

HORSE RIDING CLUBS ASSOCIATION OF VICTORIA INC.

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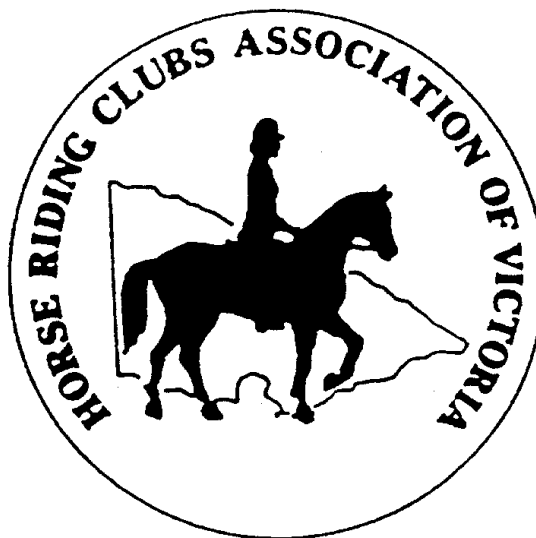
EVENT AND ADMINISTRATIVE GUIDELINES FOR HRCVA CLUBS

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Section 11 Guidelines for Member Clubs

PREAMBLE

The following information is provided to assist new Member Clubs with the administration and set up of their Club. Information is also provided to assist Member Clubs that wish to run Official HRCVA Events.

1. CLUB CONSTITUTION

HRCVA Clubs must be registered Incorporated Associations and have a constitution which list the rules covering important aspects relating to administration of the Club. The Consumer Affairs website provides important information and advice for Clubs and the Model Rules found on the Consumer Affairs website are a sound basis for a Club's constitution.

Meetings are usually necessary to organise the running of the rallies and planning of events, dealing with correspondence and tending to general business. Meetings are to be held regularly, with a Chairperson to keep order and give direction to the meeting. It is up to the Club to decide the way in which they organise their rallies, the way they are to be run, and where they are to be held. It is important to note however that a Club cannot be successfully run without the input of its members.

2. ROLE OF CLUB OFFICE BEARERS

To facilitate the efficient operation of a Club, the following positions are required:

- President
- Vice President
- Secretary
- Treasurer
- General Committee made up of interested parties.

The responsibilities allocated to each Office Bearer are normally covered in the Club Constitution (example of responsibilities below). Other Committee members can be allocated duties to assist the spread of work. For example

- Minutes Secretary – record and distribute minutes of Club meetings.
- Communication Officer – keep members informed of club activities and news via preparation and distribution of Club newsletter. Maintain Club website.
- Membership Officer – receive, record and action new membership applications and renewals.

- Rally coordinator – organise instructors, prepare rally program, take bookings.
- Event Coordinator – pre planning of Events. Team Leader for Sub Committee responsible for running the event.
- Catering Manager - supply lunches, afternoon teas etc. for rallies and/or meetings if required.
- Social Secretary - arrange fundraising activities.
- Sponsorship Coordinator – liaise with current and prospective sponsors.
- Risk Management Officer – go to person for members with safety concerns. Reports to Committee. Addresses issues relating to health and safety.
- Horse Welfare Officer – oversees safety and well-being of horses at rallies and events. Education of members. Reports to Committee.

3. MEMBERS

All members of HRCVA affiliated Clubs are required to pay an annual HRCVA levy and insurance. Once a member pays their fees and insurance to the Club, they are immediately covered by the Association's Insurance. Clubs are required to submit the Insurance Proposal/Membership Register, detailing the member's information, with relevant fees to the HRCVA within 7 days. From December 2016 – memberships may be entered by the Club on-line with fees remitted electronically – thus eliminating the need for the IPD form.

A person can be a member of any number of Clubs but is required to pay their HRCVA levy and insurance once only. If a person joins your Club, but has already paid the HRCVA Levy/insurance for the current year through another Club, you can register the person as an Associate member. You will need to ensure that the member's HRCVA fees and insurance for the current year have been paid through their other Club.

4. THE SECRETARY'S DUTIES

Secretary's duties are set out below

- To keep records (minutes) of meetings held by the Club.
- To attend to incoming and outgoing correspondence.
- To forward relevant documents to the HRCav.

To facilitate the easy provision of details to the HRCav, the Manual contains Appendix sheets of all the forms required. These forms may also be downloaded from the HRCav website. www.hrcav.com.au

4.1. Membership and Insurance

The Insurance Proposal Declaration/Membership Register form is the most important form issued by the HRCav, as it is the record of the financial members within each HRCav Club. Care must be taken when completing this form. If details are omitted or if forms are not forwarded promptly to the HRCav, it could result in delays in processing insurance claims or restrict members from competing at official Events. From December 2016, Clubs have the option to enter membership registrations via the HRCav on-line system.

4.2. Office Bearers

The Notification of Office Bearers form is to be completed and forwarded to the HRCav with 14 days of each Club's Annual General Meeting. We recommend that newly formed Clubs hold their Annual General Meeting in the last two weeks of October to ensure correct insurance and HRCav levies are collected. Location of Club grounds is requested so Clubs can be pinpointed on the HRCav master map. Office Bearers' details can be updated by the Club online however, a signed copy of the form is still required by the HRCav.

4.3. Membership Cards

Please refer to General Rule 10 for all information regarding Membership Cards.

4.4. Advertising in the HRCav Newsletter

Advertising in the Newsletter is open to members and non-members of the HRCav; however, priority is given to Official HRCav Events. Program/s for Official Event/s will be published and the unofficial Events will be listed in the Calendar of Events only.

A list of advertising fees is published in the Newsletter. Copy deadline for the Newsletter is the 10th of the preceding month. Do not send Programs for Events being held or those with closing dates for entries during the forthcoming month.

5. THE TREASURER'S DUTIES

The Treasurer's duties are set out below

- To maintain control over the funds and other property of the Club.
- To present financial statements to the Annual General Meeting of the Club.
- To attend all meetings of the Club where matters of finance are to be discussed.
- Maintain adequate and accurate accounting records of the Club's financial transactions. These records must be kept for seven years.

5.1. Receipts and Income

The books required are:-

- Duplicate receipt book either purchased from a stationer or printed for the Club.
- Bank deposit book.
- Multi column cash receipts book.

The suggested method of recording the income of a Club is:-

- Duplicate receipt book either purchased from a stationer or printed for the Club.
- Bank deposit book.
- Multi column cash receipts book.

The suggested method of recording the income of a Club is :-

- a) A receipt should be issued for all amounts received by the Treasurer. A separate receipt should be issued for each amount received for items such as subscriptions and casual rally fees, however proceeds from raffles etc. would only require the issue of one receipt.
- b) All amounts received should be banked intact and the details entered in a bank deposit book. Care should be taken to ensure that the amount banked agrees with the totals of a series of receipts. To assist with cross checking, it is suggested that the receipt numbers be noted on the back of the particular deposit slip to which they relate.
- c) Cheques should be received for payments, if possible. If cash takings from a particular activity are used to meet expenses, such as cash from a show being used to pay Judges, then at the conclusion of the activity a Club cheque should be drawn for the total cash expenses and this should be re-banked along with the balance of the receipts. In this way the records of the Club will reflect the gross income of each activity and the full amount of the expenses associated with it.

- d) Details of receipts should be entered in a multi-column cash receipts book in receipt number order. For a typical example see following pages. Each receipt should be entered in the total column and again in the appropriate column or columns (where one receipt covers more than one item eg. where one receipt is issued for subscriptions and casual rally fee). If there is no column for an item, it should be entered in a sundries column with a note explaining what it is. At the end of the period a summary should be made to group similar items in the column. The total of a particular series of receipts should be added and entered in the amount banked column to balance with the credit on the bank statement.
- e) It is also advisable to periodically check the entries in the subscriptions column against the Membership records, maintained probably by the Secretary, to ensure that all Members are in fact financial.
- f) Treasurers should note that if the Club has adopted the suggested Constitution that subscriptions are to be determined from time to time and are due and payable on the 1st November each calendar year and of course need to be sufficient to cover payments to the HRCVA as well as normal running costs of the Club.

5.2. Payments and Expenses

The books required to make payments and record them are:-

- Cheque book
- Petty cash book
- Multi column cash payments book
- Voucher file

The suggested method of recording the expenditure of the Club is:-

- a) Attempt to pay all substantial accounts by cheque retaining suppliers vouchers for audit purposes. As vouchers are retained it will be necessary for a note to be given to the suppliers to enable them to identify the items being paid, particularly where accounts are rendered in the name of a Member rather than the Club. All cheques should be signed by two Members of the Committee and blank cheques should not be pre-signed.
- b) A petty cash float should be established by drawing a cheque for a round amount and cashing it. This money is used to meet incidental cash expenses such as postage and the amount of the cheque will depend on the size of the Club and the extent of payments out of this fund. Frequently it will be found more convenient for the Secretary to control the petty cash since the Secretary will probably be responsible for incurring the bulk of expenses that are to be met out of the petty cash float.
- c) Minor cash expenditure should be recorded in a separate petty cash book which should be totalled and summarised when the float is nearly exhausted, and the total of the expenditure plus the

cash still on hand should equal the total amount of the float. A cash cheque should be drawn for the total of the expenditure and after this has been cashed the float will be restored to its original level. A sample petty cash book is set out on the following pages.

- d) Details of the cheque payments should be entered in a multi column cash payments book in cheque number order. For a typical layout see the example on the following pages. Each cheque should be entered in the total column and again in the appropriate column or columns.

- e) If there is no column for a particular item it should be entered in the sundries column and at the end of the period a summary should be made to group similar items in the column.
- f) The initial cheque drawn to establish the petty cash float should be entered in the sundries column while subsequent reimbursement cheques should be split up in accordance with the summary of the petty cash book mentioned earlier. In this way, expenditure through the petty cash float is recorded in the books of the Club.

5.3. Bank Reconciliation

It is essential that:

- The entries in the books of the Club be checked against the bank statement.
- The book balance of the bank account be reconciled with the bank statement balance.

The steps involved are as follows:-

- a) Check off all the entries from the bank statement to the cash receipts book or the cash payments book, as appropriate, making sure that the amounts agree and not merely that a particular cheque has been presented or a deposit made on a particular date. If there are any discrepancies they should be investigated and adjustments made in either the cash receipts or cash payments book if required.
- b) Enter any direct debits shown on the bank statement into the cash payments book eg. Bank duty charges.
- c) Enter any direct credits shown on the bank statement into the cash receipts book eg. Bank interest.
- d) Add both the cash receipts book and the cash payments book and check that the totals of the columns in each book cross balance.

e) Calculate the "book" balance of the bank account as follows:

| | |
|-----------------------------------|----------|
| Opening Balance | \$495.20 |
| ADD Receipts total | \$265.20 |
| | ----- |
| | \$760.40 |
| LESS Payments total | \$269.80 |
| | ----- |
| Closing "book" balance for period | \$490.60 |
| | ===== |

f) Reconcile the bank statement balance as follows:-

| | |
|--|----------|
| Bank statement balance as at | |
| (end of period eg. 31/3/94) | \$477.40 |
| ADD Deposits in books but not yet credited by the bank | \$ 60.00 |
| | ----- |
| | \$537.40 |
| LESS cheques NOT PRESENTED | |
| No. 203606 | \$26.80 |
| No. 203607 | \$20.00 |
| | \$ 46.80 |
| | ----- |
| | \$490.60 |
| | ===== |

The closing book balance of the bank account and the final total of the reconciliation must agree.

5.4. Reports for the Committee

The Treasurer will normally be required to present a report to meetings of the Committee of the Club and it is suggested that such a report should cover:-

- The current balance of the bank account.
- What has happened since the last annual report.
- What accounts are currently unpaid by the Club.

A statement of receipts and payments should be able to be extracted directly from the totals of both the cash receipts book and the cash payments book.

A suggested format for such a report is:-

| The XYZ Riding Club | | | |
|--|--------|----------|-------|
| Statement Of Receipts And Payments For The Period Ended 20nn | | | |
| Opening bank balance | | 495.20 | |
| ADD Receipts for the period | | | |
| Subscriptions | 140.00 | | |
| Casual rallies | 60.00 | | |
| Raffle proceeds | 65.20 | 265.20 | |
| | ----- | ----- | |
| | | 760.40 | |
| | | | ----- |
| Payments for the period | | | |
| Petty cash float | 40.00 | | |
| Rent | 60.00 | | |
| Fees to HRCAV | 45.00 | | |
| Instructors fees | 60.00 | | |
| Repairs and replacements | 13.60 | | |
| Postage | 22.80 | | |
| Entry fees | 20.00 | | |
| Stationary | 8.40 | 269.80 | |
| | ----- | ----- | |
| ADD Closing bank balance | | 490.60 | |
| | | \$760.40 | |
| | | | ----- |

The items to be included in the report will obviously vary according to the particular activities of the Club. They should, if possible, correspond with the column headings in the cash books so that other than preparing a summary of the sundries columns, a report can be prepared simply by copying the total of each column for the books.

It is necessary to prepare a list of unpaid accounts to bring to the attention of the Committee and this can act as a listing of accounts to be passed for payment at the meeting. It may be preferable for Clubs to pass a resolution empowering the Treasurer to pay accounts as soon as they are received and for the Treasurer to bring these to the attention of the Committee at the next meeting.

5.5. The Annual General Meeting

The Treasurer is responsible for the preparation of financial statements for the year and the presentation of the statements to the Annual General Meeting of the Club. The Treasurer must:

- a) Prepare financial statements for the year ended 31st October or as per the Club's Constitution.
- b) Arrange for the statements, books and records of the Club to be audited.
- c) Present the financial statements at the Annual General Meeting of the Club which must be held as per the Club's Constitution.
- d) If your Club is a 'prescribed association' (ie: has gross annual income of more than \$200,000 or assets of more than \$500,000) your accounts must be audited.

Recommendations for presentation of accounts:

- A statement of receipts and payments and assets and liabilities as at the end of the Club's financial year.
- Comparative figures for the previous year should be shown for both reports.
- A copy of the accounts are to be provided at the Annual General Meeting.

The statement of receipts and payments to be presented to the Annual General Meeting will follow the same format as that presented to the meetings of the Committee throughout the year. The statement of assets and liabilities would be prepared on what has become known as the "Modified Cash Basis" and should be set out as per the example on the following pages.

The suggested Constitution requires the presentation of a balance sheet and statements of account to the Annual General Meeting. So far as accounting requirements of an incorporated association are concerned, no specific requirements have been laid down. The Act only requires details of the income and expenditure for the year and a statement of assets and liabilities at the end of the year to be included with the Annual Return. The reports listed above are satisfactory if a Club is incorporated under the provisions of the Associations Incorporation Act. Please check these details with your accountant prior to the lodging of the Annual Return.

SAMPLE PETTY CASH BOOK

| DATE | DETAILS | AMOUNT | POSTAGE | STATIONERY | SUNDRIES |
|-------|-----------------------|--------|---------|------------|----------|
| Mch 3 | Postage, stamps | 6.00 | 6.00 | | |
| 12 | Envelopes, stationery | 8.40 | | 8.40 | |
| Apr 4 | Postage | 6.20 | 6.20 | | |
| 10 | Glass, Window Repair | 6.80 | | | 6.80 |
| 17 | Postage, newsletter | 10.60 | 10.60 | | |
| | | 38.00 | 22.80 | 8.40 | 6.80 |
| 20 | Cash on hand | 2.00 | | | |
| | | 40.00 | | | |

SAMPLE CASH RECEIPTS BOOK

| DATE | DETAILS | RECEIPT NUMBER | AMOUNT BANKED | AMT OF RECEIPT | SUBS | CAS'L RALLY | SUNDRY |
|-------|-----------------|----------------|---------------|----------------|--------|-------------|--------|
| Mch 2 | R. Wells | 50 | | 20.00 | 20.00 | | |
| 2 | B. Jones | 51 | | 40.00 | 20.00 | 20.00 | |
| 17 | Raffle proceeds | 52 | 125.20 | 65.20 | | | 65.20 |
| Apr 4 | F. Williams | 53 | | 60.00 | 40.00 | 20.00 | |
| 4 | J. Smith | 54 | 80.00 | 20.00 | 20.00 | | |
| 20 | G. Mason | 55 | | * 20.00 | 20.00 | | |
| 20 | M. Lee | 56 | * 60.00 | * 40.00 | 20.00 | 20.00 | |
| | | | 265.20 | 265.20 | 140.00 | 60.00 | 65.20 |

The amount banked agrees with the total of a series of receipts. In this case, the \$60.00 banked corresponds with receipts 55 & 56 for \$20.00 & \$40.00 respectively, so as to simplify checking against the deposits shown on the bank statements.

SAMPLE CASH PAYMENTS BOOK

| DATE | PAYEE | CHQ NO | CHQ AMT | INST'R FEES | REPAIRS & REPLACE | ENTRY FEE | POST | SUNDRY |
|---------|-----------------------|--------|---------|-------------|-------------------|-----------|-------|-----------|
| Mch 2 | Cash-Petty cash float | 601 | 40.00 | | | | | 40.00 |
| | Shire rent | 602 | 60.00 | | | | | 60.00 |
| | HRCVAV fee | 603 | 45.00 | | | | | 45.00 |
| April 4 | J. Smith | 604 | 20.00 | 20.00 | | | | |
| | B. Brown | 605 | 20.00 | 20.00 | | | | |
| 18 | IJ Hardware | 606 | 26.80 | | 26.80 | | | |
| 18 | MARC TTT | 607 | 20.00 | | | 20.00 | | |
| 20 | Petty Cash | 608 | 38.00 | | 6.80 | | 22.80 | Stat 8.40 |
| | | | 269.80 | 40.00 | 33.60 | 20.00 | 22.80 | 153.40 |

SAMPLE OF STATEMENT OF ASSETS & LIABILITIES

The XYZ RIDING CLUB

STATEMENT OF ASSETS & LIABILITIES AS AT NOVEMBER, 20nn

ASSETS

The following receipts relating to the accounting period have not been received by the end of this period and have not been included in the cash receipts.

xxx.xx

The following payments relating to future financial periods have been made and have been included in cash payments:

| | | |
|------------------------------------|--------|--------|
| eg. Rent on ground paid in advance | xxx.xx | |
| Payments to HRCav | xxx.xx | xxx.xx |
| | ----- | |
| Cash at bank | | xxx.xx |
| Petty Cash on hand | | xxx.xx |

The following items were purchased in either the current or prior financial years and are currently being used by the Club:

| | | |
|---------------------------------|--------|--------|
| eg. Clubrooms construction 19__ | xxx.xx | |
| Showjumping equipment | xxx.xx | |
| Photocopier | xxx.xx | xxx.xx |
| | | ----- |

LIABILITIES

The following payments relating to the accounting period have not been made by the end of this period and have not been included in the cash payments

| | | |
|---|--------|--------|
| eg. Rent of barbecue for Christmas break-up | xxx.xx | |
| Soft drinks | xxx.xx | |
| Material for cross-country course | xxx.xx | xxx.xx |
| | ----- | |

The following receipts relating to future financial periods have been received and have been included in cash receipts

| | | |
|------------------------------------|--|--------|
| eg. Entries for CTD yet to be held | | xxx.xx |
|------------------------------------|--|--------|

| | | |
|---|--|--------|
| Loans to the Club (show details of repayment arrangements and whether secured or not) | | xxx.xx |
|---|--|--------|

| | | |
|-------------------|--|--------|
| TOTAL LIABILITIES | | xxx.xx |
| | | ==== |

Obviously the items included in these accounts will vary from Club to Club and from year to year. The examples shown are only a guide as to the type of items to be included in each section.

6. GUIDELINES FOR ORGANISING HRC AV EVENTS

The purpose of these guidelines is to help Organisers/Clubs in running Events.

These guidelines should be read in conjunction with all other Sections of the HRC AV Manual. Ensure that your Manual is up to date. Refer to the HRC AV website for recent rule changes.

It is essential that the organising committee familiarise themselves with the rules for conduct of events.

7. OFFICIAL EVENTS

Dressage

Combined Training (optional to include Dressage Only sections)

Showjumping

Horse Trials

Showing

Navigation Rides

8. OTHER EVENTS

Time Trials, Le Trec. Note: refer to General Rule 14 for rules relating to the conduct of unofficial events.

9. EVENT SELECTION

Each Club should consider planning a major twelve-month Club activity schedule. Include rally dates, proposed Events and take into account other user groups, commitments on your grounds if the resources are shared.

Select an Event and time of year appropriate to your facilities and the popular appeal amongst your Members. Nominate interested persons to undertake the key tasks required running the Event.

10. OFFICIAL STATUS

Refer Event Rule 14

11. THE PROGRAM

Please refer to Event Rule 14.

12. PUBLICITY

- As soon as you have set the date for your event advise the HRC AV office so that it can be included in the official Calendar of Events
- Commence your publicity as soon as HRC AV approves your Event as Official.
- Suggested publicity includes:
 - HRC AV Newsletter and website calendar - Send fee when submitting Program for approval. Hard paper copies (fax quality is not appropriate) are required or email to des@HRC AV.com.au
 - Place Programs in Saddleries and Produce stores.
 - Take copies of Programs to HRC AV Events preceding your Event.
 - Maintain your own mailing list of Competitors who have previously entered your Events and mail your Program direct to them.
 - Send advance editorial style publicity to local newspapers for sports, horse sections, and calendar of events in horse publications.
 - Advertise in appropriate newspapers. (Carrying out the other ideas as listed above at least 3 months prior to your Event should ensure HRC AV Members know and have adequate time to enter).
- NOTE that the majority of Competitors tend to enter in the last two weeks prior to the nominated closing date for entries.

13. JUDGES

Arrange your Judges as soon as your Event has been approved. Confirm the fee (refer Event Rule 30) at the time of booking. Follow up your phone conversation with a confirmation letter (Refer to Appendix 8 for a draft of a confirmation letter) and include a copy of the Dressage Test/s to be judged. Prepare a checklist to send to Judges with a stamped, self-addressed envelope as a summary of all details (Refer Appendix 9). A copy of the competition draw must be forwarded to the Dressage Judges not less than 5 days prior to the competition.

For Top Team Trophy Events that contain a Dressage phase, it is mandatory to use Official HRC AV Dressage Judges for Levels 3, 4 and 5. At Top Team Trophy Dressage events, two (2) Judges must be used for Advanced and Level 1; it is strongly recommended that two Judges be used for Level 2.

At Official events, if you do not use HRC AV Dressage Judges it is strongly recommended that a summary of the Level requirements are also supplied with the letter of confirmation. This should familiarise the Judge with the standard required from Competitors at that Level.

In Top Team Trophy events that have a showjumping phase, it is mandatory to use an Official HRCVA Course Designer and Judge/s. For Show Jumping Events, preferably use HRCVA Judges or persons who have an in-depth knowledge of HRCVA Rules and jumping standards. For a Jumping event to be given official status an HRCVA accredited Course Designer and Judge or other persons approved by the Jumping Sub Committee must be used. Requests to use non accredited Jumping Officials are to be submitted to the HRCVA on Events Rules appendix 12.

Send with the confirmation letter to your officials, relevant sections of "Rules for Showjumping Events", "Rules for Combined Training and Horse Trials Events" pertaining to Heights, Widths, Speeds; Guidelines for Course Builders and Judges; blank copies of course plans should be sent to the Course Builder.

At least one week prior to your Event, reconfirm Judges attendance and confirm starting times.

14. PRIZES

Your Committee will already have nominated the prizes offered on the Program. Sponsored prizes or sashes are marvellous but not always obtainable. If you are fortunate enough to gain sponsorship include as many references to the companies and/or products as possible in all communications for your Event.

15. TROPHIES

Select trophies at least one month prior to the Event. This allows time for obtaining competitive quotes. Give the company an approximate idea on the numbers required. Once entries have closed, confirm actual quantities and ensure the engraving is completed.

16. SASHES

Decide whether you are having satin sashes, or rosettes (refer Event Rule 40.9 and 40.10 for minimum requirements for Top Team Trophy Events). The initial screen-printed costs and constant screen changes all add to the cost per sash/ribbon etc.

As a suggestion only, include on the sash - Club name and Event eg Combined Training and optional First, Second etc. Do not include a year reference or the Level. Use the same sash supplier for your next Event and spares can be used from the prior Event.

Order sashes at least 6 to 8 weeks prior to the Event; for delivery one to two weeks before the Event. Always confirm your specific requirements in writing to the supplier. Order extra sets in case of equal placings. Any spares can be used for your next Event if there are no dates or Levels printed on the sashes.

Trophies, sashes, ribbons, etc must be given to at least one quarter of the Competitors (refer Event Rule 24 Points).

17. GROUND FACILITIES AND EQUIPMENT

Most Clubs will have a working bee the day prior to the Event to set up all the equipment. It is advisable to hold a working bee at least one month prior to the Event to:-

- Check that all necessary equipment is available in good repair and clean or whether you need to borrow from another Club.
- Plan the location of arenas, warm-up areas, car parking, gear checks, camping etc.
- Check conditions of grounds, need for mowing, slashing etc.

For Horse Trials plan the Cross Country course at least 3 to 4 months prior to the Event as several working bees may be necessary for new jump building, jump repairs/maintenance, course maintenance and safety (eg. holes or overhead branches).

Cross Country courses must be accredited by a qualified Accreditor. Please refer to the Combined Training/Horse Trials Rules for procedure.

18. DRESSAGE EQUIPMENT CHECKLIST

Number of rings required. Check arena surrounds, letter markers, ring numbers.

19. JUMPING EQUIPMENT CHECKLIST

The Course Designer should be able to provide a list of requirements and you can then check to ensure adequate equipment is available. Alternatively you could count your jump wings, poles, and cups and supply these details to your course designer. Check you have adequate fence numbers and letters, flags (red and white), start and finish flags, stop watches and bells.

20. CROSS COUNTRY EQUIPMENT CHECKLIST

Adequate red and white flags, fence numbers with different colours and/or shapes for each Level, fence letters for combinations. Start sign and box. Finish sign. Vet check sign.

21. OTHER EQUIPMENT

- Mattock or other tools to insert star pickets.
- Bunting - if star pickets are used, plastic caps or half tennis balls MUST be placed on top for safety. Refer Event Rule 20.
- Measuring equipment and trundle wheels.
- Gear check, secretary and car parking signs.
- Toilets, tents, and rubbish bins hire if necessary. Provide toilet paper, soap and paper hand-towels.
- Mobile or other phone available.

- Temporary road signs, directional markers to grounds.

Having all your equipment ready and the ground plan prepared prior to the working bee will assist in an efficient working bee and avoid last minute panics.

22. PROCESSING ENTRIES

As entries are received, list Competitors entered at each Level on a "Competition Draw" Sheet (refer Appendix 3). This may be done manually or by computer.

Note: There are a number of computer programs specifically developed for HRCAV events which greatly assist in the processing of entries and scoring of the event. Contact the HRCAV office for advice.

Where there are a number of Sections in each Level eg. 3 Sections of Level 4 for Horse Trials start dividing the entries as you receive them. Try to allocate riders from the same Club into different Sections.

As an example, use a highlighter pen for:

- Riders on two horses
- Riders doing 2 or more Dressage Tests

The Draw

Immediately after the closing date for entries, consider the entries for each Competition.

If insufficient entries are received (eg 5 or less) for a Section, consider cancelling it, advise Competitors accordingly and refund entry fees promptly.

Preparing the Competition draw can be complicated and time consuming, particularly when there are many Competitions being offered and there are many Riders competing in more than one Competition or Riders on two horses.

For events with a dressage component, ensure that you forward a copy of the draw to your judges at least 5 days prior to the event.

Handy Hint:- A Competition draw from a successfully run previous Event can be a useful starting point.

Step 1:

Work out a time schedule for the Event based on:

- the number of entrants in each Competition.
- your facilities, single or multiple Competitions and use of rings.
- number of hours to conduct each Competition.

- starting time and finishing time for last Competition.
- approximate time to allow for each Competition.

Step 2:

Now that you have a draft for the draw, allocate times to Competitors. Examples of Competition Schedules are in Appendices 4 and 5.

- allocate times to Riders on two horses first.
- allocate times on a 'first in best time' basis to encourage riders to get their entries in early. Times later in the section/day are generally preferred.
- for early morning starts, select Competitors having shorter distances to travel
- allocate a time to every Competition the Rider has entered.
- allocate times first to Riders competing in more than one Competition. eg at a Combined Training Day, a Competitor has two Dressage Tests and one Showjumping round.
- allocate both Dressage times ensuring time intervals between the three phases are followed.
- allocate times to the remainder of Competitors.
- check that all Competitors have been allocated times and that intervals between phases have been followed.

Step 3:

- Send back promptly to Competitors their Competition times on return slips. This may be an individual return slip for each Competitor or alternatively a copy of the complete Event draw. An example of a Return Slip is attached in Appendix 7.
- Alternatively, post your draw on the HRCVA or Club website. (ensure that you have indicated that this will be the method of publicising the draw on the event program)
- A neatly presented running sheet can form the basis of the Event Draw Program.

23. DRESSAGE

SEE GUIDELINES FOR DRESSAGE EVENTS UNDER COMMONLY USED FORMS ON THE HOME PAGE OF THE HRCVA WEBSITE

- Schedule at 8 minute intervals for Levels 5, 4, and 3.
- Schedule at 10 minute intervals for Level 2.
- Schedule at 12 minute intervals for Advanced & Level 1
- When Competitors are doing two Dressage Tests, allow sufficient time between Tests so the Rider has to only warm up the horse up once. The minimum time between Tests should be 30 minutes.
- Provide a tea break of 10 to 15 minutes every one and a half to two hours for your Dressage Judges and a lunch break of an hour, if necessary.

24. COMBINED TRAINING EVENTS

All Dressage Tests must be ridden prior to the competitor's Showjumping phase.

Schedule Riders competing in the Combined Training Event first in Dressage. Follow with Dressage Only Competitors. This allows you to sometimes commence the Showjumping phase whilst Dressage Only Competitors are completing the Dressage. Keep the Dressage arenas as far as possible from the Showjumping ring.

For Showjumping rounds allow three minute intervals for Competitors or check the time allowed set by the course designer. This allows for Competitors presenting to the Judge, commencing the round, jumping the round, leaving the arena and any knock downs.

Allow approximately 20 minutes between Levels for course alterations and the walking of the course by Competitors at the next Level (ensure Competitors have at least half an hour from the completion of their Dressage Test to the start of the Showjumping phase).

The course should be open for walking no less than half an hour before the beginning of the first Competition and a course plan displayed outside the ring and at the Secretary's office.

EXAMPLE B

Level 4

| Combined Training (C/T) Only | C/T and Dressage (D/O) | Dressage Only (D/O) | Total Dressage | Total Combined Training |
|------------------------------|------------------------|---------------------|----------------|-------------------------|
| 18 | 16 | 25 | 59 | 34 |

Combined Training & Dressage Competitions must be divided.

LEVEL 4 SECTION 1

Combined Training 18 Competitors

LEVEL 4 SECTION 2

C/T & D/O 20 Competitors (16 from C/T and 4 from D/O)

LEVEL 4 SECTION 3

Dressage Only 21 Competitors (21 from D/O entries)

3 Sections of fairly equal sizes.

Note: Section 2 comprises two separate Competitions, C/T and D/O, therefore two separate sets of prizes would be required (ie. 16 entries C/T and 20 entries for D/O).

25. SHOWJUMPING

Use the hints from Combined Training as listed above. Wherever possible use two or more rings.

Allow extra time for Competitions requiring two rounds (eg Table AM3 one round plus jump off).

26. HORSE TRIALS

The Dressage Test must always be held first. The order of the Cross Country and Showjumping phases is optional but must be clearly stated on the Program.

The draw must provide for Competitors to have an interval of 30 minutes between completion of one phase and the start of the next.

When Showjumping takes place after the Cross Country, Competitors must be allowed an interval of 40 minutes between those phases.

Allow an interval of a minimum of one minute between Cross Country Competitors. Between Levels allow approximately 15 to 20 minutes for any course alterations and time for the Chief Steward/Technical Delegate to check that all fences and Jump Judges are ready for the next Level.

It is generally easier on most Cross Country courses to lower fences, therefore start with the highest Level.

In exceptional circumstances the Ground Jury may authorise a reasonable reduction in these minimum intervals.

Refer to Appendix 5 to assist you in preparing the Event Draw.

27. CATERING

Always encourage your own Club Members to donate food for the canteen; actively promote this in newsletters prior to the Event and at rally day announcements. Ensure your Program states canteen facilities will be available.

Decide on a catering menu applicable to your resources in terms of equipment and volunteer helpers. Many Club Members prefer to compete rather than working in the canteen. Rosters can always assist in this matter. As a courtesy, your Judges must always be offered refreshments and food.

HINT

Have a box prepared on the morning of the Event for each Judge containing all necessary refreshments (hot water in thermos) and food. Hand this to the Judge when they collect their judging sheets. This saves the canteen workers' time.

28. FINANCIAL

Have a person responsible for banking entries.

Arrange Cash floats for change for the canteen, raffle tickets, gate takings and the purchasing of food.

Have all Judges' payment cheques written the day prior to the Event and hand to the Judge with Judges clipboard.

28.1. Procedure For Dishonoured/Cancelled Entry Fee Cheques

The Event Secretary must contact the drawer of the cheque to explain that it was not honoured. The drawer should be asked to make good the amount including bank charges incurred by the Club involved.

A period of time should be agreed upon for the money to be made good.

It does not matter if the person involved is a financial HRC AV Member or not, nor if the Event in question was an Official Event or not.

29. **PROGRAM**

Depending upon the size of your Event you may decide to have a Program Draw available for Competitors on the day.

The following may be included:-

- Acknowledgment of any sponsors
- Arena numbers for each Competition and/or a grounds plan
- Competitors' draw
- Gear check time
- Raffle details (if any)
- Any special conditions from the Program, eg. no camping permitted on the grounds.
- Protest clause
- Reservation of right clause
- Liability clause
- Cross Country map (if applicable)
- List of Judges and Officials
- Ground Jury Members

30. **THANK YOU LETTERS**

Have prepared a standard thank you letter for volunteer helpers. Get the Secretary and or the Event Co-ordinators to fill out names prior to Event and hand to the person on the day of Event.

31. **PHOTOCOPYING**

Events tend to require a large amount of photocopying. Try and spread the load across Members. A photocopying checklist is set out below:

- Programs
- Return time slips and/or Competition draw to Competitors
- Event Draw/Schedule
- Letters to Judges, Jumping Course Guidelines and blank copies of Course Plans to Course Designer.
- Copies of Dressage Tests & Pencillers abbreviations.
- Competition draw for Judges, Gear Check Stewards, Secretary's office and other Officials
- Showjumping / Cross Country Course Plans
- Showjumping Scoresheets
- Cross Country Scoresheets
- Cross Country Jump Judges' Briefing Notes
- Gear Checkers Guidelines
- Competition Results Sheets
- Thank You Letters

32. COMMUNICATIONS

At Events conducted on large grounds you may consider using a public address system, and/or walkie talkies to allow key Officials to convey messages and solve problems promptly.

33. RAFFLE

Raffles can raise money on the day. Responsible children normally excel in selling the raffle tickets.

THE DAY PRIOR TO THE EVENT

34. GROUNDS

- Put out all necessary equipment, signs and bunting.
- Check grounds for safe going eg. holes
- Check toilets, water
- Car parking arrangements.

35. CANTEEN

- Clean canteen area in readiness for next day.
- Bring in non-perishables.
- Pin up price list.

36. SECRETARIAL

- All clipboards for Judges, Gear Stewards and Ring Stewards to be prepared (including spare pens).
- Scoreboard: update Competitor draw to include scratchings. You may consider handwriting up scoreboards or alternatively use the Competition draw schedule and photocopy (enlarge if possible). This saves time versus handwriting scoreboards.
- Have back numbers/ bibs already out on a table in order.
- Programs available.
- Stickers for Gear Stewards.
- Area set aside for scorers which may include calculators (spare batteries), pens, staplers, liquid paper, computer, printer, etc.
- Stop watches with Jump Judges clipboards.

37. DRESSAGE JUDGES

- Ring numbers and location.
- Clipboard, pens.
- Dressage sheets - one per competitor (plus spare blank copies) already filled in with the Club name, date and Competition name. Rider name, Horse name and Judge's name may be completed by the Organising Committee or by the Judge/Penciller on the day.
- Time schedule for the Event (updated where possible to include scratchings).
- Dressage Pencillers abbreviation sheets.
- Food box
- Thank you letter and cheque
- Optional - Dressage Test number eg. 4C for display in the rear windows of the judges' cars.

38. SHOWJUMPING JUDGES

- Clipboards, pens.
- Time schedule for the Event.
- Stop watches - at least two per Judge.
- Scoresheets.
- Bell if required.
- Food box.
- Thank you letter and cheque.
- Chairs, table and/or umbrella (if required).

39. CROSS COUNTRY JUMP JUDGES

- Clipboards, pens.
- Scoresheets.
- Time schedule.
- Stop watches (start and finish).
- Whistles.
- Sandwich and a drink or a food voucher for the canteen.
- Guidelines for Cross Country Judges.

40. STEWARDS

All Stewards need visible recognition eg. name badge, coloured bibs, etc.

Gear Steward

- Clipboard, pens.
- Gear checkers guidelines.
- Time schedule for the Event.
- Stickers or similar to mark Competitors as passed at gear check.
- Refreshments

Ring Stewards

- Dressage - Clipboard, pens, time schedule for the Event.
- Showjumping - Clipboard, pens, time schedule for the Event plus chalkboard and chalk if Competitors do not have specific times.
- Showing – Table, 2 chairs, Copies of Showing Card Checklist form, Show Steward/Show Results Form with Class names completed, Pens, clipboard, box for performance cards handed in at ring.

General Stewards

- Gate
- Car Parking
- Programs
- Stewards to take refreshments to Judges and Pencillers if caterers are not employed.

Runners

Are required to collect scoresheets from Pencillers and deliver them to the Event Secretary or Scorers. They may require a horse and a carry bag to place the sheets in when collecting Cross-country jump scoresheets.

The number required will depend on the number of Competitions running concurrently. They should collect after every 2 or 3 ridden tests, taking care not to disturb the Judge or Penciller until the sheet has been signed.

Runners are also required to convey information from the Secretary to the Ring Steward/s or vice versa.

41. SETTING OUT A DRESSAGE ARENA

Please note: It is important that your arena complies with the requirements detailed in Dressage Rule 7. Should the arena be considered unsafe, the Judge may refuse to commence judging until the problem is rectified.

To set up your arena follow these steps:

Place a peg in the ground at one corner of the arena. Measure one long side of the arena (for a small arena, 40 metres) and place a peg at that distance. These are pegs A and C in the diagram in the Dressage Rules Appendix 4.

Extend the line A-C by, say, three metres to D and measure back from C towards A the same distance, to B, putting temporary pegs in at D and B.

Using about a 10 metre length of twine (the exact length doesn't matter) tie a small loop at both ends, then find the exact middle and tie another loop there. Place one end loop over the peg at B and the other end loop over the peg at D. Holding the middle loop, tighten the string, first to the right and then, as a check, to the left, to obtain points E and F. Peg these points. If this has been done correctly, E, C and F will be in a straight line at right angles to A-c. Extend this line 20 metres from C and the third corner of the arena is fixed. Repeat the procedure at A to find the fourth corner.

This is a quick and accurate method. With practice it will be found that further short cuts can be made, eg. you can measure A-D (40 metres plus, say 3 metres at each end) at one go and peg B and C en route.

Variant (a)

Using the above method for marking out a right angle the setting can be started from a chosen short side or the centre line for the arena if either is preferred as a base to work from.

Variant (b)

Since the main problem in setting out is to establish lines at right angles, a useful tool for one who is frequently engaged in this work is a wooden set square (easily home-made) as shown below.

If the apex of the set square is placed on the ground at a corner peg and one arm is sighted to lie along the baseline, the other arm will point in a direct at right angles to it and the next corner peg can be sighted to be in this alignment.

By using a set square some of the subsidiary measuring is eliminated. Furthermore, the ends and long sides of the arena can be quickly laid out by using one or more lines prepared with small loops at each end through which meat skewers or other suitable pegs can be inserted to pin them down as required.

Such prepared lines become stock material and should be checked for length each time they are brought out in case shrinking or stretching has occurred.

ON THE DAY

42. GENERAL

The Secretary's Office should be open at least one hour prior to the official commencement time for the Event, ready to hand out Programs, back numbers and update any scratchings advised.

Have a Club Member responsible to greet Judges, hand them clipboards. To Introduce Judges to their Pencillers, offer refreshments and direct Judges to their rings.

The Canteen should be open as early as possible to serve breakfast.

Put sponsors banners etc. on display.

Display the prizes.

Ensure runners collect Scoresheets promptly so that scores can be posted as quickly as possible onto the master scoreboard.

At Horse Trials have a separate board which lists all eliminations.

List on the master score board the time scores are posted for time-keeping in the event of protests.

Ensure that all volunteers are adequately briefed.

For Horse Trials ensure that a briefing session is held for Cross Country Jump Judges at least two hours before the start of the Cross Country phase.

Have business sized envelopes available. This is handy for Competitors who are unable to stay until the end of the day so that Dressage Tests, Sashes, Membership Cards, etc can be returned. Ask the Competitor to put their name and address on the envelope. The Club may choose to cover postage or ask the Competitor to pay.

43. PRE-PLANNING

The following list is offered as a suggestion on the type of job functions that need to be divided amongst the Organising Committee and fellow Club Members.

JOB FUNCTION NAME

Prepare Program and gain HRCAV approval

Publicity, obtain sponsors

Organise Judges: Dressage
 Jumping
 Cross Country

Organise Pencillers
 Gear Stewards
 Ring Stewards
 Runners
 Scorers

Organise Grounds and Equipment via working bees

Catering

Processing entries and contact names for enquiries

The Competition schedule/s

Time sheets and/or draw

Competition Draw/Schedule

Thank you letters

Photocopying

Communications

Raffle

Financial

First Aid

Car Parking

Crash Crew/s

Four wheel drive vehicle and/or ute available

44. PEOPLE REQUIRED TO RUN EVENT ON THE DAY

(Numbers vary according to the size and type of Event)

Whenever possible roster volunteer helpers. A list can be found in Appendix 6 which can be used to notate your volunteer helpers.

Always have at least one person on duty at the Secretary's Office to handle queries.

Scoring is important, therefore, helpers used for this purpose should have some experience.

At Events involving a Dressage phase, Competitors should be given their judging sheets on the completion of the Section but not until the Event Secretary has sanctioned their distribution. Competitors taking part in two Dressage Competitions on the same day, judged by the same Judge, shall not have access to their judging sheets before competing in the second Competition. (Refer Dressage Rule 28).

This gives the Organising Committee the option to hand out the judging sheets once the Section has concluded rather than waiting until the very end of the day.

45. FIRST AID AT EVENTS

First Aid must be available at all events involving jumping (Showing excepted) and at any event that has in excess of 150 horses competing.

Paramedics must be on site at all Top Team Trophy events.

Competitors may be charged a medical levy to offset the cost of providing medical staff.

Numbers of First Aid and Medical Personnel will vary according to the Level or degree of difficulty of the course. Level 1, where the obstacles are bigger and the speed faster have a greater potential for more serious injuries. In view of the fact that first aid treatment is critical for the unconscious patient, a fully qualified First Aider (eg. St Johns Ambulance staff) must be in attendance at any event that has a jumping phase Event. A qualified (preferably equine) vet must be in attendance whilst competitors are competing cross country.

Qualified medical back-up with adequate equipment should be within 2-5 minutes of the scene of an accident. The number of medical practitioners needed will depend on:

Distance and accessibility to jumps

Communication

ISOLATED IMPORTANT POINTS:

No-one should touch, move or otherwise interfere with injured persons unless authorised by the attending First Aid/Medical personnel. Jump Judges or Stewart should control the crowd to:

- give the medical team room to work
- facilitate the arrival and access of additional medical personnel

Medical staff should have the right to withdraw an injured rider from the Competition when, in the view of the Medical Officer, the rider is no longer capable of making an informed decision (eg. concussion, etc).

MEDICAL EQUIPMENT

Medical equipment and direction of medical services should be influenced by the potentially fatal and serious injuries, which, although rare, can occur. To overlook these would be negligent.

Equipment is listing against 'WORST CASE SCENARIO' injuries:

| | |
|--------------------------------------|--|
| Spinal Injuries | Stiff Cervical Collars |
| | Jordan Frame Stretcher |
| | Scoop Stretcher |
| Head Injuries | Oxygen |
| | Suction |
| | Airways |
| | Oral |
| | Endotracheal with laryngoscope and necessary drugs |
| Laryngeal Neck Injuries Equipment | Cricothyriodotomy |
| Chest Injuries | Intrathoracic Catheters |
| | One-way Valves Under |
| Water Drainage | |
| Abdominal Injuries | IV Fluids (Colloid and Crystalloid) |
| | Giving Sets |
| | Mast Suits |

Lone Bone Injuries

Splints

Donway Traction Splint
or equivalent for a
fractured Femur

CENTRAL FIRST AID CENTRE

- Base for medical control and communications
- External phone to ambulance and hospitals
- Set up as for casualty clearing station:
 - * For minor procedures (eg. suturing, etc)
 - * For observations
 - * For stabilising patients prior to transport
- The Centre should be in the general administration area, accessible by non-four wheel drive vehicles (ie normal ambulances) and adjacent to a nominated area suitable for helicopter evacuation, if possible

DOCTORS AND FIRST AIDERS

Doctors, if possible, should be positioned on the course as per the time factor and First Aiders positioned on course as per course needs.

TRANSPORT

- A suitable vehicle should be available to transport a patient on a stretcher.
- There should be at least one four-wheel drive vehicle available.
- The total number of vehicles will depend on the time factors.

FIRST AID COMMUNICATIONS

All First Aid personnel should have unique frequency radio communications controlled from the Central First Aid Centre. The Central First Aid Centre should have the facility to listen to communications from all Jump Judges and Officials.

IN THE CASE OF A RIDER'S DEATH

- Stop the event.
- Ring 000 to alert police and other relevant authorities. Death is to be confirmed by a Registered Medical Practitioner.
- The body must be left in the position in which it was found and covered with a sheet.
- An Official must obtain from any witness to the accident, their name, address and get them to note the facts as they saw them.

46. MEMBERSHIP/PERFORMANCE CARDS

At the conclusion of the Competition, fill in the points earned by placegetters. Any Competitor who wishes to leave prior to the finalisation of placings and who is likely to be a placegetter should leave a stamped, self-addressed envelope for the return of their Card. In reality, many Competitors are not this organised so have envelopes available for them and charge them postage plus a small charge for the envelope, if desired.

NOTE: Competitors who are placing 11th to 32nd after the posting of interim results must have their cards returned upon request.

HINT: Fill in the HRC AV Competition Results Sheet with all necessary placings whilst filling in the HRC AV points attained on the Performance Cards. Do not forget to show placings to 6th and for Showing only, placings to 4th. This is required for the collation of points for the HRC AV Awards as set out in General Rules, page 11.

A convenient system for filing the Cards is to have small circular sticky labels (as used for gear checking) with a back number per sticker. As Cards are presented in exchange for a back number, put the sticker on the card, then tick the Competitor's name off on the Event Program. File the card in numeric order. When Competitors hand in their back number at the conclusion of the Event, the Competitor's Cards can be quickly located via the number. Alternatively, at small Events, Cards can be filed alphabetically.

47. ANNOUNCEMENTS

During the course of the day use your public address system or loud hailer for important announcements to assist the smooth running of the day. Frequent sponsorship mentions and the delicious food available at the canteen are always good promotions, also raffle ticks and prizes.

48. PRESENTATIONS

Have all sashes and prizes on a display table. Thank Sponsors, Judges, Volunteer Workers and Competitors. Take note of Competitors not in attendance to receive prizes. At major Events, take some photos for Club publicity and as a thank you for sponsors.

49. TIDY UP

Have each of your Event Co-ordinators responsible for cleaning, putting away equipment, etc so that no jobs are overlooked.

AFTER THE DAY

50. MAIL OUT

- Send all results to the HRC AV within 7 days of the event on the Results Sheet
- Email a copy of the full results for each section for posting on the HRC AV website.
- Send prizes and/or sashes or any Membership or Performance cards to Competitors who did not collect on the day.
- Send out any further letters of thanks not previously given eg. Judges, Sponsors, Special Helpers.
- Send out post-publicity articles, including photos, to local newspapers (if pertinent to your region).
- Photos are always a welcome contribution for the HRC AV's newsletter and publicity purposes.

51. UNOFFICIAL EVENTS

There are special requirements for unofficial events. Please refer to General Rules 14 and 15.

The HRC AV recognises that our members pursue a diverse range of equestrian pursuits, and will consider applications to hold unofficial events.

EXTREME WEATHER GUIDELINES FOR HRCVAV EVENTS

52. INTRODUCTION

The following guidelines are provided to help Clubs manage the risks associated with the conduct of equestrian events in hot or extreme weather conditions.

The guidelines are not binding, but all parties are reminded that they must act responsibly. The HRCVAV encourages a common sense approach and the consideration of the comfort and well-being of all individuals and the welfare of horses participating at the event.

There are many factors to be considered when Clubs are contemplating modifying, postponing or cancelling events or activities. Clubs need to be aware of the difficulty of setting 'one size fits all' guidelines in this area. The dangers of heat illness are likely to arise from high intensity or prolonged activities conducted in hot and/or humid conditions. Most HRCVAV activities can be managed to ensure that participants and horses are not required to perform high intensity activities for a period long enough to cause harm, however extra precautions will need to be taken to manage risks where activities are of a high intensity or where participants are liable to push themselves or their horses beyond their normal boundaries of activity.

For further information relating to heat illness in participants and horses, refer to Appendix 10.

- 52.1. When weather conditions have the potential to affect the health and safety of participants and/or welfare of horses at HRCVAV events and activities, organisers are expected to take steps to reduce the risk of illness or injury. Decisions by a Club to cancel or modify an event where it can be shown that extreme weather conditions constituted a risk to health and safety are supported by the HRCVAV. Refer to Event rule 63 for further information concerning official status, refunds and allocation of performance points.

It is expected that organisers will observe all Extreme Weather alerts including alerts of storms, lightning, extreme winds, and extreme fire danger and will not knowingly bring Competitors into danger. Travel bans issued by Vicroads in the case of fire or flood must also be observe

- 52.2. Factors to be considered before cancelling or modifying an event or activity include:
- Environmental factors: temperature, extreme weather conditions
 - Duration and intensity of an event: type of activity – is it low, medium or high intensity. Duration of the activity

- Ground/competition surface conditions
- Format of competition/activity: opportunities for rest and hydration breaks
- Time of day: possibility of rescheduling to cooler part of day
- Local environment: radiant heat from sand arenas, indoor facilities, availability of shade
- Availability of vet or doctor

52.3. **HOT WEATHER:** The Activity Modification Chart shown below provide estimates of risk related to weather and also guidelines to managing activity in order to minimise the effects of heat. Temperature should be based on the forecast (pre event) or actual (at event) issued by the Bureau of Meteorology or by onsite measurements. The Elders weather information site provides comprehensive and easy to follow weather forecasts using BOM data. Go to www.eldersweather.com.au

| Ambient Temp | Relative Humidity | Risk of heat illness | Suggested Event modification | |
|--------------|-------------------|----------------------|------------------------------|---|
| 26 – 30 | >60% | Moderate - high | Low – med intensity activity | Provide regular relief for officials. Ensure adequate water supplies. Ensure adequate shade for officials. Encourage competitors to make use of shade and take regular breaks. |
| | | | High intensity activity | In addition: Reduce number of jumping efforts. Monitor event for over exertion of mounts. Relocate arenas to grass. |
| 31 – 35 | >50% | High – very high | Low – med intensity activity | In addition: Shorten workouts. Delete non points earning classes. Reduce number of jumping efforts and/or length of course. Reduce speeds by 20%. Shorten distance of navigation ride and/or required speed. Add extra breaks/water stops |
| | | | High intensity activity | In addition: Ensure rapid access to vet/hospital care. Monitor all areas for signs of distressed horses. Provide aggressive cooling facilities ie: water and ice. |
| 36 + | >30% | Extreme | Low – med intensity activity | In addition: Reschedule to avoid hottest part of day. Reduce number of classes. Consider postponing/cancelling event. Provide vet on site. Monitor cool down area for appropriate care. Consider cancelling phases |
| | | | High intensity activity | In addition: Cancel cross country phase of HT. |

*At relative humidity levels above those indicated on the table, risk of heat stress increase markedly

- 52.4. **LIGHTNING:** If at any time an event is affected by an electrical storm, the Organising Committee must determine the distance that the storm is from the event site, by counting the seconds between sighting a lightning strike and when the sound of the thunder can be heard. If the time elapsed between sight and sound drops below 30 seconds, the event must be stopped immediately and all in attendance must seek shelter inside the nearest building. The event should not resume until 30 minutes after the last sound of thunder.
- 52.5. Where forecasts indicate that an event may be impacted by extreme weather, Clubs should consider initiating arrangements to cancel or modify an event between 72 and 48 hours prior. All reasonable steps should be taken to notify competitors and officials of the changes. Revised arrangements are to be advertised on the event and HRCVA website. Where sudden changes to the weather forecast necessitate cancellation or modification of the event less than 48 hour prior, organisers are required to take reasonable steps to advertise the revised arrangements and notify all participants in person via telephone or SMS. Where the option to enter on the day is offered, event programs should include advice to competitors on how to determine the status of the event should extreme weather conditions be forecast.

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- 2 Application to Borrow Back Numbers/Bibs
- 3 Competition Draw
- 4 Competition Schedule - CT And Dressage Events
- 5 Competition Schedule - Horse Trials
- 6 List of Volunteer Helpers
- 7 Competitor Return Slips
- 8 Example Of Dressage Judge's Letter of Confirmation
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