**Dachshund Club Event Management Plan**

This document should be read in conjunction with our Covid-19 Risk Assessment and Show Risk Assessment documents.

**Background information:**

The show will be held outdoors at Newark Showground. We expect a maximum of 150 exhibitors to attend, which is well within the maximum capacity for the showground space allocated. This will allow ample space for compliance with government social distancing guidance.

In the event of bad weather on the day, it is expected that exhibitors will remain in their cars with their dogs until their class is called. There will be no indoor wet-weather accommodation. Gazebos will be placed in each ring to accommodate judges and stewards.

**Registration of attendees:**

The schedule for the show will require an entry to be made for each dog and pre-registration for exhibitors, judges, show officials and spectators. These must all be submitted to the secretary by the specified closing date of entries for the show. No-one will be admitted to the show who has not pre-registered.

**Contact information:**

To enable efficient collection of contact details, contact forms will be available online in advance to all pre-registered exhibitors, judges, show officials and spectators, requiring name, address and phone number of all persons who are intending to attend the show. Forms will be dropped into a clearly labelled box, supervised by a designated show official on arrival at the venue. A QR code for the event will be displayed prominently for those wishing to check in on the NHS Track and Trace App.

**Information for attendees:**

Exhibitors, judges, show officials and spectators will be advised in advance of any social distancing measures in place so that they may come prepared. An ‘important information’ notification is included in the schedule and a copy of the Covid-19 Risk Assessment will be available at [www.dachshundclub.co.uk](http://www.dachshundclub.co.uk) in advance of the show. If the Risk Assessment has to change before the show, details will be posted on the website and Facebook Page so that everyone has the latest version on show day.

All exhibitors, judges, show officials and spectators will be advised that if they, or anyone in their household, has Covid-19 related symptoms, has tested positive for Covid-19 or has been contacted by NHS track and Trace they must not attend the event and should self-isolate in line with Government guidelines.

All individuals planning to attend will be advised that they must familiarise themselves with any guidance which applies to them at the time of the show and adhere to the latest government guidance.

**Ring layout:**

The rings will be large enough to enable all exhibitors from the largest class to be in the ring at the same time whilst staying at least 2m apart. Any spectators will be advised to keep at least 1m away from the ring boundary and to observe social distancing guidance.

**Cleaning and hygiene countermeasures:**

Countermeasures for show ring equipment are listed in the Covid-19 Risk Assessment document.

**First Aid:**

The ECDA First Aiders are Lynn Black & Lloyd Cross.

**Other DC officials:**

Secretary – Lloyd Cross

Show Manager – John Bennett

Covid Officer – Andy Bye