# Welcome to Area Commissioners

Welcome to your role as Area Commissioner for the British Driving Society.

We hold our officials in high esteem and are grateful for the time you will volunteer in your new role.

The BRITISH DRIVING SOCIETY is divided into areas and each one has an

AREA COMMISSIONER (AC) appointed by the Council to represent the Society.

You are Area Commissioner for Area ??

The Area Commissioner may be the only official of the Society that some members meet, therefore, the Society may be judged by your standards which should reflect the traditions of politeness and consideration for the members that have been built up over the years. The AC should be impartial, with the welfare of all their members at heart.

We hope you will have enthusiasm for your role, and some organising ability. Members will expect you to be able to help them.

The Society has efficient office personnel who are always available to help you with problems or information as will any member of the BDS council.

ACs are able to run their areas in their own way within the broad aims of the society but with consideration of member's wishes.

**Here are some things you need to know**.

**Assistant Area Commissioners**

**Accounts**

**Annual meeting**

**Regional Meeting**

**Term of office**

**Your Members**

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**Training days/ Carriage Maintenance**

**Social events/Try driving days**

**TREC**

**BDS Area Shows Guide**

**Assistant Area Commissioners:**

Area Commissioners should decide whether or not they require Assistant(s) to help organise their area and then appoint (and replace) them without Council ratification. It is important they get to know and like a member before the official appointment of Assistant AC is made to minimise the risk of someone unsuitable being chosen. Give your Assistant(s) respect, consideration and credit for their work, also expenses if at all possible.

You may appoint as many Assistant Area Commissioners as you wish. Ensure that you choose people that you will be able to work with and hope that they are as active and enthusiastic as you are.

A `**Rights of Way**` person and **Support Officer** may also be necessary.

**Introductory Safety Certificate**

Council are keen that all BDS officials should hold some form of recognised qualification.

We have developed both a single and pairs basic safety certificate which we would like to encourage all new members to achieve.

You can use your area funds to pay for any of your officials to take the certificate with one of our recognised assessors.

**Accounts:**

There is an expectation from council that clear records are kept.

Consider appointing a treasurer.

The AC may apply for an annual allowance from the society towards the cost of running their area.

All income and expenditure must be recorded and accounted for.

It is quite usual for a small fee to be charged for events, thus enabling the area to build funds for future purchases which will benefit members.

All areas must have a bank account in the name of `BDS Area xxxx`, or similar, with at least two signatories, whose names must be notified to the BDS Office as well as to the area members. **This way the AC is protected and eases the production of records.**

The retiring AC should complete a handover form to any new AC detailing funds and assets held within the area and a copy should be sent to the BDS Office. (enclosed)

**Annual Meeting:**

Each area must hold its Annual Meeting sometime between October and January to which a Council member, who lives nearby, should be formally invited. At this meeting the AC should advise members of the current financial position and what expenses might be anticipated during the next year as well as plans for the coming season.

Other items might include an update on the number of members and a question and answer session.
The meeting could include a speaker or a quiz. You may not charge members to attend the meeting, however, the sale of raffle tickets can often cover the hire of the venue. A"Pot luck" lunch or supper, ensures that all are fed. Tea and coffee are a legitimate area fund's expense.

It is a good idea to record minutes that will be available for approval at the following year's meeting.

**Regional meetings:**

Scotland, Wales and Northern Ireland are separate branches with their own Chairmen.

England is divided into Regions; each encompassing several areas which will hold their own Annual Meetings.

**Those areas without an acting AC** will be advised of a Council member to whom all concerns can be addressed.

**Term of office:**

Each AC should offer themselves for re-appointment every three years by a notice in the newsletter and notifying their members. (Possibly by email or an announcement in some form).

**Your Members**

You will be sent a live list of members from the office on a regular basis. The list will include contact details and addresses of the members.

You will also be advised, by email from the office, of any new members as they join. It is a nice idea to contact the new member, not only to welcome them and introduce yourself, but to try and determine what aspect of the Society and its activities that are of interest to them. They may even have skills that they could be useful to your area.

A simple poll, either handed out at your annual meeting or emailed to your members once a year could help you decide what events to run for the following year.

**Social Media**

**Rules regarding Social Media posts**

There has been some misunderstanding about what is and isn't permissible to post on BDS Facebook pages regarding events so we wanted to ensure you had all the information you need.

If you want to promote an event that you are running on behalf of your area, then social media is a fast and easy way to engage a lot of interest. Your area page is named BDS …….. and members and potential members, who like or follow your page will assume that the event

being promoted by you, is run by you on behalf of the society and therefore has all the relevant paperwork and insurance in place.
As an official acting on behalf of the society, you know you are responsible for the safe planning and executing of the event, you have no idea what is in place for an event run by another club or individual.

Imagine if you shared an event on your page, with the best will in the world as you thought members would be interested, and there was a dreadful accident due to the event not having the same good practice as you do, running your events. It could easily be thought, that as you shared their event on a BDS page that it was a BDS event.

The consequences of this could be very damaging to the society and/or the admin of the page who promoted the event.

If a BDS approved coach is running their own training day in your area, then you can promote them on your BDS page if they aren't doing it for another club or organization. As approved coaches, they have committed to having their own insurance in place and are professionals so would be the "official" in this instance and responsible for the safe running of the event.

In short, if you are responsible for the event as a BDS official or a BDS Approved Coach is responsible for running a clinic, then use social media to promote these events.

If a driving club, society or individual not in an official role with the BDS is running an event, please do not promote on BDS social media pages.

Most areas have their own social media pages. It is a great way to instantly connect to your members.

However, be vigilant of what you post and always make sure that member's posts are vetted before being published.

**What sort of social media is best?**

Decide what platform you want to use and what you want to achieve

What kind of page you want to run and how much time can you spend managing it?

How do people join and how do you keep them and the society safe?

Sharing and refreshing, informative posts.

How to deal with negatives and keep yourself from stress. Social media should be a fun, informative place.

Decide what platform you are most comfortable using. Facebook, Instagram, Tik Tok……

FB currently offers the best reach and is the most popular, 1.8 billion people use this platform and it is accessed by the biggest demographic.

Easy to use and lots of helpful "How to" guides.

Due to size, also has largest community of bots, trolls and spam.

**What kind of group page?**

A public page needs constant reviewing and monitoring, can reach a wide audience but carries the risk of data manipulation leading to false or misleading information, fake profiles which join and use your page to spread malicious propaganda or inappropriate images.

As the name suggests, anyone can join these groups so they are great for raising awareness and getting information across a wide audience but if not managed correctly, can cause a lot of problems.

**Closed or private Facebook groups**

**Members join the group via an admin (or preferably more)**

Only approved members are part of the page and can discuss or comment.

It creates a focus and engaged community and reduces spam and trolling.

It does have a limited reach but we have the main page to offer information to a wider audience.

**Admins and their roles**

Choose a name - BDS, British Driving Society Area ???

Description- what you do

Photograph- depicting a good image

Public/Private- private is better

Privacy settings - content sensitivity and protection

Notifications- always!

Reviews- regularly, out of date info looks poor to members and attractive to bots.

Activity - as much as you can without it taking over.

In social media land, everything is available, all the time and forever. Whatever you post or comment can be held up to scrutiny and judgement, however you may have intended the content.

Be mindful the world has access to your words and pictures, please check if you feel they may offend or provoke and if you experience negativity, take it offline.

Safety is the paramount concern of the Society. Wherever possible pictures should be promoting safe practice. Hard hats (essential for anyone on the carriage under 14 years of age), Hi-viz where appropriate and whips in hands and not sockets are all important areas for scrutiny.

**National Publications:**

There is a Year Book and 3 magazines annually. These will be sent digitally to members (although hard copies can be sent from the office for those that really can't access the internet).

If necessary, the editor will remind you when details of fixtures and news are required for publication in the magazines and yearbook.

**Young Drivers / Grooms:**

Young drivers may drive at any BDS event from the age of 8 years when accompanied by a competent groom on the carriage over the age of 18 years.
In **Scotland** the law states drivers must be 14 years and over to drive on the public highway
On the vehicle, driver, groom and passenger must have their feet firmly on the floor of the vehicle or use a suitable fixed footrest.
At a show or competition, a 3rd groom is needed to head the horse as necessary. **Example** whilst the horse is in the line up at a show.

**Hats:**

With effect from May 1st, 2013, drivers, grooms and passengers who are under the age of 14 years and who are participating in any British Driving Society officially organised event, activity or competition, will be required to wear a correctly fitted hard hat whilst on any horse drawn vehicle and this will include Grooms who have dismounted to assist with the horse.
For clarification, a hard hat would require to have the same criteria applied as that of a riding hat.
That is – Kite marked to the latest current safety standard and with an appropriate chin strap harness attached. These regulations **apply at all times** at a rally or show and in all areas of a showground.

**Child Protection and Safeguarding:**

ACs should read the BDS child protection policy found on the website under young drivers. Safeguarding courses will be offered either on-line

or during the main BDS AGM. It is recommended that either yourself or an appointed officer has attended one of these courses.

## Ace Driver Awards

These awards are aimed at Young Drivers and Drivers with Disabilities that are unable to follow the main BDS academic pathway.

There are Bronze, Silver, Gold and in some cases Platinum levels in a number of topics. Based around the BHS Challenge Certificates, these awards have been specifically designed for carriage driving.

At Bronze and Silver level, they can be assessed by capable AC's AAC's and BDS Support officers along with BDS Judges and trainers. Gold is similar to BDS Preliminary level and should be awarded by those assessors.

## Social License to Operate (Welfare)

The SLO refers to the ongoing acceptance of a company or industry's standard practices and operating procedures by it's employees, stake holders, and the general public.

As officials of the Society we must ensure that the welfare of the horses at our events is of the utmost importance. Over use of the whip, ill fitting harness, unfit/unsuitable horses for the task that they are being used for along with weight ratios for small ponies are all considerations that must be made by the event organiser.

If you feel that a situation needs bringing to the attention of the driver, it is your duty to make sure that they are made aware of our policies (which can be found on the main BDS website).

## Help, Support and Information

The AC's committee hold regular zoom meetings.

A different topic is covered at each meeting along with a question and answer session.

These are very useful to share views and experiences with other AC's across the Nation.

Please make sure to keep your contact information up to date with the office to receive an invitation and log in details for these sessions.

There is a special area allocated to Area Commissioners on the main BDS Website. Here, you can find event forms, risk assessments and other useful information.

We also have a 2 hour slot allocated to us at the main AGM held every year in November. Another great source of information and a great social event too. Again, it is perfectly acceptable to use are funds towards expenses for this.

## Small Ponies

It is recommended that small ponies must not exceed a weight ratio of 1:1 ie the weight of the pony should not be exceeded by the weight of the driver, groom, harness and carriage.

In cases where the going is on hard level ground this may be extended to 1:1.25

Therefore, most small ponies would be unable to carry a groom.

It is acceptable for a competent groom to either follow on foot or on bicycle. But must always be in close attendance. Young Drivers must have a groom sitting next to them, so the overall weight of the turnout must be considered.

AC's are asked to advise attendees in advance, of rallies and events of the distance and terrain. Thus, allowing them to build up their equine's level of fitness and assess whether the event is suitable for them.

Wherever possible, try to cater for the smaller or less fit equines by including a shorter route.

## Event /Rally Management

**Risk Assessments**: Are available to download from the BDS website in the Area Commissioners section. An example is Enclosed.
This is a regulatory requirement for our activities and not one to worry about.
**Risk Assessment is common sense and forward thinking**.

ACs and Organisers should fill in and keep a copy of the Risk Assessment form for each event, activity, drive, social meeting etc.

**A copy of the Risk Assessment and Insurance details must be prominently displayed at the event and attention drawn to it.** After the event the Risk Assessment MUST be sent to the BDS Office as soon as possible and preferably by email.

**Duty of Care.**

A copy of this must be given to all members attending any event as soon as they arrive
**Membership cards** must be shown at all events and rallies.

**Details on the day**

A form recording the members name membership number, acknowledgement that they have received the Duty of Care sheet along with an In case of Emergency contact details for next of kin should be completed.

**First Aid**
It is wise to have a first aider present at your events. Area funds could be used to assist with the training for your designated first aiders.

An AC or AAC should be present at an event. If they are unable to attend, they may delegate a responsible person to oversee the event.

The person must be a BDS member so that they are covered by our insurance.

The delegated person and first aider must be named on the risk assessment form and needs to ensure that all things in the risk assessment are carried out.

It is a good idea to send them an email stating what they should do so that everyone understands their responsibilities.

**Event Forms:**

Area Commissioners must apply to the BDS for every event they wish to hold in their Area. The purpose is to ensure that the BDS has prior notice of events which are held under the BDS Organisers Insurance Policy.

No event can be held under BDS Organisers Insurance policy without the application being confirmed by the BDS Office. (Find the ,easy to use, form in the AC's aea on the website). Make sure that the office have acknowledged receipt of your event form.

All applications must be received by the BDS Office not later than 7 days prior to the start of the event.

An event will not be regarded as a BDS event until confirmation is received from the BDS Office. Once confirmed the event details will be forwarded to the BDS website for inclusion in the events calendar.
Risk Assessment forms must be submitted as normal to the BDS Office after the event.

**While the BDS recommend that horses/ponies/donkeys should be vaccinated against equine influenza this is not obligatory.**

**Please check with venue organisers beforehand and notify attendees of the requirements.**

## Insurance:

**BDS driving events:**

Current BDS membership includes third party accident liability cover **(now called Personal Liability Cover)** – this means fully paid-up Members are covered for accidents caused by the Member, or the Member's horse or turnout. This includes injury to other people (not the Member themselves) and damage to the property of other people (not the Member's own property). There is a £500 excess, which means the member must pay the first £500 of any claim.

If persons attending a BDS driving event are non-members, they must sign to say they have their own insurance. If they should have or cause an accident the BDS and their officials will not be held liable. However, the details of the accident / incident must still be recorded.

## Accidents and Incidents

**Copies of the forms needed to report accidents and incidents are included with this handbook. However, the forms are also available in the AC's area on the main BDS website**

**ACs and BDS organisers** are covered to organise and run activities and events, which are authorised by the BDS. This includes drives on the public highway and suitable off-road tracks, plus activities taking place in any field or other suitable area (where any necessary permissions have been given).

However, you must ensure that the venue at which you are holding your event has adequate public liability insurance. This will cover them if for example, a tile was to blow from a roof and cause damage or injury.

**Training events** which take place in a suitable enclosed area (i.e., a field, indoor or outdoor ménage or similar), where people are under supervised instruction, are also covered. This includes introduction to driving days for both adults and young drivers. The people under instruction **do not** need to be BDS Members. Risk Assessment forms must be filled in by organisers, and written details of non-

Members must be recorded prior to the event and kept for future reference.

**Rallies / Drives.**

Ask members for suggestions as to what they would like.

When organising a rally or drive, routes must be sourced, this may be a route that a member puts forward or the AC may do this by using maps etc.

Choose routes which are interesting, good views, pretty bridges etc., include some off road where possible. Look for fairly quiet lanes. Have a thought for small and unfit ponies, with an alternative, easier route for them.

A circular route is best but not always possible.

Some people will like to include a pub stop or café (never ever tie horses up outside, leaving them unattended! Always keep the driver on the box seat).

The most important things are a clear map and written directions on the reverse. (Not everyone can read a map) and remember that some people may not see too well so large(ish) print is a good idea.

The organiser's phone number should be on the map in case of emergency...

Directional arrows are a good addition and can be made simply by using paper plates (if it's not raining) with arrows on and nailing to an available post or tree.

Wooden signs attached to electric fence posts etc. all help. Make sure they have BDS written on them, so they are not confused with cycle races etc.

Think about the length of route, 8 – 12 miles is usual, but an alternative shorter route should be available for small or unfit ponies.

For welfare reasons, it is important that the terrain, distance and going are mentioned in the details about the drive. Small unshod ponies (or their grooms on bicycles), will not cope well with stoney tracks, steep hills or deep going.

Where there is a difficult crossing such as a blind bend across a main road, marshals wearing Hi-Vis must be in place to advise when it is safe to cross. If crossings have good visibility, it may be enough to tell the whip that the groom **must** go down to check. (This must be written in risk assessment).

It essential to ask all turnouts to wear Hi-Viz.

It is usual for turnouts to gather at a designated place, where a welcome cup of tea may be available, the AC will check harness & horse etc. Turnouts will move off at intervals and whips should be discouraged from driving in convoy. Two turnouts in file are larger than a lorry, on lanes (and on busy roads) this can be a problem for vehicular traffic and may cause impatience, blowing of horns etc.

The designated person should drive the route by car on the morning of the drive to check that all is well. No road works that have appeared or trees fallen. It is as well to check before organising the drive that there will not be unusual traffic such as cycle races, football games, carnivals etc.

Quite often (but not compulsory in the least) there will be tea and cake at the end of the drive. The organiser may supply this or each turnout can be asked to bring a little something.

At the end of the day the designated person will be the last to leave after ensuring that all participants are safely back.

Drives can be themed such as an Easter Bonnet drive, Poppy Drive, any theme you can think of!

Weekend camps with a BBQ and Treasure Hunts are popular.

**Fun Days:**

These can take the form of handy pony type events and can be used as a precursor to Trec competitions.

Moving flags from one container to another, picking up a plastic beaker full of water & transferring to another place.

Driving a circle one handed, or with one wheel on a marked line. Fishing ducks out of water. Plastic archways with hanging strips, driving over carpets, let your imagination run wild. The better the fun, the more laughter and enjoyment. Again, organise some refreshments and use an enclosed area.

**Training Days:**

The use of an enclosed area can be used for many kinds of training, such as dressage, cones, show etiquette, coachman rein handling etc.

Ask members their preferences. You may need to employ a trainer for the day. This can be accommodated by member contribution or by using area funds. Conversely you may have experienced members who are willing to share their knowledge.

**Social events:**

Try quizzes, Christmas activities / meals, film nights, even bingo. Talks by interesting people such as saddlers, vets, equine physiotherapists.

**Carriage maintenance days:**

These are a good start to the year if you can find engineers, wheelwrights and so on. Again, use experienced members who know how to maintain their carriages and how to check for defects.

**Try Driving Days:**

A good idea to get new people interested and hopefully new members.

Advertise well, whips must be BDS members but of course those coming for a 'try' do not need to be. Keep a note of people's names and addresses to follow up.

**Trec:**

Trec can be a serious competition, but lots of fun.

You will need:

A selection of skills (see fun days).

A cones course.

Judge for the skills.

A mapped/written description of the drive,

A judge for the presentation and safety inspection.

Stewards on road crossings etc.

Apply to head office for rosettes.

Make sure you give a confirmation letter to the winner for the championships.

Make sure you send the winners name and address to the office so that they are invited to the championships.

The first three competitors not already qualified, will go forward.

There is a page dedicated to Trec on the BDS website and offers advice and guidelines to organisers, judges and competitors. Along with scoresheets

## BDS AREA SHOWS

This guide has been produced in an effort to help all of our Area Commissioners to put on a show within their area. It is not designed to be definitive but merely as an aid to assist in areas that perhaps some guidance will be of help in the show being a success, as well as reducing any stress or worries that you may have during the organising, running and tidying up at the end of a successful show. Copies of forms that have been proved to be sufficient are included and you may edit these to suit your own show.

Here you will find the process broken down into simple chunks in hopefully a logical and progressive order, starting at probably the hardest part and ending with submitting your results to both BDS webmaster and any other publications that may be interested.

So firstly,

## Pre-Show Planning & Organisation

### 1. Show Committee.

Many hands do make light work and there is much to be done that many can contribute. Try to establish a body of people who understand as to what you are hoping to achieve, appoint a Show Director, a Show Secretary and as many others as is manageable. Consider someone to handle the money side, a Show Secretary will manage this aspect but more of this later. So with perhaps 5 or 6 on the Organising Committee and roles established the first couple of important decision needs to be made as, Venue, Date and Panel Judge.

## 2. Venue.

You will need the use of a (hopefully) flat area of about 3 acres with easy access for different types of horse transport, anything from a large HGV lorry to a car & trailer may arrive on the day. A little slope is not a no to an area suitable in all other respects. If the area has suitable fencing all round this is great and will save you lots of work as well as make some of the later paperwork simpler (don't worry).

If it's not an enclosed area then you will need to provide a suitable boundary, we have seen over the years anything from Dressage type markers to 6 foot posts put in by tractor with 1" thick rope and everything in between. You will need to layout a preferably rectangular "arena" of approx. 50metres (60 yards) by 100metres (120 yards), anything smaller will make it difficult with a class of more than 4 turnouts while anything huge will mean more posts and rope etc.

Approach other members in your area, someone may have something suitable, ask a local (friendly) landowner or farmer (benefit of perhaps use of a tractor should it be wet and towing out required), one or two areas have use of local authority parks or

similar, try a country house that may be interested in having an added attraction for visiting public.

The parking area can be the decider about your competitors returning another year, again if possible flat, hard and easy access. Some will insist on requiring parking close to the ring and if this can be safely accommodated great, but the space will be limited by the available safe spaces for cars and lorries.

**3. Date.**

No matter how hard you look at the calendar you will no doubt clash with something somewhere. Look at you BDS yearbook for shows from previous years, you may be able to find a free weekend that will suit, but ask yourself and others in your area as to why it's free, it may be your local councils gala weekend, or a big sporting event or school half term and that's why it's been avoided in previous years. Most shows tend to stick to an established weekend, third Sunday in June or similar so examining old yearbooks is a great aid to your choice. It will pay also to call a few potential entries (and possible helpers) in your area and ensure that they will be around and not on holiday that week (they will all later say "we would have come along but…")

The season is usually from late April through to end September and anything either side of these dates may not be popular or practical, early, and horse and ponies still in winter coat (not everyone clips) or after end of season championships when some will say there is nothing to aim for, so you have approx. 23 weekends to choose from.

**4. Judge.**

The BDS Office will supply you with a list of Panel Judges and from this you can make your selection, perhaps not best to select someone directly within your area as you may have some local issues to deal with! All BDS Judges are of the same standard and while some of them may have been on the panel since day 1 they are no more suitable than one with just a few years' experience. Cost may be an issue, all of our judges are entitled to expenses for the journey to your show and this can be prohibitive if your chosen one is 300 miles away and may also need overnight accommodation (you could always put them up with one of your committee members to save here). Some of our Judges are not willing to travel too far and this is noted on the BDS list. Once your choice is made it is correct to send a formal invite for them to stand at your show, again the address is on the BDS list, and it is acceptable to send by email. Your Judge will respond either accepting your kind invite or may well have to decline for one of many reasons. Often the judge may suggest someone else for you to try if they are unavailable. Do not take a refusal as personal just start again. If you need any

advice about Judges contact other Area Commissioners about who to approach (or not!)

## 5. Affiliation.

This is the term of approval by the BDS. It ensures you; your committee and any other volunteers have the required insurance cover. Your details will be entered into the BDS yearbook and hopefully awarded any championship qualifiers which helps attract competitors. As an area show there is no Affiliation fee payable and the BDS will issue you with a selection of rosettes usually Champion, Reserve, Junior and such like. You will need to request Affiliation and the BDS supply the forms needed, these are simple to fill in, just venue, date, secretary and other contact details applicable. Return in good time so your show can appear in the yearbook and also be considered for inclusion of any available qualifying classes.

## 6. Show Schedule.

In order to attract entries and to let everyone know what is going on, where, when, who's judging and what classes you are hosting you will be required to produce a schedule. Essentially the "rulebook" for your show it will need to cover a few vital subjects to ensure the smooth running of the event as well as giving information to all. We will cover the printing/production of this document later. Try to keep it simple, to 2 sheets of A4 paper, double sided and include only necessary information as follows.

A) <u>Show Rules</u>.

Appendix A is a copy of how we show our rules and while not definitive they do cover most of the essentials. Read these carefully and you may find that some specific local issues might need to be added, only you or your committee will be able to decide what you may need to add but do try to keep them simple but correct.

B) <u>The Classes.</u>

Again included is a copy (Appendix B) of the classes usually held at an area show but again you can of course add, delete and change the running order to suit what you

feel your entrants will want from the day. Later on in this guide there is a list of classes and the descriptions and of course you can pick any of these for your show. State here as to when each class will start, or say that classes are to "follow on" from a start time. If you show a start time for each class it is not really acceptable

to start early as people will base their day around your given times, if each "follows on" we find you get people on the showground for longer and this helps with the smooth running and keeps the ring busy for any spectators you may have attracted.

C) <u>Any other relevant information</u>.

Try to have a passage regarding the BDS history, whilst not a compulsory element it's nice to include a little something here. Appendix C is again an example of this.

Your schedule will need to be approved by the BDS Show Administrator, they will check for any errors, ambiguity and offer any advice should you have included something that may be misconstrued and may lead to an issue. We have always found that any comments from admin are constructive and helpful and should be taken on board. Do not rush to print your schedule until you have this approval.

Once you have your final approved schedule it's just a case to have it printed. These days it's possible to print this at home from a computer or laptop and home printer. However printer ink is expensive and loading the paper and doing double sided etc. may be an issue for some. You may have a member who has a small business and they may let you use the office photocopier, or a local print shop may do this for you for a free advert in the schedule? If you have to find funds to pay for it, make sense to keep it brief to reduce your outlay and time. Usually 35 or 40 copies are more than enough.

**7. Entry Forms.**

You will also need to produce an Entry Form. An example of a basic Entry form is attached as Appendix D, remember to enter your show details as required, Name, Date, Venue, Entry Fees, Secretarial details and importantly who to make entry payments (cheques) to. Again have this printed and sent to the webmaster, we always print a few extra copies as no doubt someone will ask for an extra if they are entering for different turnouts. Care needs taking here to cover all your needs, some details are essential should an issue occur that may need referring following an incident and it

may be needed to call all your entrants should the event need to be postponed, cancelled or a fundamental change such as venue being changed or your judge being unavoidably changed, so as many numbers as you can ask for, landline, mobile and email are all valuable in order to inform people.

Once you have an approved document it is polite to send a copy of the schedule and entry form to each of your entrants from the previous year, this can of course be done by hand at a show or other event, email or even by post.

## 8. Entries.

As you receive entries it will pay you to carefully check the details that they meet your schedules requirements and the rules of your show, age of ponies, age of whips appropriate to certain classes, novice criteria etc.

At this stage attach a Competitor Number to the entry form and file in alphabetical order. Do not send out numbers by post as its too expensive and request that all collect their numbers when they arrive at the venue. This not only saves you the costs but it allows you to be sure of who has turned up and how many to expect forward in each class.

We do accept entries on the day at extra cost.

As entries arrive, we also record this on individual class sheets which are your guide through the day as to who to expect and gives you an idea of who may need chasing up to get into a class. An example of this form is shown as Appendix E. Raise this in duplicate, one copy for the show secretary and the other for your ring steward's use.

Once you have reached your “Closing Date” you will have a complete list of assumed numbers for each class and this will offer you a clue as to how long the show will run for, numbers for any catering, parking or other issues that may arise.

## 9 Rosettes and Competitor Numbers.

Rosettes are an essential item and we always allow for at least one complete extra set (usually First to Sixth) should you be lucky enough to attract entries to be able to "split" a class. We also have to hand a number of "Highly Commended " rosettes as we like to give every entry forward something at the end of the class. Your Show Account will of course have to bear the costs of the rosettes. However, you may apply for help from the office up to £75 if necessary. How much you decide to spend is entirely up to you, we like to "push the boat out' a little and have slightly higher quality rosettes. There are many suppliers of rosettes easily found in equestrian web sites or other publications, Choose someone local in case of any issues but it is entirely your choice and budget, ask for ones with "bridle clips" it's more appropriate for driving classes. We have found that we need to order ours about 8 to 10 weeks prior to the show but again your supplier may have different lead times. You will also need a stock of Class Numbers and again we find that the rosettes supplier will also be able to supply these, ask for number cards without string as these are more suited to fitting into a number holder. You can also

print these yourself using font size 300 on a word document. You will also (should have) received the rosettes issued by the BDS as mentioned earlier.

## 10 Income.

The amount that you charge for each entry is entirely up to you and your committee to decide, we find that £10 is a good number which is not too expensive and may allow your competitors to enter a number of classes, we do allow entries on the day and add a £2 premium for this (only because of a little secretarial work on the day as well as not needing to have a float of change available!).

With each entry you will have requested payment for the number of classes entered and you will have a number of cheques and perhaps some cash to account for. We find it simple to keep a ledger of monies received, just a list of names and amounts is sufficient for later use.

You may wish to try and get some very welcome financial support for your show in the form of sponsorship. We have found that it is very difficult to attract a large (financially wise) sponsor and have had much more success in approaching local small businesses for a small amount (perhaps just £25), offer a line advert in your schedule, just a name, address and contact details is often sufficient, ask them to come along and watch. We have had much success with local

trades such as village farm shops, feed merchants, farriers and saddlery shops. Some of these may have a banner that you could display at the ringside on the day and they can then see some visible advertising which can encourage a donation. If you know the proprietors well do they have a young child who can come along and present the rosettes in a class, it all helps encourage support.

You will obviously incur expenses yourselves in the organising and administration and it is fair to reimburse your direct expenditure, envelopes, printing, stamps, staples etc. and it is best if you can keep a form of accounts should you have any issues later on. Any such spending should be funded from your area account and of course recorded.

A simple form of money in (entries, sponsorship etc.) and expenditure (rosettes, secretarial supplies etc.) is usually adequate and not too taxing to administer. The bottom line will at the end of the day show either a loss or hopefully a small profit to be added to your area account. Rightly or wrongly we are not afraid of carrying a loss as the area money is designed to support events such as these.

## 11 Show Officials.

Probably a better term here is **Help**. On the day itself you will need some help, the more the better and jobs to be allocated can be arranged prior and simple instructions given. Some of the more simple tasks but equally important to the day are such as **Rosette Person**, **Class Caller and Secretary Assistant.** Your **Rosette Person** is someone to carry the rosettes into the ring at the end of the class and assist your judge in handing out those. It should be noted that it is polite and accepted etiquette that any who enters the show ring be appropriately dressed and wearing a hat. Your **Class Caller** should be able to get around the parking area and get people ready to enter the appropriate class promptly and without delay, report back to the show secretary as to how many entries are coming forward and also offer this number to the Judges Steward. Your **Secretarial Assistant** can be really helpful by offering support and an always welcome cup of tea to the secretary as well as manning the area should the Secretary be called away.

Another role that may be useful is someone to guide vehicles into the parking area, offer directions to the secretary, loos and anything else that may be helpful (avoid the

bottom corner of the area as it's a bit soft, no dogs off leads etc). Should you have such a body for this please ensure that they are equipped with a Hi Vis vest (H&S) This must be an adult.

Other than those already mentioned the one person who can make or break your day (for all parties, you, your judge and competitors) is your

**First Aider**

If one of your officials holds an in date first aid certificate, it is a good idea to include their name and mobile number both on the schedule and risk assessment. They could perhaps wear a tabbbard identifying them and they ought not to be competing in any classes.

**Judges Steward.**

This is a very important role for the successful running of a show, stewards are required to assist in the management of the show ring. This role is the link between your Judge and your competitors, he is there to conduct the class as directed by the judge in respect of the manner and direction in which competitors enter the ring, instruct a change of rein when instructed, call in an initial line up, pull forward competitors to the judge, instruct each entrant on the stand show (some judges like to give their own instructions), pull turnouts into the required line

up as decided by your judge, call the rosettes into the ring, record the results and finally dismiss the class when all the procedures are completed.

It is the management of this task that your competitors will either appreciate or be dismayed by, concise instructions and definite answers to any issues raised will all be appreciated by your competitors and Judge alike.

An ideal steward would be someone who has showing experience and knows how the ring should work, perhaps a friendly local judge would assist with this job, or a competitor not showing on the day, recommendation from other show organisers is always a good idea. The steward should always be smartly dressed and wearing a suitable hat.

## 12 Directions

Not all show sites are simple to find and are not readily located by Satnav, fields tend not to have a postcode and out in the wilds some postcodes may cover hundreds of acres. What3Words is an excellent app and the reference to the gateway on the parking field can be included in the schedule. See if you can make up some sort of signs to direct people to your event, a piece of plywood with an arrow and the lettering BDS may be sufficient to show the way to your venue. Anything you can do to make things simple for people is very much appreciated and again remembered when considering entering next year. The larger you can make such signs will help with wayfinding. When placing your signs on the highway take care that they cannot be blown away and are safely affixed, are not in the way of any pedestrians or cyclists, and do not interfere with any existing road signs. Ensure they are collected as soon as possible after your event.

## 13 Compulsory Paperwork.

I know it's a sore subject but litigation is a fact of life these days and as they say "where there blame there's a claim". It is vitally important that the BDS procedures for Risk Assessment are complied with. You will be required to visit your venue prior to the event date to complete a Risk Assessment document, the BDS does provide a template for this and it is advised that this is used as it will have been seen and approved by the Insurers who supply the cover for you, your help and entrants. A Risk Assessment is just that, view the venue and event with a view to considering events that may cause a "risk" to all, it may be a loose bit of fencing, a pot hole in the car park, a cable running across a pathway and many other such liabilities. Do not "go overboard" with your perceived risks; you cannot presume that an alien craft may land in the ring during the Novice whip class and attempt to manage such an eventuality. So record the obvious issues that may be apparent. Each of these risks then need to be managed with Control Measures. These can be as simple as putting a cordon around the pothole or a barrier over the loose cable and the like.

These documents are required to be displayed during your event and you should make all aware of them and if possible to take note of any risks that may impact on the day. We post them next to our show secretary and when entrants collect numbers to we point them out. Once you have raised these documents they MUST be submitted to the BDS office ASAP after the event.

Such methodology will ensure that you and your other officials will have support from our insurers should an incident occur.

If such an incident does occur (basically anything that may arise in the possibility of a claim, horse treading on some ones foot, a runaway causing any injury to any party or damage etc.) will need to be recorded on an Incident form, again available from the BDS office, and completed as soon as is practical, if possible support with pictures of anything relevant, witness names addresses etc. all of which may be requested at a later date.

These documents and procedures should not put you off from running a show, they are there to support you and ensure any subsequent actions are covered by our insurers and do not put you or your helpers at any liability. Information to assist in completing these documents is available from the BDS office.

## 14 Anything else

There are many other things to consider when organising any show and the above is only to be considered as an aid and not hard and fast rules although it will be ill considered should you ignore the Compulsory Documents as above.

Some shows like to offer a little bit of prize money, perhaps a small amount that covers the cost of a cup of tea and a burger, do you want to invite a refreshment supplier, a burger van or similar, not everyone has facility for loos so you may need to hire in such facilities, if you do, remember we must be inclusive, so hire units which are accessible for the less able. A photographer may be a good idea, we find that the one who comes to us usually offers a large photo to our show champion, all these items can assist in making your show the one to be at and get healthy full classes and entries.

If you do need anything further with help for the pre-show and planning phases do not hesitate in asking others who have organised similar shows to yours, they will always be able to offer advice and offer tips and hints in getting your show off the ground and viable for future year

## SAFETY GUIDELINES FOR TAKING PART IN BDS ACTIVITIES

1. All horses/ponies must be 4 years or over in any driven class.
2. Every turnout must have an able-bodied groom.
3. Young Driver Whips must be accompanied by a competent adult groom.
4. Whips are responsible for ensuring horse/pony is fit enough for the work it is expected to do.
5. Whips should ensure horse/pony is happy driving in company.
6. Whips are responsible for ensuring the vehicle/harness/spares are in good condition, adjusted to fit horse/pony and suitable for terrain to be covered.
7. Basic first aid for humans and equines should be carried at all times.
8. Basic spares, including headcollar and rope should be carried at all times.
9. Show courtesy and consideration to motorists and acknowledge them.
10. Approach ridden horses with extreme care and pass pedestrians and other horses carefully, not too close, or fast.
11. Your whip is an aid and should be in your hand, not the whip socket.

12. Clear hand signals should be used by the whip and/or groom as necessary.
13. Look behind before moving off.
14. At least the length of one horse should be maintained between each turnout.
15. After descending a slope remember all turnouts must be clear of that slope beforeanyone increases pace.
16. Overtaking should not be necessary and only undertaken with the knowledge and agreement of the turnout in front. Exercise extreme caution.
17. Look well ahead and remember what you miss that your horse sees, could be the start of a problem.
18. Racing is not allowed at any time.
19. If any Whip is in difficulties or has an accident stop if asked to do so
20. The whip should never mount or alight from a vehicle without a groom at the horse's head.
21. The whip should be the first to mount the vehicle and the last to alight.
22. Horses must be removed from a vehicle before un-harnessing. NB never remove the bridle before the horse is free of the vehicle.
23. At no time may a horse/pony in full harness and attached to a vehicle be left unattended
24. No horses/ponies to be tied to any horse drawn vehicle at any time.

25. Members should contact the host or drive organizer during the week before the drive with their name, membership number and contact telephone number.
26. All participants should be harnessed and put to by the time for departure stated in the programme to avoid unnecessary frustration for the other whips and their horses.