

HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.**GUIDELINES FOR RUNNING AN HRCV SHOW JUMPING EVENT**

Please refer to the HRCV Manual, Section 2 – Event Rules, Section 6 – SJ Rules and Section 11 – Guidelines for Member Clubs for relevant rules and guidance before planning your Show Jumping Event.

BEFORE THE EVENT

1	<p>CONFIRM SUITABILITY OF VENUE AND EQUIPMENT</p> <ul style="list-style-type: none"> • Ensure there are arenas of suitable size with safe jumping surfaces plus room for warm-up areas • Be aware that all classes for L2 and above must run in arenas at least 2700sq metres if outdoors, with short side at least 45m • Check there is sufficient jumping equipment to build the number of rings you need, plus at least 2 warm-up fences per ring, including breakaway cups for all oxers for L2 and above
2	<p>DATE</p> <ul style="list-style-type: none"> • Check the HRCV event calendar to find out what is scheduled around when you want to run the event. • As soon as you have a date selected, advise the HRCV so it can be put in the official calendar published online and monthly in Chaff Chat.
3	<p>BOOK OFFICIALS</p> <ul style="list-style-type: none"> • Book course designer(s) and judges. The CD and at least 1 judge must be official unless JSC agrees otherwise. • Ensure that you determine the reimbursement requirements of officials at the time of booking. Refer to Event rule 30.1 for current rates. • Check whether the officials will require reimbursement of additional out of pocket expenses such as accommodation. Clubs are not required to reimburse officials at a rate higher than that set by Rule 30.1. The booking may be declined or cancelled should the parties fail to determine an appropriate level of reimbursement. • If CD is not familiar with the venue, send them information on arena dimensions and equipment available.
4	<p>ORGANISING COMMITTEE</p> <ul style="list-style-type: none"> • Appoint an Event Secretary and a sub-committee to organise the event. The Event Secretary should have a good understanding of the rules and how performance points are awarded. • Ensure they have access to an up to date copy of the HRCV Manual, online is fine. Refer to Section 2 – Event Rules, Section 6 – SJ Rules and Section 11 – Guidelines for Member Clubs. Don't forget to check the latest rule updates page on line.
5	<p>TYPE OF EVENT</p> <ul style="list-style-type: none"> • How many classes per level – 2 or 3? • Ensure there is one points-earning class • Do you want to run a Jackpot? • Will this be a 'No Cards' event?
6	<p>RISK MANAGEMENT</p> <ul style="list-style-type: none"> • Ensure you have appointed an OC member as your Risk Manager and that they have completed a Crisis Management form prior to the event. • Decide whether 2-way radios are necessary for communications between the jumping areas and the Event Office and if so, hire them • Find out if you have a club member with suitable qualifications who is available to provide First Aid cover. If not, book some from an outside source. • Ensure you are able to comply with current or anticipated Covid-safe requirements- see HRCV website
7	<p>SPONSORSHIP, RIBBONS & PRIZES</p> <ul style="list-style-type: none"> • If sponsorship is being sought it is a good idea to arrange this well in advance of the Event so that the Sponsor's information can be included in the program and advertising. • If prizes are to be part of the sponsorship package make sure that these are ordered, and collection organized, well before the event. • Ensure ribbons are ordered well in advance – suppliers usually require at least 6 weeks notice

	<ul style="list-style-type: none"> Trophies or ribbons must be awarded to at least 4th place however a minimum of 6th is recommended . See Event rule 25.
8	<p>PROGRAM APPROVAL AND ADVERTISING</p> <ul style="list-style-type: none"> Select a half or full page program ad in Chaff Chat. Refer to Event Rules Appendix 1 – Program Checklist - to ensure that your program complies with HRCAV requirements. Forward your proposed program to the HRCAV for approval, at least 2 months prior to the event. The event MUST be listed in the HRCAV calendar to obtain official status. If your event is being held outside a 100km radius of the GPO (as per Vic Roads directory) you may be eligible for the Country Club subsidy. Clubs wishing to register for the subsidy should submit a request with their program.
9	<p>PREPARING THE COMPETITION DRAW</p> <ul style="list-style-type: none"> Refer Manual - Guidelines for Member Clubs item 20. When allocating times for each competitor consider whether the class is one or 2 rounds (eg Table C or AM5) If the class requires those jumping clear to return for a jump-off (eg AM5), leave sufficient time before the start of the next class in that ring When entries in a section reach 30 consider dividing the section. When entries exceed 32 the section MUST be divided at TTT Competitions If there are less than 4 entries for either Advanced or Level 1, the organisers may combine them into 1 class whilst still enabling each level to jump at their correct dimensions. See Event rule 3.2.2 You must leave at least ½ hr gap between classes for competitors Competitors should be given 10-15 minutes to walk the course before a class. If this overlaps with when some competitors are still jumping in another ring, provision must be made for a break later on so they can still walk the course
10	<p>NOTIFYING RIDING TIMES</p> <ul style="list-style-type: none"> Competitors should receive notification of their riding time (preferably a copy of the draw) if possible at least 1 week prior to the day of the event.
11	<p>JUDGES' BREAKS</p> <ul style="list-style-type: none"> When planning the program ensure that Judges are given adequate refreshment and comfort breaks – usually between levels when courses are being changed. If the same person is both Judge and Course Designer, longer breaks must be scheduled between classes so that the person can have a break as well as adjust the courses Breaks should be a minimum of 20 minutes every 3 hours
12	<p>HELPERS</p> <ul style="list-style-type: none"> Ensure that you have enough helpers organized to cover all jobs throughout the day and to set up the courses before the event. Helpers will be needed for tasks such as penciling, marshalling, collecting score sheets, gear checking, scoring, catering, assisting at the Secretary's desk and putting equipment away at the end of the day Ensure you have a helper/supervisor for warm-up areas to replace rails and ensure safe riding, including limiting the number of riders in the areas with practice fences Knowledgeable helpers are required to assist with course changes between levels/classes, especially if the same person is both CD and judge It is a good idea to have enough helpers so that each person is only required to work for half a day.
13	<p>FORMS</p> <ul style="list-style-type: none"> Photocopy all necessary forms. Produce a checklist to mark off names as cards are handed in. The following forms will be required: <ul style="list-style-type: none"> ➤ multiple copies of the draw for judges, card checker, gear checker, scorer ➤ Competition Results sheets (Appendix 2 – Event Rules) ➤ Incident /Accident report forms (Appendix 22 – General Rules) ➤ TTT Qualification Logs (Appendix 5 – Event Rules) ➤ Day membership insurance forms (Appendix 17 – General Rules) – for competitors required to compete HC due to failure to provide valid membership card Several copies of each course plan to be made when available (usually at end of set-up): one for the judge, one to be posted for competitors
14	<p>RULES</p> <ul style="list-style-type: none"> Ensure there is a copy of the SJ rules and Event rules for the person manning the Secretary's desk.

	<ul style="list-style-type: none"> • Make a copy of the Gear Check rules for inclusion in the gear check folder (Appendix 6 – SJ Rules)
15	<p>GROUND JURY</p> <ul style="list-style-type: none"> • The OC should consider who will be on the Ground Jury prior to the event so that the members can be approached and can give consent to being included. Refer to Event Rule 29. • The Ground Jury hears all protests and cases of infringements of the HRC AV Rules at an event. Their jurisdiction is in effect from one hour before the start of the Competition until half an hour after the posting of the results of the Competition. • The Ground Jury must be comprised of three members; these members may include:- <ul style="list-style-type: none"> ➢ a qualified Judge or Judges. ➢ an HRC AV Representative and/or Technical Delegate (at TTTs) ➢ a Course Designer ➢ members of the host Club (maximum number 2), who are not competing at the Event and who have a thorough knowledge of HRC AV Rules.

PREPARATION OF ARENAS

1.	<p>PREPARE THE SURFACE</p> <ul style="list-style-type: none"> • Grass areas should be slashed if necessary, any rubbish/debris removed and uneven or rough spots harrowed in the weeks before the event. Sand areas should be harrowed and watered if necessary.
2	<p>ARENA REQUIREMENTS</p> <ul style="list-style-type: none"> • Arenas must be suitably fenced with either solid fencing or bunting. Electric fencing tape must not be used. • Any star pickets must be capped. • Competition arenas must be fully enclosed. • Each Arena should be clearly numbered to indicate to the rider and judge which arena is relevant to them. • No-one is permitted to ride on the arenas when competition courses have been erected on the day/s preceding an event.
3.	<p>JUDGES' POSITION</p> <ul style="list-style-type: none"> • Provide a suitable sheltered vantage point for the judge eg a float in a corner of the arena with a table and chairs for the judge and their pencil. • Try to ensure the judge is protected from the worst of the weather eg prevailing winds, morning/evening sun
4	<p>WARM-UP AREA</p> <ul style="list-style-type: none"> • A separate adequately sized warm-up area must be provided for each competition arena. Competitors are only permitted to warm up in a competition arena under special circumstances (see SJ rule 5). • Each warm-up area needs a minimum of 1 vertical and 1 oxer with breakaway cups if L2 and above are going to use it • Warm-up fences must be marked with red on the right wing to ensure they are only jumped in one direction • Number of riders using the jumping warm up area may be limited for safety reasons – usually 4 at once in a small area

ON THE DAY

1.	<p>HRC AV MANUAL</p> <ul style="list-style-type: none"> • A Manual must be available on the day for consultation of the Rules. • The Secretary's Office serves as a central administration and information area and as such should be the location where all information pertaining to the event can be found. This will include: <ul style="list-style-type: none"> ➢ grounds/ arena layout plan for the event ➢ lists of the names of all people involved in the running of the event including volunteers/helpers ➢ Emergency contact numbers both provided by the competitor and for external assistance eg: Vet
2.	<p>CARDS</p> <ul style="list-style-type: none"> • Riders must present valid SJ and Membership cards prior to competing, unless a no cards event has been declared • Cards are checked upon receipt. Membership cards can be returned to competitors after checking. • Failure to present valid cards means that the rider may only compete H/C at OC discretion. See Event rules 5.2 and 8.4 however, under Event rule 5.2.3 where individual circumstances warrant, level or membership status can be confirmed via the member's database record. • If a rider is unable to provide a valid membership card they will be required to purchase Day Membership • Unassessed combinations are not allowed to compete. • Some combinations will have been assessed to compete HC only due to being an experienced rider on a

	<p>green horse</p> <ul style="list-style-type: none"> • Some combinations may have elected to ride at lower level with penalties. • It is helpful to have a number of labeled boxes available so that riders' SJ cards can be filed in individual levels or classes. • Rider numbers can be recorded on sticky dots attached to individual cards.
3.	<p>HELPERS' ROSTER</p> <ul style="list-style-type: none"> • A roster of helpers' times and duties should be posted in the Secretary's Office so that helpers can check when and where they need to be at given times.
4.	<p>JUDGES</p> <ul style="list-style-type: none"> • Judges should report to the Secretary's Office to check in at least 30 minutes prior to the commencement of their class. • A prepared folder with the draw, blank score sheets (or prefilled with competitors' information), the course plan(s), incident report forms and one or two pens should be given to the Judge or penciller. • If a 2-way radio is not supplied to each judge, phone numbers of the OC are to be included should the judge have a query or emergency to report.
5.	<p>COURSE DESIGNERS, COURSE CHANGES</p> <ul style="list-style-type: none"> • The CD will usually have supervised course construction the day before the event, however sometimes they will have sent the plans for the club to do it roughly ahead of the event, then fine-tune it themselves on the day • The CD and the Judge may be the same person. If they are not, make sure it has been agreed in advance who will make changes to the courses between levels. Judges are often happy to do this but they will still need time for a break as well.
6.	<p>PENCILLERS</p> <ul style="list-style-type: none"> • A penciller must be allocated to each Judge. • It is preferable to use one penciller per judge however, if pencillers are changed over this should be arranged during designated breaks.
7.	<p>INSPECTION OF ARENAS</p> <ul style="list-style-type: none"> • It is the responsibility of the Judge to check that the course is satisfactory and, if necessary, have it modified in consultation with the course designer. • It is the Judge's responsibility to open the course for walking • Once the Competition has commenced, the conditions must stay (as far as possible) the same for all the Competitors in that section.
8.	<p>GEAR CHECK</p> <ul style="list-style-type: none"> • A Gear Checker must be provided to carry out gear checks throughout the day. • The Gear Checker will need to be made available to riders from approximately half an hour prior to the first competitors' riding times. • It is the responsibility of the competitor to ensure that they comply with HRCV rules relating to gear and uniform. • A competitor's failure to comply with the rules will result in elimination. • Small sticky dots/labels can be stuck to the rider's boot or other appropriate surface to indicate that gear check has been successfully completed. • Riders must supply their own numbers which must be displayed on both sides of the horse. Bridle numbers or saddle blanket numbers are acceptable.
9.	<p>STALLIONS</p> <ul style="list-style-type: none"> • Stallions competing must display appropriate identification. See Event rule 7.4.2
10.	<p>MARSHALLS</p> <ul style="list-style-type: none"> • It is helpful to both riders and Judges to have a Marshall available to call riders up to their respective rings in the correct order. • The Card Secretary should keep the Marshall (and Judges) informed of scratchings that arise during the day so the program can proceed smoothly without unnecessary breaks.
11.	<p>RUNNERS</p> <ul style="list-style-type: none"> • Provide enough Runners to ensure that score sheets are collected from Judges at the end of each section. These sheets should be taken directly to the Scorers to facilitate scores being displayed in a timely manner for all competitors.
12.	<p>TTT QUALIFYING LOGS</p> <ul style="list-style-type: none"> • Competitors may request that the OC stamp their TTT Qualifying Log. This is usually done by the person manning the Secretary's desk and the Club Stamp is used to stamp the Logs to verify that the riders have competed.

13.	<p>REFRESHMENTS</p> <ul style="list-style-type: none"> • Refreshments and lunch are to be provided for Judges. • Provide a basket with morning or afternoon tea including drinks to ensure that the judge has access to refreshments as required. • It is advisable to offer a selection of foods for lunch to cater for individual tastes and dietary requirements. • It is also a gesture of goodwill to provide refreshments for other helpers on the day, eg Pencillers, Gear Checkers, Runners, etc.
14.	<p>SPONSORS</p> <ul style="list-style-type: none"> • Don't forget to thank Sponsors during the day of the Event. • Have advertising material on hand for competitors to take. • If prizes and/or awards have been sponsored, mention the Sponsor's name and details during presentations.
15.	<p>JACKPOT / HIGHPOINTSCORING</p> <ul style="list-style-type: none"> • If the Organising Committee wishes they may have a Jackpot Competition or a Highpoint award. The method of calculation should be noted on the program or sent out with the draw.. • The Event Scorers should be made aware if this is required.
16.	<p>DISPLAY OF SCORES & RESULTS</p> <ul style="list-style-type: none"> • Score sheets should be displayed in an appropriate area that is easily accessible to competitors. • Results should be displayed in a timely manner for all classes.
17.	<p>PRESENTATIONS</p> <ul style="list-style-type: none"> • Organize helpers to be in charge of presenting awards after each section has been completed. • Have ribbons/sashes/rosettes in sets for easy handling. • Provide the helpers with a printed list of the placegetters. • Have the helpers mark on the list those prizes that have not been collected so they can be sent to the winners after the Event. • Make sure presentations are made in a timely manner after each section has been completed.
18	<p>PROTESTS</p> <ul style="list-style-type: none"> • Refer to Event Rule 27 • If an owner of a horse, the rider, or a representative of either, taking part in a Competition considers that a rule of the HRC AV has been breached that affects placing, scoring or results of a Competition, he/she may lodge a protest. • Protests must be made to the Event Secretary in writing detailing the facts of the incident, and accompanied by a deposit as nominated on the Program, which will be forfeited if the protest is not upheld. • Protests must be lodged within 30 minutes of the relevant Section/Class final scores being posted. • The Ground Jury will hear all Protests lodged in accordance with these rules.
19	<p>RESULTS SHEETS</p> <ul style="list-style-type: none"> • HRC AV result sheets must be used to record results for Official classes. See Appendix 2 Event Rules.
20	<p>DISTRIBUTION OF PERFORMANCE POINTS</p> <ul style="list-style-type: none"> • Performance points are only awarded for one class per event and in accordance with Event rule 24.6.1 which means only to competitors who jumped clear in the first round of a class • Points gained at Official Events are to be written on the Performance Card/s on the day of the Competition by the Organising Committee as per Event Rule 24 (unless it's a no cards event). • Refer to your completed Result Sheets when adding points to cards.
21	<p>REIMBURSEMENT OF OFFICIALS</p> <ul style="list-style-type: none"> • It is the Host Club's responsibility to ensure the Judges and CD are paid. • If possible, provide a present to officials as well as a gesture of goodwill for their efforts

HOST CLUB OFFICIALS

CARD SECRETARY RESPONSIBILITIES	
1.	Must be available from one hour prior to the start of the first class, to receive Membership and SJ cards from competitors.
2.	As each competitor presents cards: <ul style="list-style-type: none"> <input type="checkbox"/> Check that cards are valid. (Refer to General Rules 10.6 & 11.4 for requirements of valid cards). <input type="checkbox"/> Return Membership card to competitor. <input type="checkbox"/> If cards are invalid rider may compete H/C if OC has decided that is allowed (Failure to provide valid Membership Card – must purchase Day Membership before riding) <input type="checkbox"/> Where individual circumstances warrant level or membership status can be confirmed via the member's database record. <input type="checkbox"/> Check off competitor's name on list for that class. <input type="checkbox"/> Retain SJ card
3.	Inform Judges, Marshalls and Gear Checkers of scratchings that may occur during the day so that the program runs smoothly.
4.	Use Club stamp to validate any TTT Qualifying Logs presented.

5.	Ensure that performance points have been allocated prior to returning SJ card to member
6.	All cards should be available for collection 30 minutes after posting of final results for the class. Organisers may release cards earlier if a competitor is well out of the placings.

SCORER RESPONSIBILITIES	
1.	Be aware of the rules regarding scoring for Official HRC AV SJ Events including TTT events and Jackpot scoring. Refer to the manual for current rules.
2.	Have sufficient Results Sheets to be able to enter results from each section or class on the day.
3.	Adjust scores accordingly where a competitor has elected to ride a lower level with penalties
4.	As the class is completed: <ul style="list-style-type: none"> <input type="checkbox"/> Post the results for competitors to view – note on the scoreboard the time the final results were posted <input type="checkbox"/> Announce that the results have been posted <input type="checkbox"/> After the points class, performance cards for competitors who are placed lower than 10th place can be put out for collection. Cards for competitors who place from 1st to 10th must be retained until after the 30 minute protest time has passed.
5	Complete result sheets for Official Classes: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that only those competitors who went clear in their first round of a class are awarded performance points. <input type="checkbox"/> On Result Sheet – enter Competitor's HRC AV number, name, horse's name, place, performance points earned and total points on card after points have been awarded. <input type="checkbox"/> On SJ card – enter hosting Club's Name, date, level that points were earned at, placing, points earned and complete the total points on card. Return completed cards to competitors after the 30 minute protest time has passed and no protests have been raised.
6.	Ensure that the score sheet for each class is collected in a timely manner to reduce delays in posting final results. Make posting of final results a priority.

AFTER THE EVENT

1.	Forward the completed results sheets to the HRC AV office within 7 days. Failure to do so may result in your Club receiving a \$100 late lodgment fee.
2	Display the event results on the club's website (if it has one) and forward link or an electronic copy of the results to the HRC AV office so that results can be posted on the HRC AV website.
3.	Return cards and sashes left by competitors the following day. Keep a record of cards returned.
4.	Send a thank you letter with a copy of the program to sponsors