



B.C. CARRIAGE DRIVING SOCIETY



EVENT PLANNING CHECKLIST

This form is to be completed by the Event Organizer and submitted with the Event Sanction Application. The following guideline is to assist Organizers in making their event safe, fun and educational for all. Organizers may include additional requirements in the interest of safety for their participants and spectators prior to and during the event.

N/A = Not Applicable

VENUE – RENT/LEASE/HIRE	Completed	Agree to Comply	N/A
Check rental/lease agreements for insurance requirements or disclaimers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
HIRING EQUIPMENT	Completed	Agree to Comply	N/A
On site vehicles have third party insurance (golf carts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments;			
CONTRACTORS – Services/Demonstrations/Sponsors/Vendors	Completed	Agree to Comply	N/A
Service providers have provided evidence of insurance coverage ie. First Aid Services, Concession, Demonstrators, Retail Vendors, Sponsors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments;			
RECORDS AND DOCUMENTATION	Completed	Agree to Comply	N/A
Privacy policy for competitor personal information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply of incident/accident reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident management procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and volunteers receive adequate and appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show Office has all required documents/equipment/adequate space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scorer has adequate space in quiet area/out of elements/easily accessible to Officials and Scoreboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
VENUE OR LOCATION	Completed	Agree to Comply	N/A
Warning and directional signage (spectator areas/exclusion areas/exits/dogs/smoking/washrooms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage and Recycling Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe routes for horses to stabling/camping/warm up/competition areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe routes for spectators to and from parking and viewing areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camping facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified safe areas for emergencies and bad weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

PARKING AREAS	Completed	Agree to Comply	N/A
Parking areas controlled with signage stating restrictions and no responsibility waiver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate parking for trailers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe loading and unloading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STAFFING AND VOLUNTEERS	Completed	Agree to Comply	N/A
Safety, security and job description briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breaks and relief organized. Food/water for staff & volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
EMERGENCY PLAN	Completed	Agree to Comply	N/A
Emergency plan current and reviewed for all areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access route for emergency vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human First Aid kit location (if not supplied by on site FA staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horse First Aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency team identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency contact information available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
WARM UP AND COMPETITION AREAS	Completed	Agree to Comply	N/A
Functioning gates where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obstacles and fencing in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separate areas for spectators and horses where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
STABLING	Completed	Agree to Comply	N/A
"No Smoking" signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notice board for information and emergency services ie. vet/farrier/horse transport/dead stock removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water/electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hay and bedding storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manure areas and removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication Control – drug testing area (stall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
COMMUNICATION	Completed	Agree to Comply	N/A
Equipment – radios, cell phones, loud speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

NAME OF EVENT: _____ DATE: _____

SIGNATURE OF EVENT ORGANIZER: _____ DATE: _____