



NSW Eventing Organisers Handbook

Compiled by the dedicated folks associated with Eventing within NSW and Australia

Updated 2020

Proudly supported by Equestrian NSW



Eventing is an Equestrian event which comprises dressage, cross-country and show jumping. Sometimes described as an equestrian triathlon, Eventing demands considerable experience in all branches of equitation. It has two main formats, the short format (usually over one or two days) and the long format (usually over three or more days). The competitor rides the same horse throughout the three phases. Cross-country is testing the speed, stamina and jumping ability of the horse, as well as the rider's knowledge of pace and their horse. The course will have between 20 and 40 specially constructed jumps over solid obstacles such as logs, woodpiles and stone walls, with water and ditches. There are 'star' levels that increase technical difficulty with a higher star rating.

PREAMBLE

This booklet has been compiled from contributions of Organising Committees (OC) in New South Wales. It is intended as a guide for the management of Eventing Competitions as well as to ensure that this experience is not lost to future generations of organisers. It should always be used in conjunction with the relevant sport rules and is not intended to replace any rule or regulation.

If you have any helpful comments, please give them to Eventing NSW so they can be included in the next update.

The booklet is intended as a working document and you are encouraged to insert your own deadlines and details.

Remember, if you have any queries, Eventing NSW is there to help you.

Eventing NSW

Phone: 0427 473 887

Email: eventing.nsw@bigpond.com

Inside FEI:

Documents to assist organisers of FEI Events.

<https://inside.fei.org/fei/your-role/organisers>

Officials documents.

<https://inside.fei.org/fei/your-role/officials>

INTRODUCTION

Aside from providing an enjoyable day out for horses and riders in the lower grades, our events provide experience and qualifications for athletes aiming for the highest possible status - Olympic and World Equestrian Games.

To this end the sport has developed rules that make the sport as fair and safe as possible by allowing the progress of horse and rider through experience and results - Minimum Eligibility Requirements (MER).

Events follow a protocol that ensures competitions run to a pattern, records of performance are maintained and reports provided by a Technical Delegate (TD) that ensure that future events become even more efficient and other clubs can share in the experience.

As an Olympic Sport, its rules are set by the Federation Équestre Internationale (FEI) which is based in Europe and these are further modified for each country's special conditions by their National Federations (NF).

In Australia, the rules are continually readdressed by a sub-committee of Equestrian Australia (EAEC).

THE FEI CODE OF CONDUCT FOR THE WELFARE OF THE HORSE

The FEI requires all those involved in international equestrian sport to adhere to the FEI Code of Conduct and to acknowledge and accept that at all times the welfare of the Horse must be paramount. Welfare of the Horse must never be subordinated to competitive or commercial influences. The following points must be particularly adhered to:

1. General Welfare:

a) Good Horse management

Stabling and feeding must be compatible with the best Horse management practices. Clean and good quality forage, feed and water must always be available.

b) Training methods

Horses must only undergo training that matches their physical capabilities and level of maturity for their respective disciplines. They must not be subjected to methods which are abusive or cause fear.

c) Farriery and tack

Foot care and shoeing must be of a high standard. Tack must be designed and fitted to avoid the risk of pain or injury.

d) Transport

During transportation, Horses must be fully protected against injuries and other health risks. Vehicles must be safe, well ventilated, maintained to a high standard, disinfected regularly and driven by competent personnel. Competent handlers must always be available to manage the Horses.

e) Transit

All journeys must be planned carefully, and Horses allowed regular rest periods with access to food and water in line with current FEI guidelines.

2. Fitness to compete:

a) Fitness and competence

Participation in Competition must be restricted to fit Horses and Athletes of proven competence. Horses must be allowed suitable rest period between training and Competitions; additionally rest periods should be allowed following travelling.

b) Health status

No Horse deemed unfit to compete may compete or continue to compete; veterinary advice must be sought whenever there is any doubt.

c) Doping and Medication

Any action or intent of doping and illicit use of medication constitutes a serious welfare issue and will not be tolerated. After any veterinary treatment, sufficient time must be allowed for full recovery before Competition.

d) Surgical procedures

Any surgical procedures that threaten a competing Horse's welfare or the safety of other Horses and/or Athletes must not be allowed.

e) Pregnant/recently foaled mares

Mares must not compete after their fourth month of pregnancy or with foal at foot.

f) Misuse of aids

Abuse of a Horse using natural riding aids or artificial aids (e.g. whips, spurs, etc.) will not be tolerated.

3. Events must not prejudice Horse welfare:

a) Competition areas

Horses must be trained and compete on suitable and safe surfaces. All obstacles and Competition conditions must be designed with the safety of the Horse in mind.

b) Ground surfaces

All ground surfaces on which Horses walk, train or compete must be designed and maintained to reduce factors that could lead to injuries.

c) Extreme weather

Competitions must not take place in extreme weather conditions that may compromise welfare or safety of the Horse. Provision must be made for cooling conditions and equipment for Horses after competing.

d) Stabling at Events

Stables must be safe, hygienic, comfortable, well ventilated and of sufficient size for the type and disposition of the Horse. Washing-down areas and water must always be available.

4. Humane treatment of Horses:

a) Veterinary treatment

Veterinary expertise must always be available at an Event. If a Horse is injured or exhausted during a Competition, the Athlete must stop competing and a veterinary evaluation must be performed.

b) Referral centres

Wherever necessary, the Horse should be collected by ambulance and transported to the nearest relevant treatment centre for further assessment and therapy. Injured Horses must be given full supportive treatment before being transported.

c) Competition injuries

The incidence of injuries sustained in Competition should be monitored. Ground surface conditions, frequency of Competitions and any other risk factors should be examined carefully to indicate ways to minimise injuries.

d) Euthanasia

If injuries are sufficiently severe a Horse may need to be euthanized by a veterinarian as soon as possible on humane grounds, with the sole aim of minimising suffering.

e) Retirement

Horses must be treated sympathetically and humanely when they retire from Competition.

5. Education:

The FEI urges all those involved in equestrian sport to attain the highest possible levels of education in areas of expertise relevant to the care and management of the Competition Horse.

This Code of Conduct for the Welfare of the Horse may be modified from time to time and the views of all are welcomed. Particular attention will be paid to new research findings and the FEI encourages further funding and support for welfare studies.

SECTION 1 EVENT ORGANISATION

The organisation of an eventing competition is by no means a small undertaking!

With 3 disciplines often completed in 2 days, an army of volunteers is required. The infrastructure, marketing, accounts and policies of a small business are akin to running an event and, one person cannot feasibly do everything!

First and foremost a committee of dedicated, driven and above all Eventing nuts is imperative. The size of the committee will depend on the number of willing participants but minimum of 5 is needed.

Event preparation starts about six to eight months ahead of the event with initial preparations – organising helpers and officials, cross country course work (weather permitting), sponsorship seeking, etc. - then counts down in months, weeks, days, and hours until the big event.

When we've all enjoyed the event, there's still lots of work to be done in taking everything down, repairing ground, thank you letters, accounts – usually a month's worth before you can shut down until it all starts for the next event!

Where to start:

Form an Incorporated Association (club), get together a Committee and hold an Annual General Meeting. Develop a Risk management Plan, apply through EA for Club insurance and affiliate with relevant Discipline Council/s via the state branch of the EA.

Annual General Meeting

Send out notices of meeting to all members

Prepare an Agenda:

- Minutes from previous meeting
- President & Secretary's reports
- Treasurer's report
- Election of Officers (President, Secretary, Treasurer, Committee, Public Officer)
- Date for Event
- Format/Type
- Convener's responsibilities
- What is required?

Prepare and send Annual Return to the Department of Fair Trading

[Running an Association Information](#)

Part of forming a club involves a range of documentation and registration procedures need to be completed.

Club Affiliation

All clubs must annually (due 1st July) renew affiliation with the State branch of the EA - to conduct Official Events (National or International).

Club insurance is renewed annually.

Liaise with Eventing NSW to select a date suitable to the Club which fits with the annual Eventing program to ensure its inclusion in the calendar for next year. FEI dates must be received by EvNSW before August 1st.

Determine if this is to be **CCN** (national) or **CCI** (international).

FEI dates receive priority but must be approved by the EAEC in September.

FEI Calendar fees are payable, in advance, to the FEI and EvNSW pays FEI calendar fees for ENSW Eventing affiliated clubs.

A FEI Organisers is payable after the event to the FEI and EvNSW pays FEI Organisers Dues for Eventing clubs.

<https://inside.fei.org/system/files/Financial%20Charges%20-%202020.pdf>

**Please note: All FEI fees are CHF (Swiss francs) Please be aware of current International monetary fluctuations.*

First meeting

- Nominate conveners for:
- Publicity Officer to look for sponsors/advertising
- Dressage
- Jumping
- Cross Country and grounds
- Clerical/Admin
- Catering – for Volunteers / officials and canteen for competitors / spectators
- Other i.e. Scoring, volunteers etc.
- Provide conveners with duty instructions and request their input to the Treasurer for the event budget for the next meeting.
- Appoint an accredited EA/FEI Course Designer/s of appropriate level
- Select EA/FEI Technical Delegate/s or request help from the Eventing NSW office.
- **CCI** 4-star Events - The TD fee is 1500 Swiss Francs (approx. A\$1650). EvNSW will pay the FEI TD fees.
- Determine EA and FEI Officials required and contact them to confirm availability.
- Determine if you would like to out-source draw, printing etc. Contact Tina Stafford tina.stafford@bigpond.com

Prepare a draft schedule for the event.

- Template for [FEI Schedule](#) FEI schedules change every year – make sure you are using the current document
- FEI events need to also prepare an EvNSW schedule for Nominate as well as a FEI schedule.
- The EvNSW schedule should include:
 - Club ABN number and whether registered for GST
 - Closing date
 - Entry portal
 - Administrative arrangements for stabling, accommodation, parking
 - Name(s), email and phone contact for Organiser and/or Secretary
 - Late Fees
 - Cost of entry
 - Dressage test for each class
 - Prizes to be awarded
 - Organisers reservation of right
 - Note about EvNSW conditions of entry
 - website details
 - Arrangements for stabling and accommodation.
 - Method of notification of final draw and starting times,
 - Name of the EA Technical Delegate and the Course Designer.

Second meeting

- Receive report from Conveners re expenditure requirements.
- Prepare and set into place the budget for the upcoming event.
- Book flights where necessary for inter-state or overseas officials to take advantage of discounts.
- Book grounds for event, and/or stabling and pay deposit (if appropriate).

Current portable yard providers are:

- Southern Cross Yards <http://southerncrosseventhire.com.au/> Phone: 0505 814 389
- Hold Ya Horses warrahdonga@hotmail.com Phone: 0418 648 315
- Some clubs and or venues prefer to have competitors book their yards direct. This must be specified in the schedule and can be arranged through Nominate for on-line payment.
- Liaise with course builder/designer to advise classes to be run and arrange working bee timetable, if appropriate.
- Pre-arrange/book prizes (rugs, saddle cloths and trophies)
- Eventing NSW will book paramedic services for all NSW events with Complete Response Solutions. A \$200 deposit will be paid to CRS by Eventing NSW. CRS will send the club a booking form prior to the event. This must be returned with your expected start and finish times for each day of competition. CRS will then provide an invoice (less the \$200 deposit paid by Eventing NSW).
- CRS will send Event Action Plan (EAP) to NSW Ambulance. If CRS has not previously been to the venue they may require GPS co-ordinates, physical address and cross street information.
- Engage photographer/s. Ensure they have Working with Children (WWC) documentation.
- Book caterer if using a contractor.

4 months to go

Finalise schedules

CCI schedules:

- make corrections to the FEI schedule as requested by the FEI.
- When the FEI has approved the schedule it is available on the FEI website <https://data.fei.org/Calendar/Search.aspx>
Enter - venue, discipline and then search. The schedule will be available when you click on the 'show'.

EvNSW schedules:

- Provide EvNSW your entry schedule for checking. Once approved forward the schedule to entry website for publication and for on-line entries. Nominate can assist you with set up. amy@nominate.com.au
- Advise local Council and provide risk management documents if required
- Obtain liquor license if required.
- Notify police/council if traffic control required.
- Book portable showers, toilets, generator, and marquees, if required.
- Confirm radios and electronic timers from EvNSW and arrange for their transport.
- Check availability of PA equipment and that it is working and available.
- Confirm bookings for ambulance, TD, Medical Officer, Paramedic/s and Vet in writing. Email is appropriate.
- Confirm catering, announcer and farrier.
- Contact fodder merchant - provide contact details in the program for competitors to place orders.

Third Meeting

- Check progress of conveners as per first meeting
- Other things to consider – signposting, etc.

3 months to go

- Prepare copies of schedule and circulate locally and to saddleries.
- Arrange parking officials (local bushfire brigade, surf club)
- Check with saddleries / equestrian suppliers wishing to sell products, arrange licenses or sponsorship if appropriate and have approved by committee.
- Organise rubbish bins and removal of rubbish if required

Fourth Meeting

- Check progress of conveners as per previous meetings
- Other considerations that have been raised.

2 months to go

- Arrange members for Serious Injury Management [FEI SIMP](#)
- Ensure you have a copy of the OC-TD checklist and prepare documents. [Click here](#)
- Ask Eventing NSW for last TD report, if not on file, check that any problems identified have been fixed.
- Organise thank you cards, gifts, ribbons for events.
- Arrange accommodation for Judges/Officials and Technical Delegate.
- Confirm photographer/s and ask for Working with Children (WWC) documentation
- Arrange for return of any challenge trophies
- Purchase and have inscribed any special trophies e.g. Owner, Junior, Veteran, Stock horse, Warmblood, local club member, etc (as appropriate).
- Organise Horse ambulance, driver and screens
- Arrange for ice delivery if required
- Trot-up track if long format
- Swabbing box
- Check wash bays

Fifth Meeting

- Check progress of conveners as per previous meetings
- Purchase stationary, toilet paper, cleaning products, soap etc
- Cleaners – showers, toilets etc

2 weeks to go

- Provide Club Event Report to Eventing NSW. [Click here](#)
- Send entries to EvNSW to prepare MER file and watch list for the TD/s
- Send FEI entries to the National office for FEI entry system and MER checking.
- Complete draw block times and check with TD that they are happy with the times
- Email dressage judges final confirmation letter - [include travel reimbursement voucher](#), directions, accommodation details if applicable, copy of the test, start and finish times.
- Advise Officials (FEI Event) about Per Diems -A daily allowance for expenses. Part payments can be made if some meals are provided. (\$50 recommended daily if officials required to purchase all meals)
- Arrange Riders Representatives in conjunction with TD.
- Prepare mobile contact list for all: officials, office, medical, veterinary, steward, rider reps, farrier, stable manager, fodder merchant etc.
- Accept entries in FEI entry system
- Make a note of any entries that are '**riding down**'. (National classes only) Ensure that scorer is made aware.
- If not holding separate junior classes, juniors need to be noted in the draw (use location field) for open classes for the purpose of awarding leader board points.

Printing:

- [FEI fall reports](#)
- [EvNSW XC fall reports](#)
- [EvNSW general fall reports](#)
- [Warning cards and Concussion card](#)
- [Vet forms 1 & 2](#)
- Information documents for [dressage judges](#) and [pencilers](#).
- [Volunteers lottery flyer](#)

- [XC Jump Judges score sheets](#)
- [Query Form](#)
- [Protest form](#)

1 week to go

- Send jump judges presentation and managing a fall links to all volunteers [click here](#)
- Program
- Map of venue
- Send the draw to scorer and include EA/FEI numbers for horses and riders and 'competing for' if FEI event.
- Send the scorer draft XC maps including elements, time, distance, efforts. Once the scoring is set up as draft it is easy to make final changes later.
- Provide dressage judges names to the scorer
- Provide the scorer with class sponsors names
- Prepare cheques or direct deposit forms for prize winners and for judges' travelling expenses.
- Wrap and allocate gifts for officials.

Prepare dressage tests...[click here](#)

If you wish to mail merge the tests contact EvNSW for current tests

Prepare other mail merge documents

- [Vet data sheets if FEI](#)
- [Back Numbers](#)
- [Dressage marshal](#)
- [SJ marshal](#)
- [SJ score sheet](#)
- [XC marshal](#)
- [XC control](#)
- [XC start and finish](#)
- Cross Country maps. Available from the CD or [CrossCountry App](#)
- Helen Diacono helen.diacono@crosscountryapp.com
- Jose Diacono jose.diacono@crosscountryapp.com

Class colour indicators

4 Star -	Pale Blue	EvA95 -	Red
3 Star -	Green	EvA80-	White
3 Star -	Yellow	EA60 (NSW)	Orange
1 Star-	Pink	Ev45 (NSW)	Purple

Draw, grounds layout, stabling, camping and

- Liaise with Dressage, Cross-Country & grounds and Jumping conveners for arena and ring layout.
- Prepare maps of site: parking, camping, stable/yard allocation, non-horse areas, dressage arenas (*include arena number*), warm-up areas, jumping and practice areas, warm up XC start and finish.

Publicity:

- Advise local papers and TV stations of event and arrange best times for publicity photos. Liaise with sponsors for any special arrangements – prize giving etc.

For FEI events

- Liaise with the Vet & Chief Steward to allocate areas for vet- inspection in, CC finish area (water will need to be available in the CC finish and possibly ice)
- Trot up track (if applicable),
- Hack out areas, gallop area & practice jump area and times.

Last week before event

- Email riders draw if short format or arrival times and block times if long format
- Advise riders scoring website for results
 - Eventing NSW <https://www.nominate.com.au/equest/nsw/results/>
 - Scoreboard <https://www.nominate.com.au/Scoreboard/results/>
- Put all this information on the website if possible. Or copy for distribution to competitors on arrival.
- Provide copies of 'block time' draws to dressage convener for mailing to judges
- TD should arrive on site for final course measurement and approve the cross-country courses if National event.
- If FEI the course is approved by the Ground Jury
- Preparation of FEI Fence Description Forms
- The TD should also approve the overall organisation for the event.
- Make up bags/envelopes for competitors: Draw/program/site map & back numbers

Final preparation

- Ensure the Cross Country Course will be ready for walking by the Ground Jury at the advertised day / time.
- Ice order sheet - include payment details & when order must be in.
- Prepare dressage folders, include rider and horse list, dressage tests, pencil information sheet
- Prepare cross country folders for jump judges. Include a draw, maps and fall report forms
- Prepare show jumping folders. Include 2 copies of score sheets, and marshal docs for Judge and stewards.
- Master copy of draw for front office to receive scratching and the TD, CD, Event Director, Ground Jury, Stewards, Marshals, Announcer etc.
- Print list of judges with arena start, finish and tea breaks for Dressage convener, runner & canteen.
- Commentators documents
- Doctor & Ambulance folders. Include a copy of CC maps and arrange for the Ambulance driver to be shown around the course.

Additional FEI:

- Veterinary Folders include copies of draw, Vet medication forms 1 & 2
- Chief Stewards Folder include 'Vet data' inspection documents.
- Ensure the swabbing box is ready. (Straw or shavings)
- Prepare Event Timetable calculations spread sheet For CCI events: (in addition to above all reports above)
- Competitor cards for 'control' blocks (can be printed from 'Taanby' scoring program)
- Labels for control blocks...sometimes photos are required
- Swabbing Stewards folder
- Human Anti-doping Stewards folder

Liaise with your scorer – they will often supply many of the FEI lists from the database. You don't want to double up with extra work!

On the day

- Arrange for gates at grounds and facilities to be opened.
- Meet parking attendants, marshals etc and explain duties.
- Meet officials and brief appropriately. Provide identification badges.
- Receive scratching and provide updates to scorer, announcer as appropriate.
- Distribute rider packs (Back numbers, program & CC map).
- Keep commentator advised of any announcements and ensure regular mention of sponsors, property owner, judges and helpers.
- Arrange collection of judging sheets for scorers.
- Ensure all fall reports are kept and copied. A copy for the club and for the TD
- Ensure sponsors are entertained.
- Ensure Volunteers are watered and fed

SECTION 2 RUNNING THE EVENT

EA membership

- All riders that are current members of the EA have waivers lodged with the EA.
- If they are NOT a member of the EA riders must become a member of the host club. Only classes EvA80 and below
- Nominate can arrange a link so that they can pay this club membership when they enter the event. It should be noted that this provides Third Party Insurance for the Club, and not the rider. Clubs must keep an up-to-date register of all members.
- Disclaimer, Reservation of Right, Conditions of Entry and refund policy links are included on Nominate.

If publishing Schedules on Club websites the following should be published:

Disclaimer:

“Neither the Organising Committee nor Equestrian Australia accepts any liability for any accident, damage, injury or illness to horses, riders, ground, spectators or any other person or property whatsoever.”

The Organisers reserve the right:

To cancel any class or event,

To divide any class,

To transfer competitors between sections of a class

To alter the advertised times,

To refuse any entry with or without stating the reason.

Prizes

In all Official Events, including those confined to juniors, prizes will be awarded to horses according to their placings and the number of starters in the class.

A minimum of one prize shall be awarded for every 4 competitors.

A minimum of three prizes must be offered in every class.

Third prize must not be less than the entry fee.

For Ev45, Ev60 and EvA80 prize money is optional

Organisers may award additional prizes lower than the minimum scale. NB: A starter is one which started in the dressage.

Classes

Classes may be divided into Junior, Amateur or other appropriate division if committee wishes

Organising Committees may conduct classes for Junior or Young Riders at CCN1* and CCN2*. The horse and rider combination must both be qualified to compete at that level.

All classes have age restrictions. All juniors riding in open classes (up to and including 2-star) must be noted on score sheets if no junior classes are offered.

Age of athletes

For full details see FEI-EA rule 503

<https://www.equestrian.org.au/sites/default/files/Equestrian-Australia-National-Eventing-Rules-2020-Clean-1-1-20.pdf>

FEI:

An Athlete is considered a Senior from the beginning of the calendar year in which he reaches the age of 18.

International Competitions are limited to Senior Athletes unless specifically organised for Junior,

Young Riders or Pony Riders with the following exceptions:

- a) With the express permission of his National Federation, an Athlete may compete in a three star Competition from the beginning of the calendar year in which he reaches the age of 16.
- b) With the express permission of his National Federation, an Athlete may compete in a two star level Competition from the beginning of the calendar year in which he reaches the age of 14.
- c) With the express permission of his National Federation, an Athlete may compete in a one star level Competition from the beginning of the calendar year in which he reaches the age of 12.

Juniors applying for Express Permission

A Junior Rider applying for express permission to compete at 2* for the First time must have a minimum 5 MERs at CCN1* Should a rider who has been granted Express Permission to ride at a Higher Level, be subsequently "Reverse Qualified" at that Level, their Express Permission will be revoked and they will be required to achieve 3 MER's at the lower level before applying for Express Permission again.

Age of Athletes National

Four Star Classes:

From the beginning of the calendar year in which the rider turns 18.

Three Star Classes:

With the express permission of their National Federation, an Athlete may compete in a two three star competition from the beginning of the calendar year in which the rider turns 16.

Two Star Classes:

With the express permission of their National Federation, an Athlete may compete in a one two star competition from the beginning of the calendar year in which the rider turns 14.

Young Rider Classes:

With express permission from his National Federation, an athlete may compete in a Young Rider Classes from the beginning of the calendar year in which the rider reaches age of 16 until the end of the calendar year in which the rider reaches the age of 21.

Junior Two Star Classes:

With express permission from his National Federation, an athlete may compete in Junior Two Star classes from the beginning of the calendar year in which the rider reaches the age of 14 until the end of the calendar year in which the rider reaches the age of 18.

CCN1* - Classes:

From the beginning of the calendar year in which the rider reaches the age of 13.

EvA95 Classes:

From the beginning of the calendar year in which the rider turns 10. Riders under the age of 13 must have completed an EvA80.

EvA80 Classes:

From the beginning of the calendar year in which the rider turns 8. *OC's who are concerned regarding age of young riders should add a specific box to entry forms for riders under 11 to identify themselves in order to make the list easy for the TD monitor the ability of the rider and address any safety concerns that may arise.*

Ev45 & Ev60 Classes. From the beginning of the calendar year in which the rider turns 8.

Age of Horses

1*Level Competitions: a Horse may compete in 1* Competitions from the beginning of the calendar year in which he reaches the age of five

2*/3* level Competitions: a Horse may compete in 2*, 3* Competitions from the beginning of the calendar year in which he reaches the age of six.

CCI4* level Competitions: a Horse may compete in Competitions of four star level from the beginning of the calendar year in which he reaches the age of seven.

CCI5* level Competitions and Four star Level Championships: a Horse may compete in Competitions of Five star level or four star Championship from the beginning of the calendar year in which he reaches the age of eight.

For CCI Events: Riders and Horses competing at 1 Star and above must have FEI registration.

Entry Fees:

Entry fee will be proposed by the organisation but must be approved by the EA State Branch. Eventing NSW governs Eventing on behalf of the EA State branch in NSW.

Clubs may accept late entries (if their administration permits) and a minimum late fee of \$50 is to be charged.

Closing Date

The closing date for entries should be a minimum of 12 days prior to the date of the event. The draw should be published in sufficient time for riders to pick up any errors and to make personal arrangements for travel, stabling etc.

The Draw

It is advisable not to publish the draw too early, as there are many changes requested after the closing date for entries. 3 Days prior to the start of the event is the latest time for publication. The draw can be emailed to competitors and should be posted to a website or Nominate.

Refunds- All Clubs and entrants accept the Equestrian Australia refund policy when entering.

https://www.equestrian.org.au/sites/default/files/Eventing_Australia_Refund_Policy_2019_0.pdf

Ribbons and Junior entries:

If no separate junior classes are run, juniors competing in open classes may be awarded ribbons for their 'junior placing' within the class. (Up to 2-star). These juniors will receive leader board points.

Rules for the event

Entry to this competition indicates that a competitor undertakes to follow the [National Eventing Rules](#) and any subsequent additions or alterations and any other rules, or instructions published in the event program.

Medical Armbands

Athletes with medical conditions that may be relevant in the case of a medical emergency are responsible, at every Event when riding, for wearing a medical data carrier* from a system provider able to communicate information at least in English. Alternatively (and at the minimum) a medical armband of good quality can be used. Athletes who chose to wear an armband should download and fill the form available for this purpose on the FEI's website.

Helmets

All Athletes must wear properly fastened Protective Headgear whenever mounted at an EA or FEI event in Australia.

"Protective Headgear" is a helmet that:

i. meets one of the current approved safety standards set out at Annexure N to these Rules;

and

ii. is tagged with a current visible EA 'helmet tag' (Effective January 1st 2020)

Failure to wear such Protective Headgear where and when required after being notified to do so by an Official, shall result in a Recorded Warning or Yellow Warning card being issued to the athlete unless exceptional circumstances apply.

Body Protectors

Body protectors are compulsory for Cross-Country. A body protector manufactured after 2009 and labelled as complying with one of the following standards is mandatory effective January 1st 2020.

EN13158:2009 level 3

BETA 2009 Level 3

EN13158:2018 level 3

BETA 2018 Level 3

The Program

Copies should be provided at the event for spectators, sponsors and other guests and should include the following:

Statement that the Event is held under the EA National Eventing Rules and FEI Eventing Rules.

- Disclaimer of liability
- Organisers reservation of right
- List of officials - Organising committee, EA TD, Course designer, Judges for dressage & jumping, Veterinary staff and Medical officers.
- Block Timetable for dressage, jumping and cross country for each class
- Basic Plan of the cross-country course
- List of entries.
- FEI events MUST include the 'Welfare of the Horse' statement in programs.

The following additional items may also be included:

- Brief rules and system of scoring
- The dressage tests
- Rule on unauthorized assistance
- Request that dogs be kept on leads or not brought (as appropriate)
- Advertisements.
- Reminder that competitors eliminated on cross country must retire immediately at the walk and be cleared by medical before leaving the grounds or riding another horse. Warning cards will be issued for anyone not complying.
- All horses eliminated on cross country must be checked by the Vet before leaving the grounds. Warning cards will be issued for anyone not complying.
- Any other local rules or venue rules.

Protests & Queries

The Secretary should have query and Objection/Protest forms printed and ready for use.

Results

- The Organising Committee must provide EvNSW results in the format required by the EA for the National database. Results are forwarded electronically - as soon as possible after the event.
- FEI results must be forwarded to EvNSW in the FEI prescribed electronic format for uploading to the FEI database.

Officials

National Dressage Judges:

Choose from list of official judges available on Dressage NSW. <https://www.dressagensw.equestrian.org.au/content/dnsw-judges>

Book at least three months in advance. Send official email as soon as possible after contact and follow up with a further email advising details of times, arena and arrangements you have made regarding lunch, expenses etc.

Level of Judges required for CCN events

4* - to be judged by at least two judges of EA NJAS D Medium or above.

3* - to be judged by at least two judges of EA NJAS E level or above.

2* - to be judged by at least two judges of EA NJAS Probationary level or above.

EvA95 and below- to be judged by one or two judges of EA NJAS Probationary level or above.

FEI Dressage Judges:

As per FEI requirements

[FEI eventing Officials](#)

Show Jumping

There must be:

- Judge from the EA Panel of Showjumping Judges;
- EA Jumping CD This may be the same person as the judge.
- Book at least 3 months in advance.

Technical Delegate. The TD is responsible for:

- Inspecting and approving the Cross Country Course (often days before the event so any alterations can be made).
- Jumping course prior to being shown to riders
- Ensuring that a Serious Injury Management Plan is in place and meeting with the SIM committee prior to the start of cross country
- Seeing that the event is run strictly to the EA/FEI Eventing Rules and mediate on any protests.
- Providing appropriate help, guidance and working with Riders Representatives
- Authorising alterations being made if in his/her opinion these courses are not in all respects within the limits laid down in the Rules or are unsuitable for the class of horse expected to take part.
- Sending the TD report to EvNSW and the NSO. As per [current template](#).
- The TD may not perform any other role at the event.
- Additional duties as per FEI requirements for International competitions.

FEI Chief Steward for FEI Events

- The steward is the liaison between the riders and event organisers and is responsible for FEI /EA procedures.
- The Chief Steward will arrange suitable stewards to assist Veterinary members with passport control, vet-ins, trot-ups – both long & short format and marshalling practice times (hack out, jumping & gallop).
- It is necessary for the OC to be in communication with the Chief Steward prior to the event.
- The Chief Steward liaises with the FEI Veterinarian on the health and fitness of the horses competing in the event. Bridle numbers must always be displayed when the horse is not in the stable/yard.

EA Medication Control Program Steward. (Swabbing Steward).

- All FEI events and national events where horse Medication Control is being undertaken (swabbing) must have an EA MCP Steward present, who will liaise with the FEI Chief Steward, Veterinarian and the Ground Jury. The Swabbing Steward does not make decisions as to which horses will be tested.

Medical Services. [Please check the rules, Annex D, for full medical details](#)

- Emergency vehicles must be able to access all parts of the venue.
- Organising committees must arrange appropriate communication tools for all key officials, paramedics and medical response teams.
- Local and State emergency services must be advised of the location and time of the event and co-ordinates of a suitable landing place should air evacuation be required at any time.
- The “Emergency Plus App” is an easy way to establish this when on site. Medical planning should take into account geographical considerations (i.e size, layout and terrain) as well as the number of competitors and programming.
- Planning should take into account an optimum response time to any incident is 3 minutes.

Dressage Test A first aid service must be present at all times.

Cross Country Tests

- An ambulance (or other properly equipped response vehicle) with a team of two or more qualified personnel (**‘Response Team’**) MUST be present for the cross-country test and must be capable of rapid response to all areas of the venue. If this cannot be achieved, the XC competition must be halted
- This Response Team must include a minimum of two people - and include one provider who has the minimum skills and experience to:-
 1. Secure the airway. At a minimum with laryngeal mask airway (LMA) or similar
 2. Decompress a chest with either purpose-made long decompression cannula OR thoracostomy/chest tube;
 3. Apply quality pelvic binder (SAM splint or T-pod or equivalent) and C-collar;
 4. Insert IV and give crystalloid

5. Apply suitable splints to fractures

- Depending on the size and layout of the venue and competition schedule, more than one Response Team may be required to ensure rapid response is achievable to all areas of the venue.
- A representative of the Response Team must either attend the cross-country officials meeting or be separately briefed by the TD before the cross-country competition commences.
- The TD (or another Official or OC member) must also familiarise the Response Team with all aspects of the venue/courses including all vehicle access routes and suitable evacuation points including air evacuation.
- Members of the response team may not compete at the event unless a suitably qualified back up is available for the period they are competing, the back- up has been briefed on the outcomes of the XC officials meeting and there is a formal handover process.

Scoring programs

- Ken Taarnby scoring program is available at no cost to club contact Eventing NSW for information
- Nominate Scoreboard is available <https://nominate.com.au/livescore/>

The Timetable

- The dressage test will always be held first.
- The order of the cross-country and jumping tests is optional, for CCI the order must be clearly stated in the schedule and/or the draw.
- A rider must abide by the order of the draw.
- The order of starting will be emailed to riders, and published on Club websites at least 60 hours before commencement of the event and a revised copy placed on the noticeboard.

Back Numbers

- Back numbers should be provided in duplicate before the start of the first Dressage test. Where possible, this can provide the horse name and individual times to help prevent use of incorrect numbers by riders with more than one horse in the competition. A copy of the cross country course plan should be provided at this same time.

Scoring

- There are several people who are prepared to score at events.
- If you need assistance, contact Ev NSW who will suggest available scorers.
- The draw which has been corrected for rider and horse spelling and registration numbers is uploaded to the scoring program so that the final results will be compatible with the National results database.
- Scores will be displayed on the Public Scoreboard as soon as possible after a competitor has completed the test.

Rider Representative

- The Organising Committee in conjunction with the TD will choose suitable Riders Reps.
- After confirming with the rider, their names and phone numbers will be displayed on the Noticeboard and published in the Riders notes. If riders have any concerns about the cross country and jumping courses, they should first approach their Rider Rep, who will take up the issue with the TD.

Equality of final scores

In the case of a tie, the winner or place getter will be the one with the best cross-country obstacle score (total of jumping and time penalties). If there is still a tie, the winner or place getter will be the one whose cross-country time was the closest to the optimum time. If there is still equality, the classification will be decided in favour of the competitor with the best score in the Jumping test (time and obstacles). If there is still equality, the classification will be decided in favour of the competitor with the best time (fastest) in the Jumping test. If there is still equality, the classification will be decided in favour of the competitor with the best percentage score in the Dressage test. If there is still equality the tie will remain in the Final Classification.

Riding Down (National events only)

Riding Down is the act of competing at a lower level than that for which a horse is qualified. Riding Down one level from a higher level for which a horse is qualified, carries no penalty. Riding Down two or more levels will incur 7.5 penalties, to be added to the total of faults for the three phases. It is the responsibility of the competitor to inform the Organising Committee.

Objections/Queries

Most objections begin as queries and can be recorded by the Event Secretary or Scorer and handed to the Technical Delegate for investigation and determination.

Queries should be made in writing to the Secretary on the prescribed form. In the first instance the scorer may check the query and if it is a scorer error or omission it can be rectified. The Secretary makes a note of the error and the TD is informed of the correction before final scores are posted. If the query does not relate to an error or admission by the scorer, the Secretary informs the TD of the query.

The rider should be advised where they received the penalty or elimination and if appropriate the reason for it.

If the competitor is not satisfied with the response to the query and wishes to dispute the decision an objection can be lodged. Objections (protests) must be in writing within half an hour of the posting of results and on the form available from the Event Secretary and with the required payment. Payment will be refunded if the appeal is upheld or if the OC decide there was sufficient reason for objection

FEI events require the equivalent of 200 CHF to lodge an objection.

At FEI events and National 3DE events: The Ground Jury will be responsible for determining objections against decisions by technical personnel, including fence judges and time keepers on Cross-Country test and may substitute their judgment for that of any judge or official whether in favour of the athlete or not.

At **National** ODE's events, that do not have a Ground Jury, the TD will interview separately the rider making the protest, any witnesses and any officials who may have been involved. The TD will then report to the athlete his/her decision.

Gear Checking

At Eventing competitions gear may be checked to ensure it complies with the rules. A competitor cannot be eliminated for failure to have a gear check before a test or tests. However an authorised Official can request that they undergo a gear check and the Rider must comply but the competitor may request that a bit and or bridle check is carried out after the test.

Notes for Dressage Judges

[Dressage Judges notes](#)

SECTION 3 ROLES AND RESPONSIBILITIES

Treasurer

The treasurer is responsible for maintaining a record of income and expenditure for the club. It is usual to prepare a budget for each event so that his can enable the various committee members to spend monies necessary to run the competition. If applying for funding, a budget must be prepared.

At the end of each financial year, the Treasurer should produce a Profit & Loss and Balance Sheet which can be used to comply with the club's responsibility as an incorporated entity by providing the appropriate information for the Annual Return. The AGM should authorise two committee members to sign and submit this to the Department of Fair Trading along with a compulsory document signed by the club Public Officer. A copy should also be forwarded to Eventing NSW and the EA State Branch when renewing affiliation annually.

The Budget

Possible income sources:

- Interest on investment accounts held
- Entry fees
- Donations/Sponsorship
- Equestrian NSW Funding
- Sport and Recreation Grants
- EvNSW funding
- Camping fees
- Other income - raffles, gate fees, general fund raising

Probable expenditure:

- Course construction and repairs
- Accommodation
- Medical staff
- Veterinary staff
- Advertising
- Catering
- Cleaning/Waste disposal
- Contractors
- TD's expenses
- Grounds charges
- Honorariums
- Insurance
- Judges expenses
- EvNSW equipment
- Hire of equipment
- Hospitality expenses
- Per Diems (FEI events)
- Prize money and gifts
- Show jump equipment
- Rugs & Ribbons
- Printing, postage, stationery
- EvNSW horse levy
- Other unspecified items (bank charges, petty cash items)

Entry Secretary

As soon as the schedule is decided, forward your schedule to the on-line entry service and arrange for the entry taking to become active. Nominate can set up your entries for you. Check that all the information you require is collected.

EvNSW entry requirements and timetable.

All entries are to be taken by Nominate or an approved equivalent internet service.

Any late entry – ie any time after midnight on the closing date – must attract a late surcharge-\$50 minimum.

Any exception to this surcharge undermines the entire system and must be avoided by clubs. Accepting late entries is of course subject to the determination of the OC – subject to available places, for example. Nominate can continue to accept entries after the closing date but the surcharge will automatically be implemented. You may completely close entries via Nominate when you choose.

Clubs are able to download the entries progressively prior to the closing date, so entries secretaries / clubs can monitor entries, organise judges, arenas, timetables etc.

Pencillers

Arrange sufficient pencillers with two extras for safety. Advise them where to meet and request they arrive at least a quarter of an hour before the scheduled start. Introduce pencillers to judges. Provide them with an emergency phone number at the venue. Ensure that the pencillers keep a record of riders who arrive so a check can be made against tests collected.

Accommodation for judges

Arrange motel accommodation for judges if required.

Arenas

Check numbers and letters, rails or appropriate enclosures are available and arrange to hire or borrow additional arena equipment if necessary at least one month before the event.

Arena Layout

Liaise with Event Organiser on layout for arenas and arrange for them to be erected to a suitable plan. Ensure the top classes are in the best position for spectators. Arenas should be 15m apart. Spectators and other riders should not enter the space around the arena.

Dressage Judges

Provide a master list of judges by arena together with their pencillers, noting the times of tea and lunch breaks. Copy this for the canteen, the runner-supervisor and event Secretary.

Clipboards

Each clipboard should contain:

Colour coordinated dressage tests or white tests with colour cover sheets (provide ample extra test sheets)

List of competitors together with the times for the draw, noting meal breaks.

Two pens.

Runner-supervisor

Establish a procedure for collecting sheets, when and to where they will be taken. Ensure that a check is made against the master list so no sheets are mislaid. Make sure that pencillers return their boards to the runner-supervisor for a final check.

Provide folders for tests to be stored after data entry pending collection by competitors. File these in numerical or alphabetical order as determined by the procedure.

Make sure that the judges are looked after and entertained during meal breaks. Remind them when it is time to return to the judging arena.

Thank you

Make sure that you thank judges and provide a small gift. Suggestions are pot plant, chocolates, scratchy etc. Follow this with a phone call or short note after the event. Judges appreciate quality catering and friendly reception!

Dressage Sheets

Completed dressage sheets should be collected in a file and released after the scores for the class have been posted. Arrange for an appropriate announcement.

Cross Country Convener Jump Judges

Draw up list of potential jump judges with phone numbers and addresses and contact approximately eight weeks prior to the event. Make a reminder call advising each volunteer approximately one week to ten days before the event. Arrange to have at least two or three extras. Two judges per fence is ideal.

Ensure that all jump judges have the link: <https://www.nominate.com.au/equest/nsw/results/JJInfo.htm>

Advise time required on the ground and where they are to meet and get their radio etc.

Other XC officials

Start and Finish personnel. (Ideally 2 x start & finish) A marshal will be needed for the Start.

Horse ambulances and drivers

Repair Crew...provide with tools, drills, extra flags, ties, etc

Cross country Sector Controllers

Runners will be required to pick up sheets.

Timing Clocks & Radios

Confirm with the secretary of Eventing NSW eight weeks before the event how and when these and the radios will arrive.

Radios and stop watches must be carefully monitored. Ensure sufficient time is allowed to charge up the radios and ensure that new AA batteries for the clocks are purchased - 3 per clock.

Set radios to applicable channels before handing out!

Course and course maps

Liaise with course designer and course builder. Make sure that the course has been measured and the time calculated well before the event. A copy of course maps should be made available to the TD on arrival for checking. Or virtual map online. Flag course, check going. Fill water jump. Liaise with TD & Event Director.

Jump score sheets

Liaise with Secretary to ensure sufficient colour coordinated score sheets are photocopied and ready for allocation to clipboard.

Judge Record sheets

Draw up a master 'Jump Judge flow sheet' and allocate a judge/s to each folder on this list. Produce stickers or hand write stickers for each folder - jump No & jump name and class in starting order. Where any options exist, draw a diagram or arrange for the CD TD to explain and make sure the judge is aware of how it is scored.

Make a list of mobile phone number in the case of radio failure.

Judges folders

Provide folders for each jump for allocation to judges and containing:

Colour coded record sheets for each class. Ensure there are ample sheets for each class.

Fall report form – FEI and/or National.

Map of all courses

Program containing competitor names and numbers. (Providing a program provides the Volunteer with information to help keep their interest)

Eventing NSW Volunteer Reward Scheme Flyer

Each jump judge will also require:

- Radio and Stopwatch or mobile phone with stop watch capabilities.
- Clipboard and pen + pencil - important if wet weather.
- Catering bag...water, fruit and lunch if applicable.
- Whistle if appropriate to the jump. Single use only

Start & Finish

Provide a numerical list of starters for cross country for the X-country marshal, starter, finisher and TD, together with pens and clipboards as appropriate.

Provide the TD and controllers with control sheets. Check with TD if he requires control sheets different to what is produced from the Taarnby scoring program.

Ensure that timing gear is operational and ready for use. All timing clocks should be set to the exact same time – including seconds

Crash Crews & Horse Ambulance

You will require a repair (crash) crew with equipment that might be needed to fix jumps during the event.

A horse float and vehicle must be ready in case any horse needs to be transported together with a suitable screen. This should be free standing and approximately 2m x 3.5m. Hessian is a suitable material. A horse leg brace is included with the clocks and radios and must be given to the Vet prior to the start of the Cross-Country.

Volunteers Gifts

It is important to look after your CC judges. Provide them with a small gift i.e. club hat, mug etc. Judges must remain on the ground for at least 30 minutes after posting of last results. Jump judges should be asked to include their mobile numbers on the score sheets.

Jumping Convener

Phone judges/course builder about four to six months before the event. Once confirmed contact judge in writing thanking them for their support. When the block times and number of arenas have been decided email the Jumping Designer, with all applicable details ASAP so that designs can be finalised.

Jumping Judge Pencilers

Arrange sufficient pencilers(s) with two extras for safety. Advise them where to meet and request they arrive at least a quarter of an hour before the scheduled start. Introduce pencilers to judges. Provide them with a radio and also an emergency phone number at the venue.

Many clubs prefer to run Jumping on a different radio channel to Cross-Country. If this is applicable ensure that Medical (Ambulance, Doctor & Vet) have 2 radios – one set for CC and one set for Jumping.

Helpers- Building and Rails

Ensure there are sufficient number of people to assist course builder erect course. Ensure there is at least 2 assistants, per arena, to pick up rails assist to change course –3 would be better.

Jumping marshal:

Each practice arena should have a Marshal, provided with folder, timetable - including course walks.

Arenas

Check layout – ensure practice fences are flagged. Ensure easy access from practice arena to competition arena.

Jumping Judge(s)

Provide a master list by arena for pencilers, noting the times of tea and lunch breaks. Copy this for the canteen, the runner-supervisor and event Secretary.

Clipboards

Each should contain:

Jump Sheets for each class – often provided by the scorer. A copy of the draw/ for each class

Catering Convener

Book a retail caterer if the club does not intend to sell food for Riders and Spectators. Many service organisation (Lyons, Rotary, Pony Club, School P&C's etc will carry out catering duties). Profit sharing is an option or 'no charge' for volunteer food may be an option. Ensure you have details arranged before the event.

If planning an entertainment/dinner night, arrange for a paid caterer or sub-committee to carry out duties. Promote any dinners etc in all programs.

Your club needs to decide if they will provide meals to all officials and volunteers by a catering sub- committee or if you intend to use the retail caterer. If paying for meals arrange for vouchers for all officials...the caterer needs to be advised about vouchers.

If the Club intends to run their own canteen (charging for food) you will need to ensure that the person in charge has appropriate certification. - Hygiene for Food Handlers Certificate (Responsible Service of Food).

Arrange for morning teas, & afternoon teas to be delivered to judges, pencilers, jumping judges, designers, and Marshals and helpers. If possible arrange good quality morning teas, most volunteers and officials appreciate the effort.

If a lunch break is given ensure food is ready on time!

Often at an ODE meal breaks are not possible, if so, ensure food is distributed to officials and all working volunteers throughout the day.

Water is particularly important...arrange for someone to distribute regularly.

Cross Country day

Each jump judge, marshal, official, sector controller, medical officers, veterinarians, runners etc will need a lunch bag. Usually containing water, juice, chocolate or treat, fruit and salad roll or sandwich...what the bags contain can vary greatly but please ensure all volunteers are well fed and watered...they will come back to assist at your next event!

After the cross-country phase is concluded provide a snack, cool drink, (maybe a glass of wine or a beer) coffee & tea to all jump judges. They are required to stay until scores are posted, try to make the wait enjoyable.

Publicity Newspaper

Approach your local newspaper for a story about your event. Try to get a good quality action photo to accompany your copy.

In preparing copy make the following points:

Expected number of entries and visitors that your event will bring to the town, Entries coming from all over NSW and interstate (if applicable),

How the event will benefit the town by the increase in business for hotels, motels, restaurants, petrol stations etc.

Eventing is an Olympic sport – mention medals

Most local radio stations have a 'community file' of sporting/general interest stories. Ask a member of your Club to talk to them, but make sure there is some written material to which you can refer.

Television

Approach your local Prime, Win or Capital stations to see if they can come out to do some footage for local (national if possible) sport.

Give plenty of notice and provide a timetable marking the best times to be on site.

Looking after the press

Remember to send the press a link to result.

Equestrian Magazines

Most magazine cut off dates are about six weeks before publication, so make sure you allow up to three months before your event to send them any type of press release and invite them to your event. If they do come, remember to look after them, show them round and treat them well.