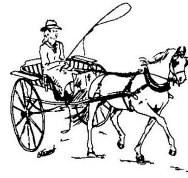


**Cambridgeshire & West Suffolk Driving Club**  
Affiliated to the BDS



[www.cwsdc.org.uk](http://www.cwsdc.org.uk)

**NOTES FOR DRIVE / EVENT ORGANISERS**

Please read your Risk Assessment form, fill it in before your drive / event (see guidance below) and return it to the Secretary at most 14 days after your drive / event.

**Responsibilities of the Drive / Event Organiser**

The Organiser of the drive or event (“the Organiser”) should be contactable by those wishing to come one week before the event.

The Organiser should explain to members that in case of doubt over a cancellation, e.g. owing to weather, it is up to the member to make contact with the Organiser. Also explain to the member that if they are going to be late they must let the Organiser know.

After the drive / event, the Organiser should please thank those who have helped.

As soon as possible after the drive, the Organiser should write a drive report with the names of those attending, details of the venue and a brief report. This should be sent to the Newsletter Editor to be included in the next Newsletter.

Drive Rosette are available to be given to new members out on their first drive.

**The Meeting Place**

Space large enough for lorries, trailers and visiting cars allowing for turning space must be made available.

Note if water is available. If not members should be made aware when they contact the Organiser.

**Route**

The Organiser must plan the route in advance, taking into account terrain, traffic and road / track conditions.

The Organiser should re-visit the route as near to the drive date as possible and make a note of all possible hazards on the Risk Assessment Form provided.

The Organiser should give maps / directions to each turnout (where applicable depending upon the nature of the drive / event), together with details of the Organiser's mobile telephone number. Details of any hazards identified in the Risk Assessment, and the means by which these should be dealt with safely, should also be given to each turnout.

It is advised that turnouts should set off in twos and threes and **great care be taken of young or new horses / ponies** and new members.

The drive should be taken at a pace suitable for the conditions and the fitness of the animals and the terrain.

If the route includes a railway crossing, the Organiser should notify each group of the crossing. If necessary, ring for information using the telephone provided at the crossing. Allow plenty of time; lead inexperienced horses / ponies. Talk to one another!

### **Lunch**

The Organiser should allow for lunch at a suitable venue and inform members of the availability of suitable tie up points or the suitability for tethering (see below). Members are responsible for the safe confinement of their horses / ponies.

### **Tethering**

It has been the custom of many Club members to tether on Club drives. The Committee would like to propose that Drive Organisers should indicate whether the site is suitable, or not, for tethering, in their briefing details of the route.

Section 6 of the Risk Assessment form will give details of suitable sites and also sites where tethering is considered to be unsafe for the public.

### **Vet**

The Organiser should provide each turnout with local vets' contact numbers.