



## Event Schedule Checklist – National Schedules

Please make sure you have checked the following before submitting your event schedule for approval;

- An Event Schedule for all Events must be approved by ESNZ Eventing not less than 8 weeks prior to the Event commencing and made available, following approval, by the relevant OC at least four weeks prior to the Event commencing. Any changes to the Event Schedule must be notified to all competitors and officials as soon as possible.

Your event schedule should include;

- Statement that the Event is held under ESNZ Eventing Rules, or where applicable, FEI Eventing Rules.
- Place and date of event.
- Classes to be held.
- Name and address of Event Secretary.
- Approximate timetable.
- Dressage Test, entry fee and prizes for each class.
- Closing date and conditions of entry.
- Cross Country information including the time at which the course will be open for inspection or the time of the Athletes' briefing and who the course designers are for each level.
- Method of notification of draw or start times.
- Administrative arrangements such as stabling, accommodation.
- Whether dogs are permitted on grounds.
- Whether presentation is mounted.
- Whether a waiting list is held.
- Print in full Article 610 - Disclaimer of Liability.
- Reference only to Article 611 - Reservation of Right.
- This event is part of ESNZ Eventing National Series Competitions.
- A clear policy for refunds.
- Please ensure you have included reference to the correct ESNZ/ESNZ Eventing Membership/Registration fees.  
<https://www.nzequestrian.org.nz/esnz/membershipregistration/esnz-membership-forms-and-policies/>
- Please ensure you have included reference to MER/Qualification information; article 633 – Minimum eligibility requirements for national classes; or  
<https://www.nzequestrian.org.nz/wp-content/uploads/NEW-ZEALAND-EVENTING-MER-REQUIREMENTS-updated-January-2019.pdf> for FEI classes.

### FEI Events – please note;

Draft FEI Schedules for ALL FEI Events must be received by the FEI at the latest ten (10) weeks prior to the Event. **It is advised that you complete your national draft schedule at the same time as your FEI draft schedule so the two can be reviewed and approved together.**



#### Equestrian Sports New Zealand

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#### Prize Money: 505.3.1 Distribution

The amount of prize-money for FEI classes must be distributed as per the breakdown shown for each Competition in the schedule. The minimum number of prizes offered for each Competition must be allocated on the basis of one prize for every commenced four Athletes (Dressage starters), with a minimum of five prizes. If less than five Athletes complete the Competition, the minimum number of prizes to be distributed shall be amended to equal the number of Athletes completing.

The value of the first prize for individuals, either in cash or in kind easily convertible into cash, may never exceed one third of the total value of the prize money and prizes convertible into cash offered for the Competition.

Once your national event schedule has been approved it can then be loaded to Equestrian Entries and entries can be opened, and it will also be published on the ESNZ website.

If you have any questions, please contact [eventing@nzequestrian.org.nz](mailto:eventing@nzequestrian.org.nz)



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