Many Clubs are opting to offer CARD FREE events, so they don't have to deal with cards on the day of the event. Please be aware, that if you offer a Card Free event, it is the nominated Event Secretary's responsibility to make sure that all entries are validated before the event.

It has been bought to the HRCAV's attention that this is not happening. So, as a reminder for all Event Secretaries, we have listed the procedure you must follow in this article. Checks will be done weekly to make sure Clubs are validating Card free events and there will be consequences for Clubs who are found to be in breach of this rule.

<div style="background-color:#3BA9D4; color:white; padding:1em;">
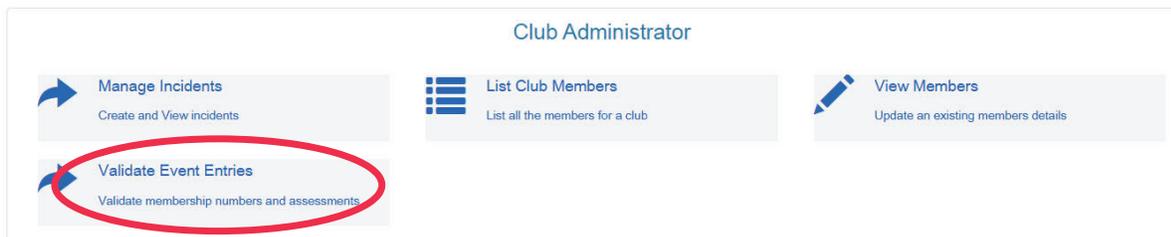
EVENT RULE 5.2 STATES

Competitors taking part in official events must be financial members of a Club affiliated with the HRCAV and the combination must be assessed under the HRCAV Level Assessment rules. Proof of the competitor's current membership and assessed level is to be determined by

5.2.1. Presentation of a valid membership and performance card/s at the event prior to riding or

5.2.2. Pre-event validation of membership and assessment status where an event is advertised as a 'No Card' event.

</div>

IF YOUR CLUB IS USING A THIRD PARTY EVENT ORGANISER, IT IS <u>YOUR RESPONSIBLILTY</u> TO ENSURE THAT YOU DETERIME WHO IS GOING TO BE RESPONSIBLE FOR VALIDATING THE ENTRIES BEFORE THE EVENT. Please note that 3rd Parties might charge extra to validate entries.

- Validation Access – 2 Ways
    1) When a club runs an event the Club Administrator will have access via an extra tile on their front page. Validation may only occur when the club has a future registered event.
    2) The member with the email address set as the Event Secretary on the approved program, will also be able to access the event.

- The person validating must go to the Validation portal and select their event which will be listed. Where an event runs two disciplines, for example, dressage and combined training, then each discipline must be validated separately.

- It is assumed that the administrator will already have an EXCEL spreadsheet of entries containing the relevant fields required for the validation, as such the page will be setup so that the administrator can cut and paste these details as quickly and efficiently as possible.

	A	B	C	D	E
	FIRST NAME	LAST NAME	MEMBERSHIP NO	HORSE NAME	LEVEL
	Irene	Russo	5736	YARRALANE DESTINYS REWARD	4
	Julie	Hanssen	8440	ALANAVEE DARBY DAY	3
	Des	Miller	1917	JAYAY LETS PARTY	4
	Miranda	Ingram	11311	TS TANGO	4

Rider Validation

Looks like you have more than one event coming up.

[HURSTBRIDGE DISTRICT ADULT RIDING CLUB INC - DRESSAGE JACKPOT on 21-09-2024 ⌄]

The following fields are required:

- Rider First Name
- Rider Last Name
- Rider Membership Number - Should contain from 1 to 5 numbers. The A prefix is optional.
- Horse Name
- Level - One of the following values: ADV, L1, L2, L3, L4, L5

Please copy and paste from your Excel spreadsheet directly into this box:

[Submit entries] [Clear]

- Each entry must be specified on one line and each field separated by a comma or a tab. No header row will be required. The required fields are: Rider First Name, Rider Surname, Rider Membership No, Horse Name, Level

- Once the details have been entered, the administrator will click the validate button. The administrator will receive back a list with the same details with an additional column with a status of the validation. As well as the current level (s) and points for the discipline. A header row will be included to ensure that the Additional levels are correctly understood.

HURSTBRIDGE DISTRICT ADULT RIDING CLUB INC - DRESSAGE JACKPOT on 21-09-2024 ⌄

Results

The information in this report is private and confidential and may only be used for the purpose of running this event.

[Re-enter Entries] [Download results]

First name	Last name	Membership number	Horse name	Entered level	Status	Current level	Current points	Last assessment
Irene	Russo	5736	YARRALANE DESTINY REWARD	L4	Invalid horse name			
Julie	Hansen	8440	ALANAVEE DARBY DAY	L3	Invalid rider name			
Des	Miller	1917	JAYAY LETS PARTY	L4	Valid	L4	0	L4 Assessed 10/02/2008
Miranda	Ingram	11310	TS TANGO	L2	Invalid rider name			

- The administrator will be able to download these results as an Excel Spreadsheet. The rules for validation are different for each discipline.

  Dressage: A rider may compete at their assessed level and one level above. Where a rider competes at say both Level 3 and Level 2, then a separate validation must be included for each level.

  Showjumping: Assessed Level

  Combined Training/Horse Trials: Assessed Level, Additional Level = Dressage Level

  Showing: Assessed level

  Navigation Ride: Horse must be verified

  3PE: The higher of the Dressage Level or 3PE Level. Or two levels lower with penalties.

VALIDATIONS STEPS.

1. The system will validate that all rows contain the correct number of fields. If one or more rows are invalid, then an error message will be displayed to check the specified rows. The system will ignore any blank rows.

2. All validation will be case insensitive with leading and trailing spaces removed. If present the 'A' prefix will be removed from the membership number. The level entered must be one of L1, L2, L3, L4, L5 or ADV.

3. The system will look up the rider by the membership number. If the number is not found, then a status of "invalid membership number".

4. The system will then validate that the first name and last name match the record in the system. If either the first or last names don't match a status of "invalid rider name" will be returned.

5. The system will then validate that the member is financial for the date of the event. If the member is not currently

financially the status "not financial" will be returned. If the member is currently financial, but not financial for the date of the event the status "has not renewed" will be returned.

6. The system will then validate the horse's name. If the member does not have a horse with that name a status of "invalid horse name" will be returned.

7. The system will validate that the level is valid for the discipline. If the level is not valid for the discipline, the status "invalid level" will be returned.

8. The system will then validate that as of the date of the event that the horse and rider are assessed for the provided level. If the level is not correct, then the status "invalid assessment" will be returned. If the rider has not been assessed, then "no assessment" will be returned. For DR a rider competing one level above will return a status of "higher level". For 3PE a rider competing one or two levels below will return a status of "lower level".

9. For CT & HT the dressage level provided will compared to the assessed level. If the dressage level does not match, then a value of "invalid dressage assessment" will be returned. If the combination has no assessment, then "no dressage assessment" will be returned. The current level assessment for the discipline will be returned. For HT/SJ/3PE the Dressage Level will also be returned.

10. If all previous validations are correct, then a status of "valid" will be returned.

HURSTBRIDGE DISTRICT ADULT RIDING CLUB INC - DRESSAGE JACKPOT on 21-09-2024 ∨

Results

The information in this report is private and confidential and may only be used for the purpose of running this event.

					Re-enter Entries	Download results		
First name	**Last name**	**Membership number**	**Horse name**	**Entered level**	**Status**	**Current level**	**Current points**	**Last assessment**
Irene	Russo	5736	YARRALANE DESTINYS REWARD	L4	Valid	L4	0	L4 Assessed 6/01/2013
Julie	HansSen	8440	ALANAVEE DARBY DAY	L3	Valid	L3	28	L3 Assessed 5/08/2012
Des	Miller	1917	JAYAY LETS PARTY	L4	Valid	L4	0	L4 Assessed 10/02/2008
Miranda	Ingram	11311	TS TANGO	L4	Valid	L4	5.5	L4 Assessed 10/05/2008

It is your responsibility to chase up anything that does not validate. You can do this by calling/emailing the member and double checking their details, and/or asking for a copy of their membership or performance cards as proof. Alternatively, you can call the HRCAV office for assistance.

When the validation fails for an invalid rider or horse name, the validation of membership status and assessed level will not have been run.

Once you have corrected the rider and/or horse name you will need to re-run the validation.

Before you can run your event all riders must be valid on the report.