



Responsibilities to ESNZ and ESNZ Eventing Checklist

	Contact Sport Manager about Calendar date or any venue or date changes – as far out from your event as possible.
	Send Schedule to Sport Manager for approval at least 8 weeks prior to your event
	Appoint all Officials, Judges, Medical and Veterinary Personnel according to current ESNZ Eventing Rules, send completed template to Sport Manager.
	Check Registration and Membership of all horses and riders entered.
	Collect ESNZ Eventing Levies on all entries – usually done as part of entry fee.
	Ensure all forms are filled out by relevant Officials and sent to Sport Manager.
	Ensure Accident and Fall reports are filled out and sent to Sport Manager.
	Send Event Results in both Excel and PDF format to Sport Manager – both formats available through Equestrian Entries programme.
	Payment of Event Levies to ESNZ Eventing

ESNZ Eventing

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