HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.

GUIDELINES FOR RUNNING A HRCAV SHOW

BEFORE THE SHOW

1.	**DATE** - Contact the HRCAV to find out what is scheduled around when you want to run the show. As soon as you have a date selected, advise the HRCAV so it can be put in the monthly magazine calendar. The show must be listed in the calendar to obtain "official" status. If at an Agi show, advise date well in advance.
2.	**ORGANISING COMMITTEE -** Appoint a card/results secretary and a sub-committee to organise the show. The card secretary's name must appear on the official program. This person should have a good understanding of the rules and how performance points are awarded. Ensure they have access to a copy of the HRCAV Manual.
3.	**PROGRAM** - Select a half or full day program, starting with points earning (compulsory) classes and add additional classes. The following classes, by level, must be offered: Smartest on Parade, Ridden Exhibit, Rider and Mount suitable for HRCAV. Levels 4 & 5 and Advanced, 1 & 2 may be combined. Level 3 must stand-alone. The judge has the right to split/merge classes based on number of competitors. Refer to suggested half/full day programs. You must place an asterisk against each points earning class on the program. Program must state that membership/showing cards to be presented to the card secretary ½ hour prior to ring start or prior to first class. All entries are to be made on the Standard Entry form. Riders entering on the day are required to hand in a completed Standard Entry form with their cards.
4.	**JUDGE** - Select your judge well in advance from the official HRCAV list (Appendix 1, Showing Rules). Judge must be nominated on the program. If you cannot obtain the services of an official judge, you may seek approval from the Showing sub-committee to use a non-official judge.
5.	**STALLIONS** - If the ring is under the direction of an Agi Society/Pony Club, stallions may not be permitted. Check with the Society/PC and if not allowed, this must be stated on the program. This does not preclude official status. If the show is being run by a HRCAV club, stallions must be permitted & wear ID tags.
6.	**PROGRAM APPROVAL AND ADVERTISING -** Forward your proposed program to the HRCAV for approval. Preferably at least 2 months prior to the event. If you are running a ring at an Agi Show, ensure the program is approved PRIOR to their schedule being printed. A $35 admin fee is payable when you lodge your program. Once approved, your program will be linked to the on-line event calendar and published in one issue of Chaff Chat (subject to deadlines). The event MUST be listed in the calendar to obtain official status.
7.	**RIBBONS AND SASHES -** Order ribbons well in advance, 1st to 4th is a minimum requirement plus extras for equal placings. Sashes/rosettes must be presented to Smartest on Parade (preferably to 6th), tri-colour sash/rosettes for champion & reserve. Ribbons/sashes/rosettes may be satin or felt.
8.	**TROPHIES** - Order any trophies required such as for a High Point Award or arrange sponsored prizes.
9.	Have a box available for riders' membership/showing cards to be filed in surname alphabetical order.
10.	**FORMS** - Photocopy all necessary forms for card checking and results. (Showing Rules Appendices 8 and 9). Use the checklist to enter names as cards are handed in and allocate a number to each rider. Attach a number of each form to stewards' clipboards. Have Standard Entry forms on hand for riders entering on the day.
11.	**RULES** - Make a copy of the Showing rules for the gate marshal and ring steward.
12.	Arrange tickets and change.
13.	**LOGS** - Have Club Stamp available for Card Secretary to stamp TTT Qualifying Logs presented by competitors.
	NOTE: **To encourage riders to stay all day, offer a High Point Trophy and/or sashes.** **Another idea would be to mix the point earning classes with the optional classes.** **A longer stay = more entry tickets purchased.**

PREPARATION OF ARENA/S

1.	Grass should be slashed if necessary.
2.	Arena/s must be as large as possible to enable riders to 'show' their mounts adequately. Minimum recommended ring size is 50m x 40m. Larger is better.
3.	A warm-up area must be provided close to arena/s and as large as possible.
4.	Bunting should be used to separate adjoining arenas.
5.	If star posts/steel droppers are used, they must have plastic caps on top for safety reasons.
6.	Two jump wings (or 4 blocs) and at least two poles must be placed in each arena.
7.	A table and at least 2 chairs must be placed in each arena. A blackboard or similar at ring entry to indicate what class you are up to.
8.	Shelter (e.g. Horse float/tent) should be available in case weather is inclement for the use of stewards & judge.

ON THE DAY

1.	**ENTRY TICKETS** – Must be available at least ½ hour before the first class.
2.	**STEWARDS** – A minimum of 3 stewards are required. A card/result steward, gate marshal and ring steward. The steward/s must be at the ring/s at least ½ hour before start time to receive cards and issue numbers. See instructions under 'Officials' heading for full details of stewards responsibilities.
	CARDS – Riders must present cards at least ½ hour before ring start time or prior to entering first class. Cards are checked upon receipt and Card steward advises rider of their number. Judge to be advised immediately if card/s invalid and may allow rider to compete H/C.
5.	**STANDARD ENTRY FORM** all riders are required to submit their details on the HRCAV Standard Entry form. Riders must hand a completed form in with their cards if they are entering on the day or if the Club does not have a pre entry for the rider on this form (eg: entry submitted to the Ag Society running the show).
6.	**NUMBERS** - Riders are expected to supply their own numbers. It would be a good idea to have some 10cm x 10cm pieces of paper/cardboard and safety pins for riders who may not be aware of this rule.
9.	**TTT QUALIFYING LOGS** – The Club Stamp is used to stamp Competitors' TTT Qualifying Logs to verify that they have competed.
10.	**POINTS EARNING CLASSES ARE:** SMARTEST ON PARADE (by level only) RIDER (by level only) RIDDEN EXHIBIT (by level only) MOUNT SUITABLE HRCAV (by level only) CHAMPION/RESERVE if offered for the above classes
11.	**STALLIONS** – Stallions competing in the ring must display appropriate identification. See Event rule7.4.2
12.	**RIBBONS, SASHES/ROSETTES & TROPHIES** – to be available prior to ring commencement. Minimum ribbons to 4th place. Sashes or equivalent should be available for Smartest on Parade classes and Championships.
13.	**REFRESHMENTS** – and lunch to be provided for the Judge.
14.	**JUDGE'S REIMBURSEMENT** – the judge should be reimbursed as per the rate specified in Event rule 30.1. It is the host club's responsibility to ensure the judge is paid.
15.	**RESULTS SHEETS** – refer Showing Rules Appendix 9. HRCAV result sheets must be used to record results for official classes. **Note: It is critical that the number of competitors in each class is listed on the results. This determines the number of points placed on cards and for HRCAV award points.**
16.	**HRCAV MANUAL** – A Manual must be available on the day for consultation of the Rules. Check the HRCAV website under 'Rules' for recent rule changes which may not be in your Manual.

17.	**SPLITTING/MERGING CLASSES** - The Judge may merge/split classes at his/her discretion based on numbers.
18.	**GEAR CHECK** – It is the responsibility of the competitor to ensure that they comply with HRCAV rules relating to gear and uniform. Riders are not required to report for a formal gear check however, the Judge, Steward or Ground Jury may perform a spot gear check at any time. A competitor's failure to comply with the rules will result in elimination.
19.	**RIDER CLASSES –** In the Rider classes only, competitors are required to compete at their highest ever achieved level in Showing or Dressage regardless of the level of the combination on the day. The rider's highest ever level is circled on the top right hand corner of their card.
20.	**MEASURING –** Ensure that you have a measuring stick on hand and appoint a Club member as the Official Measurer. The judge or Ground Jury may direct a competitor to have their horse measured should there be doubt about their quoted height.

OFFICIALS

CARD STEWARD RESPONSIBILITIES	
1.	Must be available from ½ hour prior to the start of the ring, to receive Membership and Showing cards from competitors.
2.	As each competitor presents cards: ☐ Check that cards are valid. (Refer to General Rules 10.6 & 11.4 for requirements of valid cards). ☐ Return Membership card to competitor. ☐ Advise Judge immediately if card/s invalid. Rider may compete H/C in accordance with Event rule 8.4. ☐ Enter competitor's details on Showing and Membership Card Checklist and allocate number for the day. ☐ Retain Showing card ☐ Ensure that member completes a HRCAV Standard Entry form if they are entering on the day or if they have pre entered using the show organisers specific entry form.
3.	As result sheets are provided for Official Classes: ☐ On Result Sheet - enter performance points earned in 'Points Awarded' column. (Refer to reverse of Showing Card for points table). Note: in the event of equal placings, points are NOT split. Each competitor receives equal points. ☐ On Showing card - enter result and points earned ☐ On Result Sheet - enter 'Total Points on card after points awarded'. Note: points are only awarded for Official Classes and Champion and Reserve Championships for those classes.
4.	Use Club stamp to validate any Showing Logs presented.
5.	Ensure that performance points have been allocated prior to returning Showing card to member

RING STEWARD RESPONSIBILITIES	
1.	Report to the ring <u>at least</u> 15 minutes prior to starting time for a briefing session. You will be informed of any special requirements. Ensure that you receive: ☐ Clipboard and pen/s ☐ Program ☐ HRCAV result sheets ☐ List of pre-entered competitors (if applicable) ☐ Box of ribbons, sashes and trophies
2.	Ensure that you are aware of the following details so that you may answer competitors' queries: ☐ Point of sale for tickets ☐ Scheduled time for lunch break and length of lunch break ☐ Location of Secretary's office
3.	**TICKETS** - in the absence of a Gate Steward, the Ring Steward is responsible for collecting entry tickets. Ensure that tickets are collected in a safe area of the arena as competitors enter.
4.	**PRE ENTRIES** - at Shows where prior entries have been accepted you will be provided with a log of entries. Competitors should be marked off the log sheet and they enter the ring.
5.	**GEAR CHECK** – should a competitor present wearing gear or clothing not permitted under HRCAV rules, the Ring Steward is authorised to perform a spot gear check. Competitors not complying with the rules are eliminated from the class.
6.	**RIBBONS/SASHES/TROPHIES –** have the ribbons/awards ready for the judge at the completion of judging of each class. Unless otherwise advised, ribbons are awarded as follows: 1st – blue, 2nd – red, 3rd – white and 4th – green. Sashes are normally awarded for the Smartest on Parade classes.
7.	**RESULTS –** record results on the sheets provided. Results for official HRCAV classes must be entered on HRCAV Result Sheets (Event Rules – Appendix 2). It is <u>vital</u> that you record the number of competitors in each class in the space provided. You can save time by recording the competitor's number only – check whether this is acceptable with the organisers.
8.	**QUERIES OR COMPLAINTS –** competitors or supporters are not permitted to directly approach the Judge with a complaint or query. They should seek permission or advice from the steward or other official. Should a person enter the ring to speak to the judge you should direct them to remain outside the ring, determine the nature of their query and confer with the judge or a representative of the host Club.

9.	**ASSISTING THE JUDGE –** you may be required to assist the judge in a variety of tasks. Examples: call in selected competitors off the circle and ensure that they line up in the correct order or assist with the handling of equipment.
10.	**WHAT TO WEAR –** at most shows, neat casual attire is appropriate. Ensure that you wear comfortable shoes and bring a hat, wet weather gear, sunglasses or sunscreen depending on the season. At Agricultural Shows, the Royal, Barastoc and similar events, the HRCAV ring is showcasing our Association. You should ensure that you are appropriately dressed for these events.

GATE STEWARD RESPONSIBILITIES	
1.	Report to the ring at least 15 minutes prior to starting time for a briefing session. You will be informed of any special requirements. Ensure that you receive: ☐ Clipboard and pen/s ☐ Program ☐ List of pre-entered competitors (if applicable)
2.	Ensure that you are aware of the following details so that you may answer competitors' queries: ☐ Point of sale for tickets ☐ Scheduled time for lunch break and length of lunch break ☐ Location of Secretary's office
3.	**TICKETS** - the Gate Steward is responsible for collecting entry tickets. Ensure that tickets are collected in a safe area of the arena as competitors enter.
4.	**PRE ENTRIES** - at Shows where prior entries have been accepted you will be provided with a log of entries. Competitors should be marked off the log sheet and they enter the ring.
5.	**QUERIES OR COMPLAINTS –** competitors or supporters are not permitted to directly approach the Judge with a complaint or query. They should seek permission or advice from the steward or other official. Should a person try to enter the ring to speak to the judge you should direct them to remain outside the ring, determine the nature of their query and confer with the ring steward, judge or a representative of the host Club.
6.	**ANNOUNCING CLASSES –** as ribbons are being presented, announce the next class – several times. Keep the gateway clear to allow safe exit of riders from the previous class then allow competitors for the next class to enter the ring.
7.	**CLOSING ENTRANCE –** Once all horses have entered the ring the entrance should be closed off. Latecomers should not be allowed to enter once the entrance has been closed unless the judge grants permission.
8.	**CLASS BOARD –** if a board is provided at the gate, ensure that it is kept up to date.
9.	**WHAT TO WEAR –** at most shows, neat casual attire is appropriate. Ensure that you wear comfortable shoes and bring a hat, wet weather gear, sunglasses or sunscreen depending on the season. You will also need a chair.

AFTER THE SHOW

1.	Forward the signed results sheets and card checklist to the HRCAV office with 7 days. Failure to do so may result in your Club receiving a $100 late lodgment fee.