

**GUIDELINES FOR AGRICULTURAL SOCIETIES OR
PONY CLUBS OFFERING AN
OFFICIAL HORSE RIDING CLUBS ASSOCIATION OF VICTORIA RING**

Full information and rules relating to the conduct of HRCav Show classes/rings can be viewed online at the HRCav website at www.hrcav.com.au. Under 'Manual' Chapter 8. See also the list of Appendices related to Showing. Following is an overview of the rules.

- ❖ An affiliated HRCav Club must run the ring at an Agricultural or PC Show. This Club is known as the 'Host Club'. You will need to source a Club willing to assist you in the running of the HRCav ring at your Show. A list of Clubs and contact numbers can be found on the HRCav website.
- ❖ Liaison Officers from both the Agri Society/Pony Club and HRCav Host Club must be nominated to facilitate communication between the two bodies.
- ❖ **A copy of the HRCav program must be received by the HRCav for approval at least 6 weeks prior to the closing date for entries and prior to printing of the Show schedule. Event details must be publicised in the Calendar of Events. Clubs should notify the HRCav of event dates for inclusion in the Calendar as soon as is practicable.**

THE PROGRAM

- ❖ Set program from compulsory and optional classes.
- ❖ Set start time of the ring/s
- ❖ Card steward to be appointed by HRCav Club and stated on the program
- ❖ Choose the Judge from the official HRCav Judges list and state on program. If an unofficial judge is to be used, approval must be gained from the HRCav Showing Sub-committee well in advance of the show
- ❖ If stallions are not permitted to compete it must be stated on the program.
- ❖ The following classes must be offered by level: Smartest on Parade, Ridden Exhibit, Rider and Mount Suitable HRCav. Levels 4 & 5 and 1 & 2 may be combined but Level 3 must be separate.
- ❖ The ring must be called HRCav Ring not 'Adult Riding' as the HRCav has junior members
- ❖ Decide whether to advertise the program in the HRCav magazine (cost \$30 per issue pre-paid). Copy deadline is 15th of the preceding month. Eg. To place in February issue, the program is required by 15th January.

THE SOCIETY/PONY CLUB RESPONSIBILITIES

- ❖ Allocate a suitable area for the ring. Minimum recommended size required is 50m x 40m
- ❖ Allocate warm up area as close as possible to the ring
- ❖ Notify Stewards & Judge if there is a Grand Parade and if the HRCav ring is to be closed during the Grand Parade
- ❖ Advise if the HRCav riders are expected to participate in the Grand Parade
- ❖ The Society/Pony Club is to send all necessary passes and programs to the Judge prior to the show
- ❖ Provide at least two jump wings and at least two jump poles in the ring/s
- ❖ Provide a table and at least two chairs in ring/s
- ❖ Provide shelter (tent or float) in case of inclement weather

BY AGREEMENT BETWEEN THE AGRI SOCIETY/PONY CLUB/HRCav CLUB

- ❖ The collection of entry fees and provision of tickets
- ❖ Sashes/Rosettes to at least 4th for Smartest on Parade (recommend 6th)
- ❖ Ribbons to at least 4th for all other classes plus spares for equal placings
- ❖ Tricolour Sashes/Rosettes for Champions and one colour for Reserves
- ❖ The provision of prize money & trophies (eg. For High Point Award)
- ❖ Which body shall cover costs associated with the ring/retain profit.
- ❖ Agree on who pays the Judge as per the HRCav Rules. Note: country based Clubs may be entitled to claim an HRCav subsidy to assist in covering the judge's travel expenses.

THE HRCav CLUB RUNNING THE RING/S MUST:

- ❖ Provide 3 stewards being a card steward who checks cards, records performance points and is responsible for lodging results with the HRCav, a gate steward and a ring steward to assist the judge and record placings.
- ❖ Ensure stewards are appropriately briefed and attend the ring/s at least half an hour before ring/s commence to collect performance cards from competitors, register riders by entering details on the card checklist and allocate numbers for the day's competition.
- ❖ Ensure that competitors lodge a completed HRCav Standard Entry form prior to competing.
- ❖ Enter points on the placing riders' cards after each compulsory class.
- ❖ Ensure that all ribbons, sashes/rosettes, trophies are collected and available at the ring prior to start
- ❖ Supply copies of the HRCav forms required at Shows including, the card checklist and show stewards results sheets.
- ❖ Forward the results & card checklist to the HRCav within 7 days