



## B.C. CARRIAGE DRIVING SOCIETY EVENT APPROVAL PROCESS

The following is the process by which approval for insurance coverage for an event, clinic, or function can be obtained from B.C. Carriage Driving Society and how to apply for sanctioning from another organization.

### Who can apply for BCCDS approval?

- Any Chapter of BCCDS
- A Committee of BCCDS
- A current member in good standing of BCCDS
- The Board of Directors of BCCDS

1. At a meeting of a Committee, Chapter or the Board of directors of BCCDS, a motion is made, seconded and passed to hold an event or function. This must be recorded in the minutes of that meeting. If an **individual** member of BCCDS, that does not have access to a Chapter or Committee, wishes to host a function, application must be sent to the Secretary of the BCCDS. This application will be discussed at the next Board of Directors meeting and recorded in the minutes.

2. Applications are sent to the Secretary by email, providing the following information:

#### On **The Event Approval Form**:

- a) Name of Event/Function
- b) Date of Event/Function
- c) Location of Event/Function
- d) Chapter/Member hosting the Event/Function
- e) Official's Name, Phone, Address, Email and Credentials
- f) Organizer's Name, Phone, Address and Email
- g) An **Event Planning and Action Plan Form** (Checklist) must be completed for the event location and returned to the Secretary along with the Event Approval Form. These 2 Forms together create the Event Application

3. The Event Application will then be forwarded to the Board of Directors for approval. Once this has been received, the Event/Function Contact person will be notified. At this point, insurance coverage has been put in place and the Organizers can get started.

4. In the case of a Clinic or Fun Drive, or any other function (other than a show) a flyer can be made with all the information and forwarded to the Secretary to have put onto the website or any other promotional media. Please proof read the document very carefully prior to it being broadcast.

5. Organizers of a Pleasure Show, Field Trial or Arena Driving Trial can now prepare the Prize list. Proof read it with the organizing committee before sending it to the Official for approval. Have them sign a copy for your records.
6. Now the prize list goes to the Sanctioning Body (i.e. Horse Council B.C., Equine Canada or ADS). They will have application forms that will need to be filled out to accompany the prize list when it is sent in. After the Sanctioning Body has sent their approval, it can be sent out to the competitors and put on the BCCDS website calendar.
7. Horse Council B.C. will have report forms that will need to be filled out after the competition. This information is very important to Horse Council B.C. as it will help to get more funding for our sport.
8. After the event/function is over, complete the **Event Summary Report Form** whether there was an incident or not to the Secretary with pictures so that it can be published on the website.
9. \*\*\*Approval covers **only the location as noted on the application**. If the event location changes an Event Planning & Action Form (Checklist) for the new location must be filled out and returned to the secretary immediately.

**PLEASE ENSURE THAT YOU UNDERSTAND AND FOLLOW THESE STEPS. IF YOU HAVE ANY QUESTIONS ON ANY PART OF THIS PROCESS, PLEASE CONTACT THE PRESIDENT OR THE SECRETARY PRIOR TO DOING ANYTHING TO ENSURE THE PROCESS IS COMPLETED CORRECTLY.**