



Guidance for British Dressage Organisers and Venues in England and Wales

COVID-19: returning to restricted competition activity safely

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Introduction

British Dressage has developed a set of practical guidelines to follow so competition and training can once again resume safely, in accordance with the respective 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. As of Monday 19 July in England, the legal requirement for face coverings and two metre social distancing will be removed. In Wales, social distancing will remain until at least 7 August and face coverings indoors will remain requirement by law for the foreseeable future.

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.
- 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.

Guidelines for a safe return to competition activity

These guidelines currently apply to organisers/venue owners and members residing in England and Wales. For Scotland shows, please see the [specific guidance for the country](#) in the toolkits. This guidance has been produced in line with government guidance on public areas, outdoor activities and exercise published from 1 June 2020 onwards, including subsequent updates, which are available on the [gov.uk website](#).

These procedures are correct at the time of printing; however, they need to be reviewed regularly in accordance with the latest advice provided by government. Operating procedures are based on Public Health England (PHE) guidance, please note that other guidance may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#). You should also refer to the relevant websites for the devolved governments for specific guidance relating to any other country other than England.

Venue management

- Venue proprietor 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 host competitions and training safely and to ensure that all staff, officials and competitors are aware of their obligations and any venue specific guidance.
- All activity should comply with the most recent government guidance including restrictions on public gatherings, limits to numbers on site and social distancing measures if in place.
- Organisers should allocate a member of staff to act as COVID-19 Compliance Officer, to monitor compliance of health and hygiene measures 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.
- 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](#).
- We advise venues to register with the NHS track and Trace system and download your own unique QR code for check in. If venues choose to use this, it must be an addition to the contact registers and not used in isolation.
- Guidelines will be updated in accordance with government advice and regulations, as appropriate.
- Venues will need to be flexible to react to any future changes set out by the government(s) 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 Britain** [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.

- ➔ Lateral flow tests are now readily available from the NHS website to collect from local pharmacies or home delivery and all are encouraged to take regular tests. Please note that if implementing these tests as a pre-requisite for attendance on site for staff, officials and volunteers, appropriate permissions must be obtained in advance.

Indoor arenas

England

- ➔ No restrictions as of 19 July.

Wales

- ➔ In Wales, indoor arenas can be used for organised sport activity, up to a limit of 50 people as of 17 July.

Venue facilities

- ➔ In England, there are now no restrictions on the number of people that can meet outdoors at a competition
- ➔ In Wales:
 - 100 people can meet outdoors for organised outdoor activities.
 - All staff, officials and competitors should aim to 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, wearing face masks 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 throughways.
- ➔ 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 can open as normal, but face coverings remain mandatory in Wales and recommended in England.
- ➔ All social spaces where visitors or spectators normally gather are now permitted to open, including pavilions, galleries, seating areas or verandas.
- ➔ Venues should ensure that spectator numbers are managed in a way that protects the safety of all in attendance, particularly where people may be in close proximity or larger numbers.
- ➔ Cafes and restaurant facilities can fully open, although it is recommended that protocols for managing footfall and the flow of traffic safely should remain in place.
- ➔ In Wales & Scotland face coverings will continue to be required by law in most indoor places and continue to be recommended in England, particularly when in close proximity to others.
- ➔ Disposable cups, plates and cutlery should be used where possible, with bins accessible to allow safe disposal of items.
- ➔ On-site shops or trade stands can re-open fully, but it is recommended that they also follow Covid secure protocols at all times to maintain the health and safety of staff and customers.

- Clear signage should be displayed throughout the venue, particularly highlighting COVID-19 measures regarding symptoms, handwashing/sanitising and basic hygiene.
- Emergency vet and farrier contact numbers should also be clearly signed. You can find a template in the [Organisers and Venues Competition Toolkit](#).
- 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.
- 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

- All 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.
- Adequate PPE should be available for venue staff, officials and volunteers, if they wish to use it, or if in Scotland and Wales where it is still mandatory.
- Public health and hygiene advice / signage must be displayed throughout the venue.
- 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

- In England and Wales spectators are now permitted at competitions, where this can be managed safely and in compliance with number restrictions.
- In Scotland any events taking place with paid attendance will need to have additional measures in place to manage spectators.

Media

- A venue may permit members of the press to attend shows within any number limits.
- 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 hygiene requirements put in place by the venue.
- Photographers are permitted to run on site facilities to view and purchase photographs from 12 April onwards.

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 should complete a [contact record sheet](#) after each competition or organised training activity to monitor those attending on site.
- To comply with GDPR regulations, all personal data captured for track and trace purposes must be securely destroyed after 21 days.
- As a condition of entry, members must agree to adhere to all government regulations and British Dressage protocols relating to public health and hygiene.
- 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 promoting awareness of hygiene measures.
- Venues to use their public PA systems to announce COVID-19 guidance, including health and hygiene 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.
- 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 with an external writer, providing a minimum distance of one metre apart can be maintained and COVID Secure measures have been put in place.
 - Judges can officiate under normal conditions, with a member from the same household or their support bubble acting as writer.

- If judges have concerns about their personal health and safety, they can continue to officiate on their own, writing the scores for the test and adding comments at the end.
- ➔ If shared spaces are used, it is recommended that Perspex screens should continue to be in place to separate the judge and writer. Face masks should also be used, although this is advisory rather than mandatory, and separate hand sanitisers made available.
- ➔ 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.
- ➔ Lateral flow tests are now readily available from the NHS website to collect from local pharmacies or home delivery and all are encouraged to take regular tests. Please note that if implementing these tests as a pre-requisite for attendance on site for staff, officials and volunteers, appropriate permissions must be obtained in advance.
- ➔ 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 are advised to be worn by all parties whilst handling any shared equipment, including scoresheets, 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. Sheet collecting is permitted, providing appropriate hygiene measures are put in place, including regular hand sanitization.
- ➔ 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 should 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.
- ➔ Where the venue operates a take away service for catering, judges should only consume food or drink outdoors or in the judges' box / car, using disposable cups, plates and utensils.
- ➔ Venues are permitted to scan or photograph completed test sheets and either email results or post sheets out to competitors after the competition if they prefer.
- ➔ Alternatively, the venue may distribute score sheets on the day of competition, providing this is done in a controlled manner avoiding unnecessary interaction or numbers of people gathering in close proximity.

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.
- It is recommended that judges and writers continue to 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 shared spaces, it is recommended that a Perspex screen remains in place as a divider between the judge and writer to ensure that there is separation between both parties.
- It is advisable that judges and writers use face masks while sharing the same space, providing clear communication can still be maintained, although this is not mandatory.
- Good ventilation is essential and it is recommended that fully enclosed units, such as boxes with closed doors and windows, should still be avoided.
- 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.
- Lateral flow tests are recommended for judges and writers. They can be obtained via the NHS website for free.

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.

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.

Practice Judging

- Practice judging can resume in England, Scotland and Wales, but judges must contact the venue in advance in order to obtain permission and ensure the venue has the capacity on site.
- Judges will be required to organise their own sheets to use for the purposes of judging. Sitting in is still subject to the individual judging arrangements at the venue.

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, is strongly recommended.
- Stewards should continue to follow usual practices of changing gloves between competitors.

Stabling

- The venue should ensure their risk assessment is updated to reflect the use of stabling, in line with the most recent public health guidance.
- Full bio-security measures must be in place for cleaning stables before and after use, specifically with the raised concern over EHV-1.
- COVID-19 posters and PHE protocols must be displayed and clearly visible in all stabling areas.
- Venues should ensure that high standards of hygiene are maintained in the stabling area at all times and that stables are cleaned in between use.
- All shared surfaces or common touch points must also be thoroughly cleaned on a regular basis.
- Competitors are advised to bring their own equipment, which should be stored in their own lorries / trailers when not in use, not left outside the stable.
- Multiple day shows are now permitted in England, Scotland and Wales.

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 provide extra time for judges if they're 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.
- A designated car park marshal is recommended to ensure safe parking is maintained. Alternatively, parking bays should be clearly marked out.
- 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.

Warm up arenas

- There are no specific restrictions on numbers in warm up arenas due to COVID; however, warm up rules should continue to be stipulated by the venue according to the size of the arena.

Completion of test, results and test sheets

- If possible, a one way system should be in operation on site for competitors.
- Public scoreboards are now permitted; however, large numbers gathering in indoor areas should be avoided and signage should be displayed to still promote COVID awareness.
- We advise that prize money should 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.
- 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.
- The venue may distribute score sheets on the day of competition, providing this is done in a controlled manner avoiding interaction.
- Objections or complaints can now be dealt with as per the rule book rule 13 section 5 – annexes page 200.

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.
- Judges will need the support of a writer while judging music classes. In order to facilitate this organisers should select one of the judging options from above that can safely permit this.

Para Equestrian

- 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.
- Para riders requiring overnight stabling should liaise with the venue prior to attending to ensure that clear access to the stabling / walkways is available.

Travel Restrictions

In the event of any travel restrictions being imposed, whether at local, regional or national level, please note that the following general principles continue to apply:

- Members, organisers and officials must abide by the restrictions that apply for travel restrictions, both in terms of where they are travelling to and from.
- Organisers and venues have the right to refuse entry to members from areas with travel restrictions; however, entry fees should be refunded in accordance with BD rules.
- Any venue in an area with mandatory travel restrictions in place should not accept entries or bookings from members outside of that area, unless they have put additional mitigations in place and have received local authority approval.
- Organisers should not accept bookings for training or competition entries from members who live in areas with any mandatory travel restrictions.
- Members should not travel to / from areas with travel restrictions to take part in organised competition, training or test riding activity.
- Judges, stewards or officials who reside within an area with travel restrictions should visit venues or clients for work purposes only.
- Where activity takes place within an area under travel restrictions, coaches and judges should only conduct training or test riding for members who reside within that area.
- With the three nations subject to different restrictions, it is the responsibility of individual members to ensure that they check the latest situation in the area they are living in, or travelling to, to ensure that they are complying with all requirements.

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

- [UK Government guidance for the public on the phased return for sport and recreation](#)
- [UK Government guidance for providers of outdoor facilities on the phased return of sport](#)
- [UK Government guidance for providers of grassroots sport and indoor leisure facilities](#)
- [Wales Government guidance for businesses reopening](#)
- [Wales Government guidance for a phased return of sport, recreation and leisure](#)
- [Sport & Recreation Alliance Outdoor facilities guidance](#)
- [Sport England return-play FAQ](#)
- [UK Government general coronavirus advice](#)
- [UK Government guidance on social distancing](#)
- [UK Government guidance on face coverings](#)
- [Government FAQs: what you can and can't do](#)
- [HSE - Managing risks and risk assessment guidance](#)
- [DEFRA](#)