

INDOOR CARRIAGE DRIVING UK – REGIONAL ORGANISERS GUIDANCE NOTES



The following guidance notes have been provided for the ICD-UK Regional Organisers, and can be shared with participants, helpers and officials.

1. The safety of all persons at the event is the accountability of the Regional Organiser – this includes volunteers, officials, drivers and spectators.
2. A current Risk Assessment that is relevant for the venue must be prepared and must be available to all attending the event (either published or by request) – this is an insurance obligation.
3. Ideally have a First Aider at the event, with a current valid certificate.
4. Ensure all drivers have been assessed as per the BC requirement for Members Insurance.
 - a. Information about new assessments should be sent to the ICD Secretary.
 - b. Newly assessed drivers should drive the same turn out for at least 2 events (preferably 3 events).
 - c. Drivers moving from single to pair / tandem and/or team must be reassessed with their new turn-out.
 - d. Decide if the 2nd driver (backstepper) seated with a junior driver inc dual reins, is sufficiently 'competent'. For unknown 2nd driver (backstepper), a full driving assessment can be requested before accepting their entry.
5. Has the right to ask a person (driver, backstepper, crew, spectator) to leave the venue if their conduct is inappropriate or could cause harm to others.
6. Has the right to refuse an entry to their event.
 - a. Has the right to request a driver has training (with an appropriate trainer) before accepting their entry.
7. Should nominate an official(s) to observe the standard of driving of the event, especially in obstacles. They should empower them to speak immediately to any driver displaying behaviours that could be considered to be excessive use of the whip or against animal welfare in general. This could be a judge or another crew member, but ideally an experienced driver or horse person.
8. Report any accidents using the BC insurance reporting page - <https://www.howdengroup.com/uk-en/british-carriagedriving-claims-information>
9. Notify the ICD-UK Secretary of any accidents. The report will be treated in confidence.
10. Notify the ICD-UK Secretary of any driver / person that has been refused entry or asked to leave an event. These reports will be treated in confidence, unless the strictly limited sharing of the information would support the safe running of another ICD region.