



Guidance for British Dressage Organisers and Venues

COVID-19: returning to restricted competition activity safely in Scotland

07 August 2020 v.1

Guidelines for a safe return to competition activity

These guidelines currently apply to organisers/venue owners and members residing Scotland. This guidance has been produced in line with the Scottish government Coronavirus (COVID-19) guidance for Phase 3: staying safe and protecting others, published on 22 July 2020 with subsequent updates, which are available on the [gov.scot website](https://www.gov.scot).

These procedures are correct at the time of printing; however, they need to be reviewed regularly in accordance with the latest advice provided by the Scottish government.

BD Community COVID-19 Charter

The following general principles apply to all of our stakeholder groups:

- The health and safety of all of British Dressage members, and those connected with our sport in any way, must remain paramount at all times.
- Government guidelines should be adhered to by all participants, whether you are a competitor, organiser, judge, steward, groom, trainer, owner or other support personnel.
- All training and competition activity will be COVID-19 risk assessed in advance to manage risks and provide a safe, controlled and regulated environment for all involved.
- Regular handwashing, cleaning and hygiene procedures are essential for all activities.
- Social distancing of two metres should be maintained at all times; if this is not possible, individuals must remain at least one metre apart, plus take other mitigating measures, such as using PPE.
- Flexibility, understanding and support are key to the successful resumption of training and competition activity, therefore compliance with these requirements is essential.
- Good communication is required between all participants to maintain awareness, vigilance and help to control the virus.

Introduction

Following the Scottish government's easing of lockdown restrictions, British Dressage has developed a set of practical guidelines to follow so competition and training can resume safely, in accordance with government regulations. These guidelines outline adaptations so that competition and training activity can be enjoyed in a way that is in line with government advice and helps to prevent the spread of COVID-19. They include measures to limit unnecessary contact and interactions with others, as well as minimising the risks associated with COVID-19. Members should adhere to the government's social distancing guidelines, staying two metres apart on the ground, three horse lengths while mounted, and follow public advice for hygiene. If closer contact is unavoidable, individuals should still keep a minimum of one metre away at all times and wear appropriate PPE, while avoiding face to face contact where possible.

Venue management

- Venue proprietors and organisers are responsible for the delivery and implementation of all health, safety and hygiene measures, in accordance with the latest government guidelines and regulations.
- Venues are advised to take time to ensure they resume competitions and training safely and to ensure that all staff, officials and competitors are aware of their obligations to adhere to these protocols.
- All activity should comply with the most recent Scottish government guidance regarding restrictions on public gatherings, permitted travel, limits to numbers on site and social distancing measures at all times.
- Organisers should allocate a member of staff to act as COVID-19 Compliance Officer, to monitor compliance with social distancing, health and hygiene for all visitors on site. We see this as an additional task to an existing role, but they should also be the first point of contact for any queries. A template job description for a COVID-19 Compliance Officer can be found on the [sportsScotland website](#).
- Venues must prioritise safety first for all participants, including staff and officials, minimising the risk of infection / transmission of the virus and operate only within the agreed regulatory framework.
- A thorough risk assessment should be undertaken, and appropriate measures put in place, to ensure members, staff, officials and volunteers are protected. There is a template to assist with this process in the [Organisers and Venues Competition Toolkit](#).
- A contact register must be maintained for the venue so you can track and trace any individuals who have visited the site, should someone contract the virus. You can find a template in the [Organisers and Venues Competition Toolkit](#).
- Guidelines will be updated in accordance with Scottish government advice and regulations, as appropriate.
- Venues will need to be flexible to react to any future changes set out by the Scottish government if tighter social distancing / movement is reintroduced or restrictions are further relaxed.
- Once organisers have conducted their own risk assessments, based on these procedures and protocols, we recommend that all venues complete the **Visit Scotland** [online self-certification tool](#) and display 'We're Good to Go' posters on site. This will help provide a recognised endorsement of the measures put in place to be COVID Secure and give visitors peace of mind that the venue is fully compliant with industry standards.

Venue facilities

- The number of people on site at any one time must be restricted in accordance with government guidelines, with consideration given to the implementation of social distancing measures.
- All staff, officials and competitors should keep a minimum of two metres apart, in order to minimise the risk of spreading the virus.
- If closer contact is unavoidable, individuals should still keep a minimum of one metre plus away at all times, using PPE where appropriate and avoiding face to face contact where possible.
- Toilet and hand washing facilities must remain open, with clear signage in place to prevent people entering at the same time and consideration given to cross-over points on through-ways.
- Water and soap should be available for all visitors on site, where possible. Hand sanitisers or disinfectant wipes must be provided if hot water and soap is not available.

- Cleaning should take place regularly, particularly of common touchpoints like door handles, gates, switches, handrails, etc., including the removal of rubbish.
- The secretary's office and other internal areas should remain closed to the public, unless specific access is needed (e.g. through-ways for toilet access).
- All social spaces where visitors or spectators normally gather in larger numbers, including pavilions, galleries, seating areas or verandas should remain closed. If access is required to toilets, on-site cafes or shops through these areas, then a two-way system should be clearly marked out and appropriate signage displayed.
- Cafes and restaurant facilities are permitted to re-open, in accordance with the latest [Scottish government guidance](#). Venues running competition from Monday to Wednesday between 3 to 31 August may take advantage of the ['eat out to help out' government scheme](#).
- Venues are recommended to operate a [take away service](#), with a one way system in place, unless you are able to operate safely within the government guidelines. Social distancing must be observed by customers at all times.
- Customers should be encouraged to consume food and drink in outdoor spaces, to limit the use of shared indoor facilities.
- Disposable cups, plates and cutlery should be used where possible, with bins accessible to allow safe disposal of items.
- Under current restrictions no trade stands are allowed on site, although this will continue to be reviewed based on the latest government guidelines.
- Permanent on-site shops or stands may still open as normal, providing that social distancing can be maintained at all times and all other COVID-19 retail operational practices are followed.
- In Scotland, you must by law wear a [face covering](#) in all shops and supermarkets. We strongly recommend that face coverings are worn in other indoor or enclosed spaces where social distancing may be difficult.
- Clear signage must be displayed throughout the venue, particularly highlighting COVID-19 measures around social distancing, handwashing/sanitising and hygiene. Emergency vet and farrier contact numbers should also be clearly signed. You can find a template in the [Organisers and Venues Competition Toolkit](#).
- Competition times must be managed carefully to avoid people arriving / leaving the site at the same time, including access to / from the warm up areas and arenas.
- Adequate parking should be provided for cars, horseboxes and trailers to allow for social distancing to be observed, including additional space for the loading/unloading of horses.
- All visitors to the venue should minimise unnecessary contact with other individuals, including considering access required for other vehicles that may arrive / depart during the day.
- A detailed layout of the showground, arenas and warm up areas should be posted on venue's website and/or social media prior to the competition or organised training activity.
- Both indoor and outdoor arenas may be used for competition, warm up and warm down facilities, providing they are light, airy and well ventilated.
- Arena and warm up areas for each competition must be clearly mapped and easy to identify. Toilets and the route to access them should also be clearly visible on the map.
- Venue websites and social media should be kept up to date with most recent government advice and NGB guidelines.

Health, safety and hygiene

- Adequate PPE should be provided for venue staff, officials and volunteers, as required, particularly when operating in indoor spaces, or if social distancing of two metres cannot be maintained.
- Public health and hygiene advice / signage to be displayed prominently throughout the venue.
- Facilities, surfaces and equipment should be cleaned regularly to reduce the risk of transmission.
- Where possible equipment should not be shared, but if this is deemed necessary it should be thoroughly cleaned prior to use. Guidance on the cleaning of surfaces and facilities is available from [Public Health Scotland](#).
- Ensure a fully qualified first aider is on site who has appropriate PPE. Clear signage, including the name and contact number of the nominated individual, should be provided.
- The primary responsibility of first aid is to preserve life and first aid should be administered, if required until the emergency services attend. Guidance on delivering first aid during the coronavirus pandemic is available on the [St John's Ambulance website](#).
- Where first aid is required, it would be preferable that a present guardian or member of the rider's household administer this, under guidance from the suitably qualified professional, to allow social distancing to be maintained.

Spectators

- No spectators are permitted on site at any time while restrictions remain in place.
- Riders can bring one additional person to assist (be it a family member, groom or trainer); ideally they should be from within the same household in order to comply with government requirements.
- Where an additional person is required for safeguarding purposes (e.g. parent / guardian or carer of a member who is under 18), that person must observe social distancing requirements at all times and not form part of the competition 'bubble'.
- Additional provision is also allowed for Para riders, who may require additional assistance from a family member, guardian or carer.

Media

- A venue may allow members of the press to attend shows in restricted numbers only, with a maximum of five households permitted to use any press office facility.
- Members of the media must apply to the venue to attend prior to the show so provision can be made in advance. Individuals turning up without prior permission may be refused entry.
- Journalists, photographers, videographers, etc. must have a commission to cover the show from a recognised outlet and may be asked for proof.
- All media attending must conduct their own risk assessment and adhere to all social distancing restrictions and hygiene requirements put in place by the venue.
- Venues should aim to limit the number of media representatives in attendance at any one time and will be responsible for accepting/declining applications to attend, based on merit.
- Photographers are not permitted to run on site facilities to view and purchase photographs; any such activity must be carried out online after the event only.

Entries and payment

- All entries and payment for BD competitions / activity must be done through an online entry provider.
- Handling of cash should be avoided wherever possible in order to minimise risk of contamination.
- Late entries may be accepted. However, after times and breaks have been published, it is not permissible to add entries into withdrawal slots.
- Organisers must complete a [contact record sheet](#) after each competition or organised training activity to monitor those on site.
- As a condition of entry, members must agree to adhere to all government regulations and British Dressage protocols relating to public health, hygiene and social distancing.
- Venues can hold unaffiliated competition on the same day as a scheduled affiliated and/or Quest competition, but they should run as separate classes and BD members must take priority over non-members.

Communication

- Signage must be clearly displayed around the venue, highlighting social distancing guidelines and promoting awareness of hygiene measures.
- Venues to use their public PA systems to announce COVID-19 guidance, including health, hygiene social distancing advice, at regular intervals throughout the day of competition or training activity.
- Venues without a PA system should display posters in prominent locations throughout their venue.
- Posters will be available from British Dressage to assist venues with signposting these key messages.
- Venues should maintain communication with competitors before, during and after their visit, making them aware of any changes to government guidance.

Judges

- Judges should be booked directly, as per the normal process, to confirm their availability and willingness to officiate under current restrictions and guidelines.
- You should ensure that the judging procedure and operating procedures are discussed fully at the time of booking and agreed in writing by both parties prior to the competition.
- There are various options for safe judging that comply with social distancing restrictions, depending on the individual circumstances at each venue.
 - Judges can officiate on their own, writing the scores for the test and adding comments at the end. An additional three minutes should be added to the [test time](#) to facilitate this.
 - Judges can officiate under normal conditions, with a member from the same household or their support bubble acting as writer.
 - Judges can officiate with an external writer, providing a minimum distance of one metre apart can be maintained and COVID Secure measures have been put in place.
- If boxes are used, Perspex screens should be installed to separate the judge and writer, face masks should ideally be used and separate hand sanitisers made available.
- If cars are used, the judge and writer should be situated in separate cars, parked a minimum of one metre apart.

- ➔ If technology is employed to facilitate two way communication between the judge and writer, this must be also discussed fully and agreed in writing with all parties prior to the competition.
- ➔ Any refreshment and catering provision should also be agreed with the judge at the time of booking.
- ➔ Discuss the venue facilities, including any changes to normal arrangements, and supply a map in advance to ensure that judges are familiar with the layout, particularly if new to the venue.
- ➔ Judges should be provided with the contact details for the secretary's office, on-site first aider and the designated COVID-19 Compliance Officer.
- ➔ Judges should arrive in plenty of time and notify the venue by phone when they are on site. The venue can then instruct the judge on how to proceed from this point.
- ➔ The venue should advise of any potential issues that may have arisen while the judge has been in transit and direct them to their judging location, as required.
- ➔ Judges should provide their own pens and clipboards if at all possible. Any shared equipment should be thoroughly cleaned in advance of use.
- ➔ Disposable gloves should be worn by all parties whilst handling scoresheets and shared equipment, and changed regularly.
- ➔ Hand sanitiser and / or disinfectant wipes should be made available for use within the box or car.
- ➔ Venues to leave scoresheets in an agreed location for collection by the judge on arrival, sealed in a paper envelope. No sheet collecting will be permitted during the class.
- ➔ The judges' box or car should be thoroughly cleaned before any new judges enter. Where possible, a judge's own car is the ideal judging box to avoid cross-contamination where possible.
- ➔ Judge to use own car or remain in the box after they have finished judging to check their sheets for mistakes / missing marks.
- ➔ Judges to return sheets and any venue owned equipment to the secretary's office at the end of the class or left in an agreed secure location if it is not possible to maintain social distancing.
- ➔ Where the venue operates a take away service for catering, judges should only consume food or drink in their box or car, using disposable cups, plates and utensils.
- ➔ With no scoreboards in operation, digital copies of results should be sent to judges for sign off and approval before results are provided to competitors. Results should be shared in PDF format and ideally password protected.
- ➔ Venues are recommended to scan or photograph completed test sheets and email results to competitors after the competition, or post sheets out without any rosettes after the competition.
- ➔ Alternatively, the venue may distribute score sheets on the day of competition, providing this is done in a controlled manner, social distancing is adhered to and the process is fully documented on the venue's risk assessment.

Judges on their own

- ➔ Judges will allocate marks for each movement as normal and add comments at the end of the test.
- ➔ An additional three minutes will be added to the overall test time to provide adequate time for judges to complete their comments and summary at the end of the test.

Judging with own writer (from the same household or support bubble)

- Judges should continue to follow the process outlined in the venue protocol for judges.

Judging with an external writer

- The organiser should discuss all options with the judge and writer to agree an approach that all parties are comfortable with. Judges are reminded they should only officiate when they are happy to do so and are comfortable with the COVID Secure provisions agreed in advance with the organiser.
- Judges and writers must be positioned a minimum of one metre apart at all times, plus take other mitigating measures to avoid any face to face contact.
- If using boxes, a Perspex screen should be installed as a divider between the judge and writer to ensure that a separate space is provided for both parties.
- It is advisable that judges and writers use face masks while sharing the same space, providing clear communication can still be maintained.
- Good ventilation is essential and it is recommended that fully enclosed units, such as boxes with closed doors and windows, should not be used at this time.
- If using cars, the judge and writer should be situated in separate vehicles, parked a minimum of one metre apart.
- Adequate supplies of hand sanitiser and surface wipes must be made available to judges and writers to maintain hygiene standards.
- The judge and writer must avoid face to face contact and ensure that hand sanitiser is used when passing sheets between themselves.

Judging with technology

- Venues choosing to use technology to facilitate communication between the judge and writer must ensure this is agreed in writing with all parties prior to the competition.
- Any technology employed should be robust, reliable and fully tested in advance of competition, making sure that there is sufficient infrastructure in place required to support its use, such as Wi-Fi networks, adequate bandwidth and non-conflicting radio frequencies.
- A clear contingency plan be in place should there be any equipment malfunction.
- Competitors must not be disadvantaged if there is a failure in the equipment used.

Stewards and Officials

- Stewards and officials should be booked directly, as per the normal process, to confirm their availability and willingness to officiate under current restrictions and guidelines.
- You should ensure that the stewarding provision and operating procedures are discussed and agreed at the time of booking, including any refreshment and catering provision.
- Discuss the venue facilities, including any changes to normal arrangements, and supply a map in advance to ensure that stewards are familiar with the layout, particularly if new to the venue.
- Stewards and other officials should be provided with the contact details for the secretary's office, on-site first aider and the designated COVID-19 Compliance Officer.
- Stewards and officials should arrive in plenty of time and notify the venue by phone when they are on site. The venue can then instruct the steward on how to proceed from this point.

- ➔ The venue should advise of any potential issues that may have arisen while the steward has been in transit and direct them to their stewarding location, as required.
- ➔ Due to the proximity to competitors and level of contact required, Personal Protective Equipment (PPE), to include gloves and face masks, should be worn at all times when stewarding.
- ➔ Stewards should continue to follow usual practices of changing gloves between competitors.
- ➔ Stewards should maintain a minimum distance of one metre plus from other stewards or any member of the rider support team and avoid direct face to face contact where possible.

Stabling

- ➔ During the initial stages of the resumption of activity, only on-site day stabling should be available.
- ➔ Further guidance will be issued when social distancing restrictions are relaxed and larger competitions can take place, but until this point there should be no overnight stabling.

Competition times

- ➔ Once times have been published no further changes may be made. All withdrawals must be noted.
- ➔ An additional **three minutes** will be added to the overall test time to allow competitors to enter and exit the arena safely, as well as provide extra time for judges writing on their own.
- ➔ A revised test timing sheet specific for use during COVID-19 is available in the [Organisers' Competition Toolkit](#).

Arrival at venue and parking

- ➔ As per current BD rules and DEFRA policy, horses must have up to date vaccinations in order to compete and passports must be carried with the horse at all times.
- ➔ All car / lorry / trailer / horsebox parking must be a minimum of three metres apart from other vehicles to allow sufficient space for horses to be loaded / unloaded.
- ➔ Horses should remain outside (tied up or held) in the proximity of the horsesbox / trailer for a limited period of time only and should not be tied up and left unaccompanied.
- ➔ A designated car park marshal is recommended to ensure safe parking is maintained, in accordance with social distancing guidelines. Alternatively, parking bays should be clearly marked out.
- ➔ Clear signage must be displayed, reminding competitors of social distancing measures and highlighting any specific access and egress routes that are in place, avoiding cross-over points.
- ➔ Where possible one way systems should be in operation for competitors and horses to enter and exit the showground area safely, particularly if access is restricted at cross-over points.
- ➔ Additional provision should also be allowed for Para riders, who may require additional assistance to manage access in / out of the site from a parent, guardian or carer.
- ➔ Where an additional person is required for safeguarding purposes, such as a parent, guardian or carer of a Para rider or under 18 competitor, that person must observe all social distancing requirements.

Warm up arenas

- 'Competition bubbles' of five riders are to be formed within warm up areas.
- Only five riders (one 'competition bubble') will be permitted within the designated warm up area during an allotted time, which will allow riders 40 minutes of warm-up time.
- Once the last rider in the group of five has left the warm up area to enter the competition arena the warm up will be open to the next 'competition bubble'.
- More than one warm up area may be used to allow for two 'competition bubbles' to run concurrently.
- This may include two 60 x 20 warm up arenas running simultaneously if the surface is large enough to accommodate two arenas.
- The warm up area should be monitored by a steward / marshal to ensure that riders adhere to these restrictions at all times.
- Para riders may receive assistance from one additional person, as required, but otherwise no grooms, trainers or helpers are allowed to access the warm up area.

Completion of test, results and test sheets

- A separate area to warm down should be identified after riders have left the competition arena.
- If possible a one way system should be in operation on site for competitors, particularly at restricted cross-over points, in order to maintain social distancing.
- A maximum of ten minutes is allowed for warm down, by which point riders should return to their lorry to wash down/untack.
- No scores should be published at the venue on a public scoreboard.
- No public prize giving ceremonies will be conducted at the venue.
- All prize money to be paid electronically by BACS transfer or equivalent.
- Results must be published on the venue website within 48 hours of the competition and sent to BD as per current guidelines.
- All entries and results must be submitted on the official BD results template. This should include details of withdrawals / no shows / HC / eliminations and any competitors on a class ticket.
- Venues are recommended to scan or photograph completed test sheets and email results to competitors after the competition, or post sheets out without any rosettes after the competition.
- Alternatively, the venue may distribute score sheets on the day of competition, providing this is done in a controlled manner, social distancing is adhered to and the process is fully documented on the venue's risk assessment.
- Objections or complaints will be dealt with over the phone or via email after the competition. Payment will be taken on a credit/debit card, as per current rule 204, page 179.

Music Classes

- Venues wishing to run music competitions should ensure that clear guidance is relayed to the competitor regarding the transfer of music files, whether in physical or digital format.
- CDs, MP3 and USBs are all permitted; however these must be sanitised before and after transfer between competitor and organiser.
- Online methods of music transfer are recommended if the venue has the facility to do so. [We Transfer](#) is a free online platform for transferring large file sizes.
- Venues should ensure their COVID-19 risk assessment is fully updated, with additional music specific protocols in place, and all staff briefed accordingly.

Para

- Para riders are permitted to have an extra person in attendance to provide assistance where required, such as a family member, guardian or carer (i.e. two people in total, in addition to the rider).
- Organisers should consider the needs of any riders that may require additional support and allow adequate parking for horseboxes / trailers with adjacent parking for additional support vehicles.
- Para riders should liaise with the venue prior to attending to request any specific requirements or additional support they may require. This is particularly important if the rider is visiting the venue for the first time. Please see the [competitors' tool kit](#) for more information.
- In the warm up arena, para riders may receive assistance from one additional person, as required, but otherwise no spectators or grooms are allowed to access these areas.

Local Lockdown

In the event of any local restrictions being imposed by the government, the following protocols should apply:

- Any venue that falls within a restricted area will not be permitted to host BD affiliated competition and training activity while local restrictions remain in place.
- Organisers should not accept bookings for training or competition entries from members who live within the exclusion zone for the duration of any local lockdown.
- Members residing within the exclusion zone should adhere to government advice on non-essential travel, which includes not participating in any BD activity until restrictions are lifted.
- No judges, stewards or officials who reside within the exclusion zone should be employed or travel to venues for BD activity from while these restrictions remain in place.
- All travel in or out of any exclusion zone should be kept to a minimum and only where it is deemed essential; for example if coaches are unable to work from home.
- Where possible, staff, contractors and suppliers should not travel to venues from within the exclusion zone, unless this is deemed essential for work purposes.
- Coaches and judges should not conduct training or test riding activity for members who reside within the exclusion zone until local restrictions are lifted.

Safeguarding and horse welfare

- [Safeguarding](#) to be followed as per current protocols; refer to BD website for further information.
- Organisers must ensure that they obtain the contact details for a parent or guardian for any rider under 18 for any direct and digital communication required after the initial entry.
- [Horse welfare](#) should continue to be monitored as normal. Welfare forms can be found on the BD website and any concerns must be reported by the organiser to the BD Sport Operations Manager.

Useful web links

- [Scottish Government: coronavirus in Scotland guidance](#)
- [Scottish Government route map through and out of the crisis](#)
- [Health Protection Scotland](#)
- [horsescotland phase 3 guidance](#)
- [Sportscotland: preparing your organisation as COVID 19 restrictions ease](#)
- [HSE - Managing risks and risk assessment guidance](#)
- [DEFRA](#)
- [Animal health and welfare - Scotland](#)