



## GUIDELINES FOR EVENT ORGANISERS

A Quick Guide to what BC believe is a minimum standard for Outdoor Events. This guide applies to all competitions but varies depending on level - Gateway to Advanced.

### Parking Area

- Ideally flat
- Secure - gated from public roads
- PA System at Regional and National events
- Water supply adequate for the number of turnouts
- Manure disposal / muck heap areas correctly marked
  - may not apply to a 1 day event with no overnight stay involved
    - Athletes may be expected to take droppings home from a smaller 1 day event but if so they must be informed in the schedule.
- Rubbish skip
  - does not apply to all 2 or 1 day events
    - Athletes can be expected to take rubbish home but must be notified in advance.
- Toilets – Portaloos and permanent
  - Desirable daily servicing / disinfecting
- Cassette toilet disposal point
  - does not apply to 1 day events and a portaloos can be designated

### Desirable at Advanced events

- Electric hook-up
- Stabling

### Dressage arenas

- Good level surface
- Dressage boards
  - Corners and letters clearly marked but continuous run not required
- Markers/ letters set 1m behind boards
- Space for judges cars
- 5m markers around arena to prevent athletes warming up too close and to keep spectators away.

### Practice Arenas

- At least one at 2 day events and ideally two at 3 day events
  - Any trainers in attendance must not monopolise the practice arenas.
- Adequate warm up areas at all events
  - Including at arena based competitions

### Official Notice board

- Contact details for
  - Vet
  - Farrier
  - Secretary
  - Officials
  - Local hospital location
- Copy of Risk assessment
  - The Risk Assessment is the responsibility of the Organiser who can be assisted in its preparation by the Safety Officer
- Correct address plus Latitude/Longitude and What3Words locations
- Running orders
- Scores when posted

### Exercise route

- Signed exercise route - available from the opening of the box park
  - Not essential at 2 day events
  - Not required at 1 day events

## **Marathon route**

- Safe
- Minimal road work
- If road work required authorities must be informed – volunteers to man road crossings or grooms MUST dismount
- Clearly marked with confirmation arrows before and after turns
- CTFs numbered correctly and sequentially
- Accurately measured in kilometres
- 300m marker to finish

## **Halt**

- Accessible location
- loo if possible
- water supply
- area of sufficient size to accommodate multiple turnouts

## **Obstacles**

- Constructed to a robust and safe standard
- Mobile obstacles, if used
  - Must be substantial and heavy
  - Ground to be marked so athletes aware that elements are mobile
  - Must have dislodgeable elements
- Correct number of obstacles for the type of event and level of class
  - See Event Criteria on BC Web Site

## **Officials**

- There should be little or no doubling up of roles. None at BC sanctioned events except in exceptional circumstances.
  - Organiser
  - Event secretary
    - must be available throughout the event in Secretary's Office.
  - Technical Delegate - with transport so mobile throughout the event.
  - President of the Jury - with transport so mobile throughout the event.
  - Judges
    - suitably qualified and correct number required for the level of competition
      - 3 listed judges per arena at 3 day events
      - 2 at 2 day events
  - Scorer
  - Safety Officer
  - Stable Manager
  - Stewards Convenor
  - Obstacle Observers and Timekeepers / Stewards / Volunteers
- At Club events who acts as your POJ?
  - Judge in attendance on a Sunday at 2 day Club events recommended
- Officials should not be used as Obstacle Observers / Section Timekeepers
- Sufficient volunteers to ensure the safe and successful running of the event
- All officials should be contacted about a week before the event to confirm attendance

## **Catering**

- Refreshments for Officials
  - Tea, coffee and water
  - Lunch
    - Dressage – judges, writers, steward
    - Marathon – all officials and stewards
    - Cones – all officials and stewards

## **Desirable**

- Catering throughout the event
- Entertainment / get together on Saturday evening
- Provisional results published online
  - This could be live or at least after each day of competition.

## Medical cover

- Minimum
  - Trained First Aider on site
  - First Aid equipment
- The Event Organiser must make adequate arrangements to ensure that all emergencies requiring medical assistance can be satisfactorily and quickly dealt with
  - This must be covered in the Risk Assessment for the event

## Paperwork

- Schedule published before entries open
  - The Date and Address of the Venue (with directions).
  - Name, address and telephone number of Secretary.
  - Details of the Competition, including which Dressage Tests are to be used and approximate length of the Marathon Course with a rough timetable.
  - Closing date for Entries.
  - Arrival time for Athletes.
  - Time when Marathon Course is open for inspection.
  - Prizes and Rosettes to be awarded.
  - Entry form and details of Entry Fee.
  - Disclaimer of Liability.

Entries should close not less than two weeks before the Competition.
- Pre event arrival notification to athletes and stewards via email, internet and / or WhatsApp to include
  - Welcome letter including location and access information
  - Provisional class starting times
  - Details of any entertainment / hospitality if applicable
- Officials pack to include
  - Contact details of all officials
  - Expenses form
- WhatsApp groups if phone signal suitable.
  - Two groups - One for Officials, one for athletes
- Official Notice Board
  - All paperwork MUST also be posted on ONB before sending on WhatsApp.
- A map of Section A and Transfer marked with CTFs
- A map of Section B marked with CTFs and Obstacle locations
- A list indicating the correct sequence of CTFs to be driven, K markers and Obstacles.

## Dressage Day

- Shavings, sawdust or paint at X & G plus spare to renew at breaks.
  - D may also be marked if required by POJ and / or TD
- Clip board per judge / writer to include
  - Pens
  - Dressage sheets plus spares – as provided by BC
  - Dressage diagrams – for each test for each judge
    - Ideally laminated
  - Starting list of athletes
- Refreshments for judge, writer and steward/volunteer
- Steward at A with Starting list of athletes
  - With radio link to Judge at C
  - to be aware of the 5m rule for spectators / photographers not to get too close to arena
- Timing
  - suitable comfort and lunch breaks for officials
  - extra time between tests for change of test
  - sufficient extra time for arena change
- Recommended - No more than 8/9 athletes without a break
- Sawdust, shavings or paint practice marker in collecting ring the same as used in Arena
- Cones and measuring sticks for measuring carriage widths after each athlete
- Novice (and pre-novice, newcomers, introductory classes) Safety Check area
  - Competent experienced person to perform safety check

## Marathon Day

- Safety Check for all Novice competitors by experienced person prior to commencing Section A
  - Short format marathon may require some to be checked elsewhere - at the Start B for example
- Box per obstacle to include
  - 2 clipboards
  - Pens and pencils
  - Starting list of athletes (at least 2)
  - Obstacle drawing sheet
  - Red spots / dots / red marker pen
  - Obstacle Observer Sheet to be taken by score collector
  - Obstacle Observer Sheet to remain with Obstacle Observer (control sheet)
  - 2 (minimum) stop watches – preferably 3
  - Whistle
  - Hold up board
  - High vis tabards
- Radio on each obstacle
- Refreshments for all stewards / volunteers and officials
- Toilets near obstacles and at Halt if possible
- Section Timekeepers
  - Event Time clocks synchronised to hh:mm:ss
- Clip board or Box per section start and end to include
  - Starting list of athletes
  - Pens
  - Control sheet to go to scorers
  - Control sheet to remain with timekeeper
  - Section A Start – Green Cards
    - 2 per athlete at 2 and 3 day BC events
- Radio at Section A & B Starts and at Finish B.
- Halt
  - Additional helper at Rest Halt to ensure that Athletes take the full 10 minutes rest.
- Vet
  - 2 on site recommended at 3 day events on marathon day - 1 is essential
  - 1 on site recommended at all other BC sanctioned events
  - On call throughout
  - Marathon day vets should not be athletes unless there is additional cover on marathon day while they are competing
- Farrier
  - One positioned at Halt on marathon day
  - not required on site at Club level events
  - On call throughout
- Repair crew
- First Aid provision - ideally 2 personnel in a suitable vehicle, equipped with Basic First Aid kit, radios and contact details for the local emergency services as a minimum. The Event Organiser and Safety Officer will decide the level of cover when completing the Risk Assessment. (there is extra Guidance for Organisers of FEI events on the FEI website)
- Horse ambulance
  - If not on site then local availability on call

## **Cones day**

- Cones course laid out as per rule book
  - one day events may use cone sleeves for numbering.
- Competent Cones Judge with good working knowledge of the rules – ideally a cones listed judge
- Spotters
- Time keeper
- Stewards
- Sticks
  - sufficient of all lengths required - including any narrow cones
- Practice cones – maximum of six pairs. No privately owned cones allowed.
- Box to include
  - Stopwatches
  - Whistle
  - Score sheet
  - Starting list of athletes
  - Copy of cones layout
  - Speeds and distances for each class
    - available 90 minutes before cones start time
- Cones and sticks for measuring carriage widths
  - 2 volunteers required for this

## **Communications**

- Radio contact throughout event covering entire site – may need repeaters
  - Phone signal alone may not be good enough to rely upon
- Tannoy covering box park
- Marathon
  - Radio control point
    - This may be event secretary or a dedicated person
  - Radio on each obstacle
  - Radio on each section start – vital at Start A and Start B
  - Radio with all officials including Scorer, Medics, Vets, Repair Crew

## **Commentary**

- Optional at all events
- Desirable at larger events

## **Equipment**

- Dressage Arena(s)
  - Boards
  - markers/letters
- Cones Arena(s)
  - Cones
  - Balls
  - Numbers
  - Coloured sleeves or different coloured cones for narrow obstacles
  - Letters for multiple obstacles
  - Start & Finish flags and signs
  - Timing equipment
  - Measuring sticks
  - Measuring wheel
- Marathon Obstacles
  - Obstacle Numbers
  - In & Out Flags
  - 30m marker
  - Gate letters – A to F for each obstacle
  - Knockdowns
- Marathon Course
  - Section start markers and sign – Section A, Transfer (or T), Section B
  - Section finish markers
  - Direction arrows
  - Kilometre markers
  - Compulsory Turning Flags & numbers
  - Signs
    - Examples - Caution, Slow, Bumps
  - 300m to end marker