It should be the organiser's responsibility, in consultation with the official steward, to check at frequent intervals throughout the day the rate of progress of each Test and to make any adjustments necessary in the speed of the judging.

Fence Judges

It is essential that all fence judges should be called together for a thorough briefing on their duties before the start of the Test. (Allow 30-40 minutes for this, plus at least 40 minutes after the briefing for them to find and travel to their fences).

A separate briefing should be given on the use of radios and on radio procedure for those officials issued with them.

Fence judges should know what First Aid is available, where it is located and how it can be summoned i.e. Red Flag – First Aid, Doctor, Ambulance; Blue – Veterinary Surgeon; White – Fence Repair; All three – stop the course.

Each judge should be given score books, pencil and a board, Instructions for fence judges, red, blue and white flags, stop watch (as available), whistles, badges, list of competitors programme.

The score sheets should not be marked up beforehand, but the judges should be instructed to fill in the obstacle number and sheet serial number when the sheet is started, and the competitor's number and score as the competitor passes him. The sheets should be collected after every six competitors. The judge should sign each sheet. With some courses it may be possible for one judge to judge two or more obstacles, but they should use separate scorebooks for each.

All fence judges should be reminded to stay at their fence after the last competitor has completed the course until their last sheet has been collected, in order to ensure that prizegiving takes place promptly.

SHOWJUMPING/EQUITATION JUMPING

Advice should be sought from an appropriately experienced/qualified person regarding the building of showjumping courses.

Layout

The arena should be a roped enclosure about 60m (70 yds) by 80m (90 yds) minimum. Use the flattest ground available. Natural features in the ring (like trees) are acceptable provided the ring is spacious. Any rabbit holes etc must be sought out and filled. The ring should be roped and staked with the facility to close the entrance and exit during the course of a round. The rope enclosing the ring should not be of one continuous length.

The course should be designed to provide for a flowing performance; sharp turns and abrupt changes of direction should be avoided and it is undesirable to have too many

changes of direction in the course.

The length of the course should be measured and the Time Allowed calculated. A plan of the course, including jump-off course or courses should be displayed in the collecting ring. An identical plan should be provided for the judge. A dotted line on the course plan indicates an optional track that may be followed without penalty. A full line indicates a mandatory track that must be followed. The Time Allowed and Time Limit for the first round and for each jump-off must be shown.

The Start and Finish should each be marked with flags and boards marked 'Start' and 'Finish'. Obstacles should be made to look as solid as possible and should have good ground lines. Flimsy-looking obstacles should be avoided. Obstacles should not be less than 3.05m (10') wide (except stiles) and may be painted any colour. They should be numbered and the numbers placed on the right of the obstacle.

The course should be ready for inspection by competitors a reasonable time before the start of the competition and the judges should be requested to inspect and approve it before this time.

The Course Builder appointed should be sent a copy of the appropriate Rule Book prior to the event so that he can design the course in accordance with the rules laid down. He may also require a schedule. The Course Builder will need details of the fence material available to construct the course prior to the event.

A minimum of two, correctly flagged, practice fences (one spread and one upright), should be provided in a Collecting Ring adjacent to the main ring. The maximum height of the class should be marked on the upright/stand (it is not acceptable to practise over jumps higher than those in actual competition). Ideally, a third fence (cross pole) should be included. The Collecting Ring should be roped off if necessary.

Equipment

Stop watch (electronic timing is preferred when a stop watch can be used as 'backup')

Board on which is clipped the Judge's score sheets and pencil

Board with rough paper for calculating time penalties

Whistle or bell

Judge's box, with chairs and table

Copy of appropriate rules ie. BSJA Rules/British Riding Clubs Rules

List of competitors in order of starting for each official

Sufficient spare poles and equipment in case of breakages.

Arena Party

Chalk and blackboard for declarations

Competitors' Times

Competitors' Times should be allotted with two minute intervals.

BHS TREC

Specific advice regarding running BHS TREC events can be obtained from The British Horse Society. BHS TREC is a flexible activity and can take place in a wide range of facilities/venues. Of course you will need a suitable site for the competition but the approach to adopt is to find a site where there is as much in the natural landscape to utilise, and as little for you to do as possible. Suitable countryside for riding out is essential for the *Parcours D'Orientation et Regularite – Orienteering* (POR) phase. An area suitable for the *Control of Paces* (CG) and *Parcours en Terrain Varie – Cross-Country*

Trials course (PTV) phases will be required (anything between a field or two and a decent cross-country course length), and if a two-day event, consideration needs to be given to overnight parking and accommodation for both horses and competitors.

POR

This requires a suitable covered area for the map room with a safe area for horses to be held. The route should be safe, with as much off-road riding as possible. It is rarely possible to produce a route without the use of public highways, but care should be taken to avoid main roads, busy crossings and narrow minor roads with poor visibility. Where such use is unavoidable, consideration at the planning stage should be given to marshalling and the production of warning signs.

Competitors generally start at five-minute intervals, but this can be shortened or extended depending on circumstances. If the starting interval is shortened, it should not be reduced to less than three minutes as the competition loses its impact if riders just follow each other.

Checkpoints should be sited where they are not clearly visible to competitors from a distance, but there is sufficient area to hold a number of horses safely as they wait to start the next stage. The finish need not be the final destination for the riders, ie back at the venue, but competitors tend not to appreciate a very long hack back to the venue after they have been through the last checkpoint.

Control of Paces

Requires a 'track' approximately 2.0-4.0 metres wide, between 50 and 150 metres long. Ideally, the track should be flat and straight but the 'ideal' is often not possible. The track need not be entirely straight; it can even be a circular track and it can be sloped or may undulate. However, the slope/surface of the track should not present a risk to horse and rider.

PTV

The PTV course, by definition, should include varied terrain on which the obstacles are sited (see BHS TREC rulebook and BHS TREC Organisers guidelines for complete details). The course should be safely and solidly constructed, and pose a wide range of riding/horsemanship challenges.

TRAINING COURSES/ACTIVITIES

Some venues and facilities lend themselves to use for training sessions, but it is vital to check that there is existing insurance cover and that it will cover the proposed activities for third party liability.

Training needs to be as well organised as a competition and many of the points mentioned in previous sections are relevant.

A suitably qualified person needs to be employed to take the sessions, and their own insurance cover must be confirmed. Anyone who is on The British Horse Society's Register of Instructors automatically has the required insurance.

The trainer must be confident and clear in front of a potentially large audience, while importantly being experienced and knowledgeable in the discipline they are going to instruct. Some trainers are excellent at teaching dressage, but have little knowledge of cross-country and visa versa. Try to employ somebody who has a good reputation for training. Do remember, however, that not all trainers' styles appeal to all riders, so take more than one person's advice.

The number of participants per group must be discussed with the trainer and adjusted

accordingly to the level of rider and the discipline being taught. A maximum group of six people per cross-country group is a good working number, but in dressage a trainer may prefer less people per group.

It is very important that the abilities of the riders and horses are matched. This is so that the trainer can set the level of work to the weakest member of the group and others within the same group do not feel there is no benefit for them.

Training can be advertised in the local press, tack shops and through local riding clubs. If the applicants are unknown then they must be encouraged to give an honest description of their, and their horse's abilities.

Health and Safety must always be a priority. Although ambulance cover may not be obligatory it may well be a good idea to have one available if training is taking place with many different people throughout the day. If this is not an option then thought must be given as to how an accident will be handled.

PLEASURE/ENDURANCE RIDES

Pleasure Rides and Endurance Rides are an increasingly popular equestrian activity, and while the former lacks the element of competition they should still be planned and organised as meticulously as a competition. The absence of a competitive edge on Pleasure Rides might remove a certain element of risk. However, this can be offset by increased numbers, and by the fact that many people who attend may not necessarily be as familiar with the requirements for organised events as regular competitors.

Vehicle parking

A suitable area efficiently managed is a vital component in determining the success of such events. If the event is to be run with a rolling start time it is a great advantage to have a separate entrance and exit to avoid traffic jams.

Timing

Unaffiliated Pleasure rides are usually from five to fifteen miles in length. Competitors with an unfit horse may take up to ninety minutes to complete five miles and as much as five hours to cover fifteen miles! This should be taken into account when sending off the last starter of the day.

A sensible rule is to insist all competitors covering the longer distances must start before 11 am – or you may be awaiting their return at dusk!

It can help the organisation of such events if individuals or groups are given an approximate start time to avoid everyone turning up at the same time. If the event does have a single start time (a guided trail ride, for instance) some consideration should be given to limiting numbers in addition to making sure that all participants are ready to start at the appropriate time.

Stewards

These types of event require strict stewarding if they are to be conducted safely, particularly where people are arriving, getting to the start and starting. Directions from the parking area to the start should be clearly sign-posted. Try, if possible, to use off-road routes – if some roadwork is unavoidable, then a Steward may be necessary, especially if a busy road is to be crossed. Numbered, brightly coloured tabards are strongly advised, as they improve rider visibility, on and off-road. These tabards can often be borrowed from local riding clubs or your Development Officer. A £5 returnable deposit will help ensure they are returned at the end of the day.

Communications

Depending on the type of event, check-point stewards with a good communications system are needed to check on progress and avoid the bunching of riders, to find riders who might have mislaid the route, or to summon help in the event of an accident.

Other considerations

The same Health and Safety requirements and reporting procedures apply to these types of event as to a competition.

HORSE SHOWS

Many of the requirements for running horse shows will be the same as for other equestrian events.

Venue

The venue should be of a suitable size to accommodate the event particularly with regard to parking. Ideally, competitor parking and spectator parking should be kept separate, and care should be taken to keep thoroughfares for spectators apart from horse walks, as far as is reasonably practical.

Rings

Sufficient rings should be sited as conveniently as possible for competitors whilst allowing for spectator viewing. The roping of rings deserves additional thought, as in the past this has been an area that has caused considerable safety concern. Any rings should be roped and staked with the facility to close the entrance and exit during the course of the round or class. The entrance and exit are best sited away from where spectators are likely to stand. Remember to treat any collecting rings in the same manner.

If using a permanent showground it is likely that existing rings will be properly fenced with steel or wood posts and a top rail with the gaps filled by steel mesh or pig netting. Remember that the purpose of these barriers is not just to keep horses in, but children, dogs etc out.

Where permanent show rings are not available, a cheap, safe and practical alternative needs to be sought. Generally, it is best to avoid the use of stakes with metal points altogether – preferably use 2in. diameter wooden stakes or plastic posts. Rope should be used between the stakes, not barrier tape, and the gaps should be filled in with pig netting. Where resources allow it is possible to use tubular crash barriers which should be staked sufficiently to provide rigidity. However, the most practical method for most organisers is a system of wooden stakes and ropes with a second ring allowing for about two metres of 'no mans land' between the inner and outer ring. Enclosure ropes should not be of one continuous length.

SCORING AT EVENTS

Few things upset competitors more than an inefficient, incorrect or slow scoring system. It is therefore wise to recruit an experienced team who can ensure scores make it to the board correctly calculated and promptly. Scorers should be provided with a quiet, comfortable place in which to work - a caravan can work very well. A power point may be needed if they choose to work with laptop and printer.

Each scorer should have a specific responsibility. There are a number of ways in which they can divide the duties (one to check all information has been inserted on judges' sheets as they arrive, one to input information onto Master Scoresheet, for instance). All calculations and entries should be checked by at least one other person, who should initial each sheet as he does so. This is as a matter of course and not a reflection on the accuracy or otherwise of the scorer's work.

Preparation

Organisers should insert beforehand on the 'cards' the numbers of the competitors and other necessary details. It is better not to fill in details on the 'sheets' beforehand, as competitors may not always compete in programme order and there is ample time for the judges to fill in the details during the course of the competition. The scorers should acquaint themselves prior to the competition or class with the scoring sheets and cards to be used and the method of calculating and producing results. It is advisable for them to meet together beforehand to discuss the work involved. Several copies of the programme or orders of starting should be handed to the scorers, together with the Master Score sheets and result sheets.

Scoring procedure

Every calculation and every result should be checked by a second person before the final scores and placings are announced. It is essential that the scorers have privacy and quiet for their work. They should be protected from the public and other officials not directly concerned with the scoring, but should not be located so far away as to cause inconvenience or delay.

Dressage

In each arena the judge uses one Dressage Score Sheet per competitor, which is marked by the judges' writer and signed by the judge. The sheets are collected and taken to the scorers at regular intervals. The scorer checks that all the movements have been marked, that the sheet has been signed by the Judge and if there are any penalties to be deducted for wrong course. The marks are added and penalties, if any, subtracted to give the total. (In Horse Trials dressage the score will need to be converted into penalty points). The scorer initials the sheet and it is checked and initialled by another scorer. The total is copied on to the appropriate Individual Results card, Master Score Sheet or scoreboard.

Experienced dressage judges and writers will have their own preferred methods but to avoid confusion it is advisable to agree the following details:

Errors of Course. Any movement in which an error of course is involved should be highlighted by the inclusion of an asterisk in the box alongside the mark for the movement. The total number of errors of course is entered into the space at the foot of the sheet at the end of the test. (The asterisk ensures that the scorer's attention is drawn to any error of course. The scorer will then make the appropriate reduction in the total mark.)

Doubled Marks. Certain movements in the dressage test are shown as attracting a possible mark of '10 x 2'. The collective marks at the foot of the test score sheet are also shown in this way. The judge and/or writer should enter a mark *out of ten* in the appropriate boxes and leave it to the scorer to double these during the calculation of the total score for each rider. Failure to be methodical and consistent about this could result in some scores being 'doubled' twice.

Missing Marks. If a mark for a movement is missing, the judge must immediately be asked to insert the intended mark. If the judge is unavailable, to avoid an unacceptable delay, the scorer (with the consent of the official steward) may obtain a substitute mark by calculating the arithmetic average of the collective marks (before they have been doubled) and using that figure.

Dressage: coefficients in Horse Trials. In order to reduce the influence of the dressage on the overall result, a coefficient (currently 50 percent for one and two day events and 60 percent for three-day events) should be used (check what is appropriate under the rules you are applying). For example, for a rider scoring 90 marks in a test where the maximum score is 170, the calculation would be $170 - 90 = 80$, therefore 50 percent = 40 penalties.

Cross-Country

A cross-country jump score sheet is used for each obstacle. The fence judge enters on this any penalties incurred at the obstacle. He completes and signs each sheet. The sheet should be collected after every six competitors. In the Scorers' Office, a scorer checks and then copies the penalties from the jump score sheets and the cross-country time sheets onto the cross-country master score sheet, and totals the competitor's penalty points. The calculation is checked and initialled by another scorer. The total is copied on to the Individual Result card or Master Score Sheet.

Showjumping

A showjumping score card is used. Jumping penalties and time penalties are inserted by the Judge (or Judge's writer). As each card is completed it is taken to the scorers. The scorer totals the penalty points, and initials the sheet, which is then checked and initialled by another scorer. The total is copied on to the Individual Result card, Master Score Sheet or Scoreboard. In Horse Trials, it is very important that there should be no delay in the collection of showjumping score sheets, as on the calculation of this phase depends the early assessment of each competitor's score and final assessment for all scores and results.

BHS TREC

While it is possible to calculate the scores manually, it is a very tedious and time consuming job. It is much simpler to use a computer with a scoring programme. For Affiliated BHS TREC competitions the BHS provides a computerised scoring programme. Sometimes the Technical Delegate (TD) will have his own laptop, but otherwise you will need to supply a computer (please discuss arrangements with your TD *in advance* of the competition). The scorer will need somewhere quiet and weatherproof with a power source.

Please see the rules for individual disciplines for further details on scoring and results procedures.

Announcing Results

The interest of the competition is greatly enhanced by the prompt announcement of scores. The commentator should be provided with scores and the latest placings at

frequent intervals. For this reason the loudspeaker vehicle should, if possible, be situated within easy communicable distance of the scorer's office.

Scores announced while the competition is still in progress should be 'subject to confirmation' so that errors discovered later may be rectified before the final results are announced. After the Prize Giving no alterations to the results may be made without reference to the Official Steward.

Prize Giving

The Prize Giving ceremony should be seen as an important part of the competition where success is celebrated and sponsors and supporters are recognised. The decision should be made as to whether prize winners attend mounted or dismounted according to time and space available. Music can add to the sense of occasion and at major events the National Anthem can be appropriate. Trophies and prizes are always appreciated, if sponsorship or the budget permits. However, many competitors are more than happy with a good quality rosette at the end of an enjoyable day.

Scoreboard

The scores should also be written on a scoreboard a short distance away from the scorers' office, where the public may see it. It is important in the interest of competitors and spectators to complete the entry of all scores on the scoreboard, even after the event is finished and the placing of the first few competitors has been announced. Unless the scoreboard is kept up to date queries and objections will come in at the last moment and delay the prize giving whilst the complaints are investigated. Polythene sheets should be provided to protect the scoreboards in wet weather.

WHEN IT IS ALL OVER

One of the toughest times in event organisation is when clearing up the aftermath. Make arrangements for a team to assist in leaving the event as it was found - you will be glad you did.

When it is all over, it can be very useful to hold a de-brief meeting in order to discuss the event. Make notes on what worked well and any areas which need a fresh approach. Make adjustments to risk assessments as necessary and ensure any accidents have been carefully recorded in the book. A short thank you letter to volunteers and the event host is always much appreciated.

With sufficient planning, forethought – and a little bit of luck – the experience will have been a good one and you'll already be thinking about how or when you're going to tackle your next venture!

Good luck – and remember – HAVE FUN!

NOTES

**EVENT CHECKLIST:**

VENUE:.....DATE:.....

LOCATION:.....

.....

.....

MAP REF:.....LANDLINE TEL NO:.....

MOBILE:.....

HEALTH AND SAFETY ADVISER:

TEL: (HOME).....MOBILE:.....

ORGANISER:.....

TEL: (HOME).....MOBILE:.....

SECRETARY:.....

TEL: (HOME).....MOBILE:.....

REGIONAL DEVELOPMENT OFFICER:.....

TEL: (HOME).....MOBILE:.....

PARAMEDICS.....

LOCAL HOSPITAL.....

VETERINARY SURGEON:.....

KNACKERMAN.....

OTHER USEFUL NUMBERS:.....



HEALTH AND SAFETY STATEMENT

***The Organisers of this event
have taken all reasonable
precautions to ensure the health,
safety and welfare of everyone
present. In order that these
measures can be effective,
everyone should take all
reasonable precautions to avoid
and prevent accidents occurring
and should obey the instructions
of the organising committee,
officials and stewards.***

Thank You



BHS CUMBRIA
CHRISTMAS RIDE
 Sunday 5 December 2004

ENTRY FORM

NAME OF RIDER: AGE IF UNDER 16:
 (Must be accompanied by an adult)

NAME OF HORSE:

ADDRESS:

POSTCODE:

TELEPHONE:

MOBILE:

BHS Membership No:

If not BHS Member

INSURANCE COMPANY:

EXPIRY DATE:

EMERGENCY CONTACT: (NAME AND TELEPHONE):

Members: £10 Non-Members £12 – fees must accompany this entry form.

Cheques should be made payable to 'BHS Cumbria' and sent to: The Secretary

PLEASE NOTE: *Loos will not be available *A Farrier will be on site

I have read, understood and agree to abide by the rules.

SIGNED:
 (Parent or Guardian if Under 16)

DATE:

**BHS CUMBRIA**

***CHRISTMAS RIDE at WITHERSLACK ***
 Sunday December 5 2004

RIDE RULES

1. The first riders will leave at 10am and the last will be started no later than 11.30 am
2. Please park neatly and on the same side of the road as there is limited space
3. The A590 is close by – please supervise children and keep dogs on a leash
4. Riders under 16 must be accompanied by a responsible adult
5. Hard hats to BGEN1384/PA6015 MUST be worn and fastened AT ALL TIMES when mounted. Trainers and Wellington boots are not permitted for riding.
6. Hi-viz clothing is ESSENTIAL for riding on the roads – tabards can be purchased on the day if desired at £6.50
7. A £5.00 refundable deposit will be required when collecting number bibs
8. Please follow the instructions of Marshall's and Officials at all times
9. All rubbish and droppings must be taken home
10. Please follow the Country Code at all times
11. Please respect land and other path users (walk only when passing pedestrians) - some of the route is by permission only and we wish to maintain good relations
12. All competitors must hold Third Party Personal Liability Insurance, valid on the day of the event. BHS Gold membership ensures appropriate cover. Non-members must provide evidence of cover.

DISCLAIMER

The organisers have taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective, everyone must take reasonable precautions to avoid and prevent accidents.

Neither the organisers nor The British Horse Society accept responsibility for any accident, injury, loss or illness to horse, rider, spectator or property while present at this event.

Contact: The Secretary for further details and entry forms
 Any Cottage, Anywhere, Anyshire.
 Tel: 0101 123456
 Entries close 27 September 2000

USEFUL PUBLICATIONS

The national governing bodies listed below will be able to provide you with relevant advice. All have useful Rule Books and guidelines specific to their sport.

Useful contacts:

The following organisations will be able to provide useful information/contacts. Consult your BHS

Yearbook for further organisations:

British Equestrian Federation

Tel: 02476 698871

www.bef.co.uk

British Dressage

Tel: 02476 698830

www.britishdressage.co.uk

British Eventing

Tel: 02476 698856

www.britisheventing.com

British Showjumping Association

Tel: 02476 698800

www.bsja.co.uk

British Riding Clubs

Tel: 01926 707700

www.bhs.org.uk

Sport England

Tel: 0207 273 1500

www.english.sports.gov.uk

The Central Council of Physical

Recreation (CCPR)

Tel: 0207 828 3163

The Health and Safety Executive

www.hse.gov.uk

The Trail Riders Fellowship

www.trf.org.uk

Central Council of Physical Recreation,

Let's Make an Event of it, London.

Central Council of Physical Recreation,
1990.

ISBN 0-9475-410-8-X

Crouch M,

Protecting children: A guide for sportspeople, Leeds.

National Coaching Foundation, 1995.

ISBN 0-947-850-50-3

Eady, J,

Event Management – Getting it right first time, Belfast.

Sports Council for Northern Ireland,
1987.

National Coaching Foundation,

Safety and Injury, Leeds.

National Coaching Foundation.

ISBN 0-947-650-02-3

Northern Ireland Volunteer

Development Agency,

Our Duty to Care, Belfast.

Northern Ireland Volunteer
Development Agency, 1992.



www.bhs.org.uk

Be remembered for
your lifetime's passion



The bond of trust with your favourite horse, hacking out on a crisp, cold morning, with the hint of spring in the air; that magical ride on the beach at sunset. Your priceless memories of your lifetime's passion of riding and love of horses. Remember

The British Horse Society

in your will, to ensure that future generations of riders can enjoy the same passion for their riding.

A legacy to us at The British Horse Society will give a huge boost to our passionate work.

- For the riding safety of future riders and horses
- For the protection of equine rights of way
- For the welfare of horses and ponies and the education of their owners
- For the continued lobbying and campaigning on equine issues

*Please
remember
The British
Horse Society
in your will!*

For further information on how your gift can help horses and riders, please contact Stephanie Hendley at The British Horse Society on 02476 840454, email s.hendley@bhs.org.uk

or write to

**The British Horse Society,
Abbey Park, Stareton, Kenilworth, Warwickshire CV8 2XZ**