



EVENTING

**ESNZ EVENTING
ORGANISER'S PACK**

ESNZ Eventing Organiser's Pack

Useful Contacts:

ESNZ Eventing Sport Manager:

Eliza Johns

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Email: eventing@nzequestrian.org.nz

ESNZ Offices:

Ph: 04 499 8994

Email: nzef@nzequestrian.org.nz

Equestrian Entries:

Vicki and John Lawson

Ph: 021 684 858

Email: info@equestrianentries.co.nz

Link to Eventing Contacts on Website

<http://www.nzequestrian.org.nz/eventing/about/our-people/>

INTRODUCTION

Due to a number of changes in the way Horse Trials are being run (in particular the advent of online entries) it seemed appropriate that the ESNZ Eventing Secretaries Pack get updated. Several OC's have commented that the Secretaries Pack was rather unwieldy to use – we hope this is an improvement.

This new pack is not just focused on the Secretary but on the Organising Committee as a whole.

We have separately listed the various forms that need to be filled out and also put documents such as the rules and dressage tests all in the same menu so everything is easy to access.

Your responsibilities to ESNZ and ESNZ Eventing are listed below and are also loaded as a separate document for ease of access.

Running a Horse Trial is a considerable undertaking and requires a group of committed and hard-working volunteers to carry out all the tasks involved in putting on a successful event. Organising committees are the unsung heroes of our sport – Eventing in NZ would not exist without you – so feel justly proud of your efforts and celebrate what you have achieved!

As with organising any event, forward planning is the key – there is so much on the actual day that you can't control – e.g the weather and horse and rider behaviour, that having everything else managed makes for a much less stressful time, even when untoward things happen.

Having an initial planning meeting to work out areas of responsibility several months prior to your event is a good idea. Most OC's divide up the various jobs into different categories, i.e Event Convener, Dressage Convener, Show-Jumping Convener, XC Convener, sponsorship/funding convener etc. Having regular planning and updating meetings either in person or via email is then crucial so that everyone keeps on track.

Broadly speaking you can divide organising and running a Horse Trial into jobs that come under the different convening roles and that have to be done prior to the event, during the event and after the event.

Most OCs have their own checklists that they have develop over time – we have included a couple here that you may find useful as a starting point and which can be adapted to your own needs. We have also included a simple budget which again gives a broad idea of the relevant income/costs most OC's need to factor in.

Getting funding and sponsorship is one of the tasks that needs to be started many months prior to your events as it can take some time to put in applications and receive notification of your success or otherwise.

After your event has been it is a good idea to have a debriefing meeting to identify both what went well or not so well and what can be improved upon next time. If this is well written up

then it can be the first thing that can be revised at the first planning meeting for your next event and acted on.

Most Eventing OC's are now using the Equestrian Entries online entry system which does most of the leg-work of checking horse and rider registrations as well as having many other features that assist you to run your event such as yarding assignment, timetabling, draws and running orders as well as a scoring programme that provides "live" scoring and texting results to competitors.

Equestrian Entries NZ: John and Vicki Lawson

Phone: 021 684 858

Email: john@equestrianentries.co.nz

Website: www.equestrianentries.co.nz

Responsibilities to ESNZ and ESNZ Eventing:

When an ENZ affiliated Area or OC runs an event under ESNZ Eventing Rules and ESNZ General Regulations they are covered by ESNZ's Liability Insurance.

Therefore it is vital to run in accordance with the current Eventing Rules and ESNZ General Regulations.

These are your "go to " documents as they tell you how each test must be run and also give you all the requirements with regards to officials, course designers, judges, levies to be paid, medical standards and veterinary provision etc.

Whilst the Rules are not a "how to run an event guide" they do provide a comprehensive outline of what needs to be in place for an event to be run safely and correctly under the current rules. The Rule Book is fairly frequently updated and so it is important to keep up-to date with any changes – download the latest version from the ESNZ website before your event each year. This is particularly relevant for OC's that have been running for many years as often things are done in the same way year after year and no one checks to see if it is still the correct rule or process.

The Sport Manager of ESNZ Eventing is your main point of contact with both ESNZ Eventing and also Equestrian Sports New Zealand.

It is via the Sport Manager that any change of Calendar dates, or Event Venues needs to be requested for ESNZ Eventing Board approval. Normally this is done a year out from your event as Calendar dates are set well in advance.

Event Schedules:

The event schedule needs to be sent to the Sport Manager prior to it being advertised or published in any form. All event schedules are checked by the Sport Manager and the Technical Advisory Group to ensure they comply with the current ESNZ Eventing Rules.

Under the General Regulations all Event Schedules must be sent to the Sport Manager not less than 8 weeks prior to your event and should be published not less than 4 weeks prior

to the event.

There are various elements that all schedules and event programmes must contain – these are all listed in the rules under the sections on Schedules and Programmes.

Officials/Judges:

Then it is your OCs responsibility to appoint all the correct officials and judges as required under the Rules and for the event to be run according to the current Rules. This ensures that your OC and all Officials and Volunteers are covered by ESNZ's Liability Insurance and is crucial to ensuring that your event is correctly and safely run.

There is an "Official List" form to complete listing your officials for your event. This form helps to ensure that the right people are correctly qualified for their role on the day. Links to the current list of Officials and Judges are on the website.

These people have spent many years involved in the sport and have given an enormous amount of their time and resources into eventing and other equestrian disciplines. In most cases they are only paid for their expenses in attending your event – transport and accommodation rather than getting any re-numeration for their time. They (in particular your TD) and the Eventing Sport Manager are your first port of call for any questions.

When contacting your officials find out what they expect financially – in terms of payment for expenses etc. Make sure they receive a thank you card from your committee as well (chocolates are great too).

Getting enough listed dressage judges is also currently an issue for OC's so it is really important to book them in early for your event as they are often in high demand and will be booked elsewhere if you leave it too close to your actual event.

Registrations/Membership:

It is also the OCs responsibility to ensure that all horses and riders have the correct registration and membership for the Class they are entering.

The Equestrian Entries programme identifies whether these are up-to-date and will inform you of any that are not. You can then contact the rider concerned and as soon as they have up-dated their membership or horse registration the Equestrian Entries software will take them off the Secretaries action list.

Riders are responsible for keeping their membership and registration up to date, however do not assume that this is in order when they enter, it is vital that you double check. Incorrect entries should be sent straight back to the competitor for correction before the entry is confirmed.

ESNZ Membership Table

The current ESNZ Central and Discipline fees can be found here;

<https://www.nzequestrian.org.nz/esnz/membershipregistration/equine-registration/>

Collecting Levies:

All Events run under ESNZ Eventing Rules are liable to collect Levies on behalf of ESNZ Eventing and to pass on these levies at the conclusion of your Event.

Entry Levies:

Entry Levies are payable at the following rates:

Class	Levy
CCN/CCI - 4*/3*/2*	\$40.00
CCN105/CCN1*	\$35.00
CCN95	\$25.00
CCN80	\$20.00
CCN65	\$15.00
Combined Training classes	\$5.00
Discipline Flexi Start (105 only)	\$15.00
Express Eventing and Practice day Levy	\$2.00
ESNZ Central Fees	
Casual Membership—Express Eventing—CCN80	\$10.00
Casual Equine Registration CCN80-CCN105	\$5.00

The levies form will need to be completed at the conclusion of your event, please email a copy to eventing@nzequestrian.org.nz and forward payment to; 06-0513-0149329-00

Event Forms:

At the completion of your Event all relevant forms (loaded separately on the website) must be filled out by the requisite Officials (TD's, Stewards etc.) and these forms along with any Accident/Fall Report forms sent to the Eventing Sport Manager.

Email: eventing@nzequestrian.org.nz

It is the TD's responsibility to ensure the Medical and Veterinary Lists correlate with his/her master list (Report Form - Eventing – Accidents/Falls) of all accidents/falls for the Event. The TD must then send/email this information directly to the Sport Manager by the **Wednesday** following the Event.

TD Report - for completion at your event.

Stewarding Report – for completion at your event by the Chief Steward.

Please ensure these are completed and returned to the Sport Manager at the conclusion of the event.

Complaints/Protests:

ESNZ Eventing **Protest/Objection Procedure** – please ensure your Organising Committee and Officials are familiar with the procedures outlined on this form.

ESNZ Eventing **Competitor Protest Form** – for your use.

Results:

Please email your results at the conclusion on your event, or no later than 24 hours after the event to the Sport Manager on eventing@nzquestrian.org.nz in the up- loadable (Excel) format from Equestrian Entries.

When emailing the up-load results file, please also include the full results in **pdf** format suitable for the website. These files will be loaded on the eventing results page of the ESNZ website immediately following the event.

If you experience any problems with your show software, please contact the following developers:

Equestrian Entries NZ: John and Vicki Lawson

Phone: 021 684 858

Email: info@equestrianentries.co.nz

Safety at Events:

Safety at events is going to be an ever-increasing issue and is something OCs need to be extremely mindful of. This extends well beyond rider safety and horse welfare which are covered by ESNZ Eventing Rules – OCs need to consider all aspects of their event including spectator safety, traffic flow within the event grounds and truck-park safety. Read about everything your OC needs to know about Safety at Eventing Competitions on the website:

<https://www.nzequestrian.org.nz/safety/>

We would like to hear about any additional information you would like to see included in this OC pack or if you have any checklists, helpful information that you think would be of value to other groups then please send it through to the Sport Manager.

We wish you all the best in your planning and running of your events.

Incident Reporting

All incidents that take place during the course of your event need to be recorded via the ESNZ online incident reporting tool. This includes all serious falls where the rider is removed from the venue in an ambulance, all incidents which resulted in a blue card being issued and all incidents involving people, vehicles, horses and property.

<https://www.nzequestrian.org.nz/safety/online-incident-report/>

TIPS FROM A SECRETARY

As Secretary you will be the 'Go to' person for a lot of officials/competitors and everybody for the duration of your event so it makes sense to have a few extra things on hand;

First Aid Kit

Well stocked stationery kit

RECORDING ENTRIES

Note Horse, Rider, class, entry fee paid, yard wanted, total, any requests, offers of help, people travelling together, and multiple entries.

DRAW

Can hold local riders back from the first draw—they are guaranteed an entry, but you can fit them in a scratching and they can be phoned with their start time.

Do multiple entries first and of these, do those that have more than one entry in the same class, before those with multiple entries in different classes. Try to have higher graded horse going first.

Minimum time between horses, half an hour from completion in test before start of next

If you give Showjumping times, keep in mind multiple entries, can they fit and make sure the higher graded horses have preference.

Get the draw to the scorer as soon as possible.

Ring through changes as they happen.