



Dressage
Queensland

Event Manual

As of 1 January 2019



DRESSAGE
QUEENSLAND

EVENT MANUAL

FOREWORD

Welcome to the 8th edition of the Dressage Queensland Event Manual.

The concept for this manual was developed by Julie Peterson-Smith in 2001 and first came into being in January 2002.

Since then there have been many changes with the introduction of a new EA dressage rule book in 2004 along with new dressage tests, with amendments to rules becoming effective on 1 January each year. The current EA Dressage Rule Book is effective from 1 January 2019.

This manual has been revised to make it more user friendly by improving the layout of the information and to assist Organisers, and offers brief excerpts taken from the EA Dressage Competition Rules (hereinafter referred to as the Rule Book), together with practical advice on the procedures set up by Dressage Queensland to ensure those events meet EA requirements.

The rule book can be downloaded from www.equestrian.org.au

Should organisers have any questions about the conduct of events, please contact the EQ office, whose staff may be able to answer the question or if not will direct the question/s to the appropriate person within Dressage Queensland or its sub-committees.

It is important that all involved in the sport know the rules under which they compete. As well, organisers or volunteers must be aware of their responsibilities and entitlements. This handbook will be a key source of that knowledge.

Dressage Queensland welcomes feedback on the content or expression of the handbook, and hope that this document will promote a more user-friendly guide to dressage in Queensland.

Nicole Tough
Chair Dressage Queensland

January 2019

CONTENTS

FOREWORD	1
CONTENTS	1
SECTION 1 – CONTACT DETAILS	2
1.1 Dressage Queensland	
1.2 EA National Office	
1.3 Equestrian Qld State Branch	
SECTION 2 – DRESSAGE RULES	3
SECTION 3 – DRESSAGE EVENT CALENDAR	4
SECTION 4 – EQ OFFICE REQUIREMENTS FOR COMPETITIVE EVENTS	5
SECTION 5 – EVENT CLASSIFICATION AND SITE REQUIREMENTS	6
Star Classifications	
Site Requirements for Official Events	
SECTION 6 – OFFICIAL COMPETITIVE & PARTICIPATION, & PONY DRESSAGE COMPETITIONS	10
Official Competitive & Participation	
Pony	
SECTION 7 – DRESSAGE & FREESTYLE TESTS	11
SECTION 8 – JUDGES	12
SECTION 9 – TECHNICAL DELEGATE & CHIEF STEWARD	15
SECTION 10 – APPEAL COMMITTEE	16
SECTION 11 – CONDUCTING THE EVENT	17
SECTION 12 – FIRST AID REQUIREMENTS	18
SECTION 13 – SCHEDULES & ENTRY FORM	19
SECTION 14 – DRAW	20
SECTION 15 – JUDGES SHEETS	21
SECTION 16 – SCORERS, RUNNERS & POSTING OF RESULTS	22
SECTION 17 – GEAR CHECK	24
SECTION 18 – RESULTS	25
SECTION 19 – RISK MANAGEMENT	26
SECTION 20 - ATTACHMENTS	
Guidelines for OCs of Queensland State Dressage Championships	27

SECTION 1 – CONTACT DETAILS

1.1 DRESSAGE QUEENSLAND

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DQ Secretaries – Kristy Battista (Minutes), Linda Laing (Correspondence)
E-Mail: dressageqldsecretary@gmail.com

1.2 EA NATIONAL OFFICE

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1.3 EQUESTRIAN QLD STATE BRANCH

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Equestrian Qld, Sports House, Level 2, 866 Mains Rd, Woolloongabba Qld
4102

Phone: 07 3891 6611

Fax: 07 3891 3088

e-Mail: enquiries@equestrianqld.com.au

Web: www.qld.equestrian.org.au

SECTION 2 – DRESSAGE RULES

2.1 Affiliated clubs that wish to conduct Official Competitive and Participation Events or Competitions in Queensland should ensure that they have copies of the following, which are available from Equestrian Australia for a nominal fee or on line.

- EA Dressage Competition Rules (Effective 1 January 2019)
- EA Dressage Tests (Effective 1 February 2019)
- EA Freestyle Tests (Effective 1 February 2019)
- EA Preparatory Tests (Effective 1 January 2013)
- FEI Rules for Dressage Events (Effective 1 January 2019)
- FEI Dressage Tests (Effective – various)

Note: Rule amendments and test updates are ongoing. Please check the EA website for updates and amendments.

2.2 The EA Dressage Competition Rules (referred to hereinafter as the Rule Book) contain the current rules for competitors and for the conduct of Official Competitive or Participant competitions, as well as very useful advice for organisers for conducting Official Competitive or Participant events.

2.3 All Official Competitive and Participant events must be run under the EA Dressage Rules (the Rule Book) so that organisers and competitors have clear guidelines for the correct conduct of an event.

SECTION 3 – DRESSAGE EVENT CALENDAR

- 3.1 By the end of September of each year, the Dressage Qld Calendar Co-ordinator will contact all affiliated dressage clubs requesting dates for their Official Competitive and Participant events in the following year.
- 3.2 The Committee reviews these dates to try to prevent clashes of Official events on the same day and may impose limits on each club of up to **4 Official Competitive** days each year at the Committee's discretion.
- 3.3 Events are then listed in the Dressage printable yearly calendar and on the EQ website calendar.
- 3.4 **Hot Weather Policy:**
- It is suggested that in the months of January and February Organising Committees should only hold dressage events/competitions in the early morning or late afternoon when the weather conditions are cooler. Annex C of the rule book details the Hot Weather Policy.
 - Dressage events/competitions are to be cancelled if the weather report on the ABC 7pm News the night before the event/competition predicts a forecast of 35°C or higher for the area where the event is being held.
 - If there is high humidity experienced, as on the East Coast, the OC should consider cancelling the event/competitions.
 - OCs are also reminded that Rule 5.8(h) allows for riders to remove their coats in hot weather conditions at the rider's discretion.

SECTION 4 – EQ OFFICE REQUIREMENTS FOR COMPETITIVE EVENTS

4.1 Entry Checks

- 4.1.1 Membership checks must be submitted to the EQ office no less than 5 working days prior to the start of the event.
- 4.1.2 If clubs use Nominate to record entries then the EQ office require the Excel extraction of the entry check report. If clubs do not use Nominate then the EQ office requires a copy of the entries in an editable format (preferably Excel) containing the following details:
1. Horse EA number
 2. Rider EA number
 3. Owner EA number
 4. Horse name
 5. Rider name
 6. Owner name
 7. Class classification (ie competitive, participant or club)
- 4.1.3 On return of the entry check from the EQ office it should be immediately passed onto the scorer so any corrections can be made prior to the start of the event.

4.2 Submitting Results

- 4.2.1 *It is vital for EQ office and Dressage Queensland to have accurate and full results of all Official events so the competitors' grading points records and trophy point records are correct.* Therefore, full results must be sent into the EQ office (enquiries@equestrianqld.com.au) and the DQ Results Co-ordinator (ascampton@hotmail.com) within **seven days of the event**, to record the grading points for registered horses, and to provide records for selectors to choose interstate team representatives.
- 4.2.2 Results should be sent in extracted excel format using the EA scoring system with ponies, Young Riders and AAOR marked (where applicable).

SECTION 5 – EVENT CLASSIFICATION AND SITE REQUIREMENTS

5.1 Official Competitive events will be classified. The scores for 2* events and above will be used for the selection of State Squads as per the DQ Squad Selection Policy. Scores from all Official Competitive events (star events and non starred events) will be used for the calculation of DQ annual performance trophy awards.

5.2 **Classifications** (note weightings are not used for state squad selection):

Rating	Description	Weighting of Percentages
	Official Day	x 1.00
*	One Star	x 1.02
**	Two Star – Regional Championships	x 1.04
***	Three Star – State Championships	x 1.04
****	Four Star – CDI and National Championships	x 1.04

5.3 One Star Events

For an event to be approved by Dressage Queensland as a **Title Event (one star*** status), and for results to be recorded as such, the event needs to meet the following requirements:

- All levels from Preliminary to Grand Prix must be offered in the schedule
- Judges may be F level and above. F, E and D level judges must judge with a C-level or above judge.
- A minimum of two judges must be used on each class
- All competitions are open to ponies. OC may decide to offer separate pony competitions.
- Adult Amateur Owner Rider divisions and Young Rider divisions to be included and accounted for in the event schedule.
- The surface of the competition arenas are vital to the safety and performance of the horses competing and must be of a suitable quality as per the Equestrian Australia rule book. Please see Section 5.6 below for the rules regarding the requirements of the competition arenas.
- Designated and fenced warm-up areas with surfaces similar to the competition arena should be provided. This area must be cordoned off from traffic and only competitors should be allowed access. Organisers must ensure that spectators, dogs, children, prams etc are kept out of this area to allow horses to work safely. The size of the area provided should be at least 60m x 20m and ideally one such area should be made available for each two competition arenas – that is, if there are 4 competition arenas ideally there should be 2 warm-up arenas.
- A designated and fenced lunging area must be provided.
- The benefit of a one star event, as opposed to a regular Competitive day, is for weighted scores (1.02) toward end of year trophies, and inclusion in the Adult Amateur Owner Rider series.
- Rosettes for the Young Rider division at each level are sponsored by Arnage Warmbloods and supplied by Dressage Qld. This must be noted on the event schedule and other event material such as a program, rider letter, etc.
- Rosettes for the Adult Amateur Owner Rider division at each level are sponsored by and supplied by Dressage Qld. This must be noted on the event schedule and other event material such as a program, rider letter, etc.

5.4 Two Star Events

For an event to be approved as a **Regional Championship (two star*** status), and for results to be recorded as such, the event needs to meet the following requirements:

- The event must be at least a two-day event (if adequate stabling is not available, it is recommended the event be run over two separate weekends).
- Only Official Competitive competitions may be offered (there may be some exception in relation to 2* events in the regions – DQ approval required for any variation).
- Internal club member-only or participant competitions are not to be included in the program (there may be some exemption in relation to 2* events in the regions – DQ approval required for any variation).
- All levels of competition from Preliminary to Grand Prix must be offered in the schedule.

- There must be two tests at each level and preference for entry is to be given to competitors who enter both levels.
- Judges to be E level and above. E and D level judges must judge with a C-level or above judge.
- A minimum of two judges must be used on each class.
- Prize money for all competitions must be offered.
- All competitions are open to ponies. OC may decide to offer separate pony competitions.
- Adult Amateur Owner Rider divisions and Young Rider divisions to be included and accounted for in the event schedule.
- Young horse and also freestyle competitions are highly recommended and may be included where possible.
- Balloting – see below.
- Champions must be awarded as per EA Rule Book 3.19.
- The surface of the competition arenas are vital to the safety and performance of the horses competing and must be of a suitable quality as per the EA Rule Book, with FEI classes to be run on sand arenas. Where the arena surround surface is different to the competition arena surface, the chief judge should permit riders to enter the arena as soon as the previous rider has exited and before the bell is sounded. After the bell has sounded, the new rider starts the test from within the arena, as per Rule 3.7. Please see Section 5.6 below for the rules regarding the requirements of the competition arenas.
- Designated and fenced warm-up areas with surfaces similar to the competition arena should be provided. This area must be cordoned off from traffic and only competitors should be allowed access. Organisers must ensure that spectators, dogs, children, prams etc are kept out of this area to allow horses to work safely. The size of the area provided should be at least 60m x 20m and ideally one such area should be made available for each two competition arenas – that is, if there are 4 competition arenas ideally there should be 2 warm-up arenas.
- A designated and fenced lunging area must be provided.
- Safe stabling and/or yard facilities and also adequate wash bay facilities should be provided for all horses. Electric fencing is **not permitted** amongst car/float parking or camping areas. The FEI standard for stabling is 3m x 3m as a minimum. If stabling/camping facilities are not available, then the OC should elect to run their 2 star event over 2 separate weekends, with Preliminary to Elementary competitions offered on one weekend day, and Medium to Grand Prix competitions on a separate weekend day.
- A clear public address system, which extends to the stables, camping, parking and warm-up areas should be used.
- Upgrading exams for judges may be held at 2* events (does not include the regions) and therefore OCs must be prepared to cater for exams being held should the Dressage Qld Officials Subcommittee request them.
- A Technical Delegate must be appointed as per EA Rule Book 6.3 and Section 9 in this manual
 - The TD must be independent of the OC.
 - the TD MUST approve the schedule prior to distribution
 - the TD is to submit a comprehensive report to the OC of the event and a copy to DQ within 14 days of the event
 - it is ideal if the TD is not one of the judges of the event but could be a reserve judge for smaller competitions
 - the TD should be independent from the OC
 - the TD shall be paid \$150 per day plus mileage at the minimum rate of 0.68 cents per km round trip to a maximum of \$300, and where necessary accommodation and meals. Any other expenses are to be negotiated between the TD and the OC.
- A Chief Steward must be appointed as per Section 9 in this manual to monitor the warm up and exercise area/s, stabling and camping areas with the welfare of the horse in mind
 - the Chief Steward must be independent from the OC.
 - The Chief Steward is to be paid a minimum of \$50 per day or \$20 per stewarding hour up to a maximum of \$150 per day, and mileage at the minimum rate of 0.68 cents per km round trip to a maximum of \$300, plus any necessary accommodation and meals. Any other expenses are to be negotiated between the Chief Steward and the OC.
 - Please note: the TD and the Chief Steward can be one and the same person, provided they are an accredited FEI Steward.
- The benefit of a Two Star event, as opposed to a regular Competitive day or One Star, is for additionally weighted scores (1.04) toward end of year trophies, inclusion in the Adult Amateur Owner Rider series, and Squad Selection Events.

- Rosettes for the Young Rider division at each level are sponsored by Arnage Warmbloods and supplied by Dressage Qld. This must be noted on the event schedule and other event material such as a program, rider letter, etc.
- Rosettes for the Adult Amateur Owner Rider division at each level are sponsored by and supplied by Dressage Qld. This must be noted on the event schedule and other event material such as a program, rider letter, etc.

5.4.1 Balloting – All entries should be accepted and competitions should be split rather than balloting entries. However, it is recognised that restrictions in both time and space may not allow this to occur. If balloting of competitions is to occur, due to numbers exceeding the maximum of 35 per competition, then the following methodology is to be followed.

- a. Preference must be given to riders entering both tests at a level. The number of horses in a competition can be less than 35 at the OC discretion.
- b. The balloting system to be used by the Club must be specified in the schedule and approved by DQ and the TD. It is preferred that balloting is based on qualifying scores.
- c. Sponsors are not eligible for automatic entry to competitions and are to be balloted along with all other entries.
- d. If balloting is based on scores the following will be followed:
 - a minimum of one Official Competitive score (this score may be HC) or equivalent overseas score for the horse at the level of competition it intends to compete, within the preceding 12 months is to be provided. This score can be provided with a copy of the performance card and can be checked on the National Database. Horses will be placed in descending order based on this score.
 - horses with no scores obtained at an Official Competitive event may supply a score from an Official Participant event. Scores from restricted internal club days may only be provided at the discretion of the OC and provided a suitably accredited judge for the level being submitted was presiding over the test. These horses will be placed in descending order after the horses that provide an Official score.
 - horses with no Official Competitive or Participant score will be placed at the end of the ballot list in order of receiving the entry.

5.5 For an event to be approved as a **State Championship (three star*** status) allocated by Dressage Queensland, the event must comply with the requirement of 5.4 above plus the attached Section 21 guidelines that have been developed to assist affiliated clubs hosting the Qld Dressage Championships.

5.6 SITE REQUIREMENTS FOR OFFICIAL COMPETITIONS

5.6.1 The surface of the arenas is vital to the safety and performance of the horses competing.

The following rule from the **EA National Dressage Rules** applies:

3.6 Arena Requirements

Arenas should be set out to the dimension shown in the diagrams in Annex A. The arena(s) :

- should be level and separated from the public (including photographers and video operators) by a distance all round of 15 metres if possible but at least 10 metres
- must consist of a low continuous fence about 0.3 metres high
- are to be placed at least 10 metres apart, preferably 15 metres if room permits
- should be positioned where judges are not facing the sun
- the letters placed around the arena should be clearly visible and be placed about 0.5 metres outside the arena fence
- the centre line must have the letter A placed in line (not offset) with C at least 10 metres (preferably 15 metres) back from the arena to allow horses a straight track to enter the arena. The width of the entrance must be at least 2 metres and not greater than 4 metres.

The following are not permitted in the construction of an arena:

- stakes which are driven into the ground
- unbreakable rope
- unbreakable chain
- unbreakable tape
- line marking or rope on the ground
- thin poles on the ground e.g. jumping rails

Dressage Queensland suggests using 50mm PVC pipe on freestanding stands. This is also being done to comply with legal Duty of Care and Insurance requirements.

- 5.6.2 Designated warm up areas with a surface similar to the competition arena must be provided. This area should be cordoned off and only competitors and their grooms/trainers should be allowed access. Organisers must ensure that spectators, dogs, children, prams etc. are kept out of this area to allow the horses to work safely. The size of the area provided should be 60m x 20m and ideally one such area should be made available for each two arenas in the competition – e.g. if there are 4 competition arenas ideally there should be 2 warm up arenas.
- 5.6.3 Safe stabling and/or yard facilities and also adequate wash bay facilities should be provided for all horses. Electric fencing is **not permitted** amongst car/float parking or camping areas. The FEI standard for stabling is a minimum of 3m x 3m.
- 5.6.4 A clear public address system, which extends to the stables, camping, parking and warm up areas should be used.

Note: See attachment Guidelines for Organising Committees (OCs) of Queensland Dressage Championships

SECTION 6 – OFFICIAL COMPETITIVE, PARTICIPANT & PONY DRESSAGE EVENTS/COMPETITIONS

6.1 Hot Weather Policy:

- It is suggested that in the months of January and February OCs should only hold dressage events/competitions in the early morning or late afternoon when the weather conditions are cooler.
- Dressage events/competitions are to be cancelled if the weather report on the ABC 7pm News the night before the event/competition predicts a forecast of 35°C or higher for the area where the event is being held.
- If there is high humidity experienced, as on the East Coast, the OC should consider cancelling the event/competitions.

OCs are also reminded that Rule 5.8.h allows for riders to remove their coats in hot weather conditions.

6.2 OFFICIAL COMPETITIVE & PARTICIPANT EVENTS/COMPETITIONS

- Dressage events are composed of one or more competitions between individual mounted competitors, performing specified Dressage Tests.
- Official Competitive and Participant events and competitions are conducted under current EA Dressage Rules. They are sponsored by, or run on behalf of the EA. Refer to the Rule Book – Section 1.
- Competitions that are restricted to club members only of the Constituent Group cannot be Official competitions. EA & FEI level Young Horse and Freestyle tests are Official but do not attract grading points.
- EA-affiliated clubs must be current financial members of the EA to be able to conduct Official Competitive or Participant Events. If the club is not a financial member at the time of the event, then **all scores and grading points** from the event will not count towards upgrading, trophies and State Squad selection.
- For an event or competition to be classed as Official Competitive or Participant by EA, the organisers must indicate their intention in writing to Dressage Queensland **before** the date of the event or competition. (This would normally be done through the declaration of dates for the Calendar at the end of September of each year.)
- Horses/ponies must be EA registered and have bridle numbers issued by EQ for Official Competitive competitions (horses/ponies do not need to be EA registered for Official Participant competitions).
- Riders must be full senior or junior members of EA to compete in EA Competitive events. Riders must be participant members to compete in EA Participant events.

6.3 PARTICIPANT COMPETITION ADVANTAGES

- These competitions provide a starting point into formal EA regulated competition without competitors having to go to the expense of registering their horse or obtaining a performance card or bridle number.
- All Participant competitions run by EQ affiliated clubs will be under the jurisdiction of EA and will be judged by trained and accredited dressage judges.

6.4 PONY DRESSAGE EVENTS/COMPETITIONS

- All competitions are open to ponies – refer to the rule book. There are some exceptions e.g. Australian Dressage Championships, Prix St Georges Challenge.

SECTION 7 – DRESSAGE & FREESTYLE TESTS

7.1 DRESSAGE TESTS

- Dressage tests are reviewed regularly by the EA and FEI, and revised tests are issued. Please check on the EA website for the latest versions. Only the official current EA tests must be used for all Official Competitive and Participant competitions.
- EA Freestyle Tests for Novice, Elementary, Medium and Advanced are effective 1 February 2019
- EA Official tests are the EA tests approved by the Equestrian Australian Dressage Committee (EADC) and the current FEI tests.
- Current FEI level tests are in the FEI Rules – www.fei.org
- All tests are available for downloading from the following website:
<http://www.equestrian.org.au/dressage-rules>

7.2 FREESTYLE TESTS

- Freestyle tests can be exciting spectator events and encourage skills of individuality and flair in riders. They are ridden to music designed to complement the test that the rider arranges. Freestyle tests include compulsory movements but these can be ridden at any point in the test that fits in with the overall design.
- Each rider composes the test with accompanying music and brings his/her own CD (preferred) or USB Flash Drive to the competition. The organising body must provide suitable equipment to play the music for the competitor and for the Judges and spectators to hear. It is a good idea to test the equipment on the day before the tests begin! Tests have a limited time and special requirements from judges to mark technical merit, originality and choreography, and harmony with the music.
- Freestyle competitions are Official but do not attract grading points for placegetters.
- Novice freestyle competitions can still be conducted as Participant competitions.
- Comprehensive information about Freestyles and compulsory movements at each level can be found in Section 8 of the Rule Book.

7.3 PREPARATORY TESTS

- Preparatory Tests (Walk/Trot), effective from 1 January 2013, have been developed by EA and are available for use by clubs and can be downloaded from the www.equestrian.org.au website.

SECTION 8 - JUDGES

- 8.1 For a competition to be classified as Official Competitive or Participant, it must be judged by judges chosen from the National Judges List of Dressage Judges. The list of National Judges can be found using the Officials search facility on the EA website <http://www.equestrian.org.au/members/search/official>. A list of Qld Dressage Judges is maintained and updated by Dressage Queensland and can be found here: <http://www.qld.equestrian.org.au/dressage/for-clubs>. If the judges used in the competition are not on this list, then the competition will not be classified as Official and the competitors will not gain official scores and grading points.
- 8.2 The judges appointed for the event are known collectively as the Ground Jury.
- 8.3 Organisers should refer to Rule 3.21 for the rules regarding the number of judges required for Competitive and Participation competitions at each level. For the position of the judges around the arena refer to the Rule 7.1 of the rule book.
- 8.4 All judges **MUST** receive a copy of the draw at the same time as the competitors. The Judges names must also appear on the draw. This will help in eliminating possible conflicts of interest as per Rule 1.7 e.g. pupil judging. We all know that judges do change but the judges appointed at the time of the draw going out must be included in the draw.
- 8.5 Each judge needs a writer to write the judge's marks and comments on the test sheet. Each writer needs a clipboard as support for writing, pens and a copy of the draw for their competition. Writers must ensure that they mark the position of the Judge clearly on each sheet and ensure that the judge initials any corrections and signs the completed test sheet.
- 8.6 Writers should be briefed on their role if they do not have prior experience.
- 8.7 A full copy of the final results must be given to each Judge at the end of the competition for the purposes of a 'friendly' discussion with other Judges and also for dealing with rider questions, comments or complaints. Where there is a discrepancy in marks between the judges of 8% or more in EA competitions, 5% or more in FEI competitions there **MUST** be a discussion between the judges of the competition.
- 8.8 The Chief Judge must sign and note the time on the final result sheet as the time is important in relation to defining the complaint period of 30 minutes. Should the Chief Judge not be available the TD or Chief Steward may perform this function.
- 8.9 In Queensland the judges travelling allowance of \$0.68 cents per kilometre for the round trip is payable to each judge with the maximum payment of \$300.00.
- 8.10 The judging honorarium is \$20.00 per hour for time spent judging with a minimum amount of \$50.00 to be paid. Organisers should ensure Judges receive drinks and meals during the competition.
- 8.11 Organisers should recognise that judging requires concentration and a clear head if impartiality is to be maintained for the benefit of the riders. Therefore, judging for long periods or without a break for relaxation and some sustenance is very tiring. Organisers will need to add time for such breaks into their programme, perhaps also leaving a lunch box at the car for these breaks.
- 8.12 Organisers should note that judges should not be required to judge more than 40 horses in a day.
- 8.13 If a judge has more than a 2 hour drive to the venue and is commencing judging before 10am the OC should offer, and the judge has the right to request, overnight accommodation the night before. If a judge does not complete their judging until after 6.30pm then the OC should offer, and the judge has the right to request, overnight accommodation.

- 8.14 Where a judge has agreed to be billeted such accommodation is not to be with a competitor that they are scheduled to judge as per Rule 1.7.

8.15 Protocol for Obtaining Judges and Requirements for Judges at the Event:

Whether judges work full-time or not it should be remembered that judges are giving up their weekends for very little compensation and maybe expected to travel long distances to often then sit in a hot car for hours if not the full day. Further to meet the competency required to judge they have also had to spend time undertaking studies etc with requisite attendance at workshops, shadow judging etc to ensure that their skills and knowledge are current. In a recent survey, many judges remarked how well they were treated at some clubs and in particular the basic courtesies (e.g. good communication prior to event, checking if they require water during the day, morning tea, a good standard of accommodation provided, etc).

However, there was some feedback that suggested that there are times when organising committees may forget to treat judges as their guests (which often affected judges returning to that club).

The event organising committee should be aware of the following responsibilities:

Prior to the Event:

- Invitations to judges should be made at least 3 months prior to an event, preferably by email or letter.
- Confirm receipt of acceptance immediately and arrangements for future communication.
- Judges should be informed immediately if the event is cancelled for any reason.
- provide judges with an Organising Committee member's contact details in the case of an emergency on the day of the event.
- The timed draw must be made available to all judges at least 3 days before the Event and must include judge allocation (for conflict of interest purposes).
- Check to see if judges can provide their own writer, if not ensure judges are allocated a capable writer.
- There should be a break for judges of at least 15 minutes after every 10th horse throughout the competition e.g. if competition size is 30 -35 horses then 2 x 15 mins breaks. If the competition runs over a lunch period then a lunch break of 30 minutes should be considered.
- If a judge is required to judge more than one competition, there should be a break between the last horse in one competition and the first horse in the next to allow the judge time to read the new test, move positions, visit the amenities, get a drink etc. This break should be approximately 10 minutes where possible. Once again, consider a lunch break for judges judging large or multiple competitions.
- Ensure that accommodation, if required for judges, is of a good standard (remember they are your guests).

At the Event:

- Meet the judges on arrival.
- Introduce the judges to their writers.
- Arrange a car if a judge has travelled with someone else (may be it is the writers car).
- Have refreshments available on arrival for judges.
- Advise the judge who is to act as the Technical Delegate, Chief Steward or as Ground Jury members (if not already known).
- Advise the judge of their arena number and arena location.
- Give judge/writer their folder which includes details of their position on the arena and a final list of competitors and times showing all scratchings.
- Advise the judge of arrangements for morning and afternoon tea, and lunch. In addition, supply judge with a bottle of water. On hot days check if further water is required regularly.
- Give Chief Judge/writer a bell or whistle if not judging from a car.
- Ensure that judges are properly looked after during the coffee and lunch breaks and are treated as guests of the organisers.
- Provide a Judge Honorarium form to each judge so payment can be made at end of event in the case of cash or cheque payment. Alternatively, payment may be made direct to the judge's bank account if bank details are provided.

- Ensure judges receive a copy of the final results prior to them being posted. The Chief Judge must sign and time stamp a results sheet for posting on the board. At this time judges should receive a personal copy of the final results.
- Provide a quiet area, away from the scoreboard, where judges can review results with fellow judges or riders who request to talk to them.

SECTION 9 – TECHNICAL DELEGATE AND CHIEF STEWARD

9.1 TECHNICAL DELEGATE (TD)

- 9.1.1 It is compulsory for a Technical Delegate to be appointed for all 2* and 3* and preferred for all other events. The duties of the Technical Delegate are detailed in Section 6.3 of the Rule Book.
- 9.1.2 It is ideal if the TD is not one of the judges of the event but could be a reserve judge for smaller events.
- 9.1.3 The TD must be independent from the OC.
- 9.1.4 The TD must be appointed at the beginning of the planning of the event and must approve the schedule, draw and programme before they are published.
- 9.1.5 The TD is required to provide a written report to the Organising Committee and a copy to DQ within 14 days of the event. A template for TD reporting for Regional Championships and State Championships can be found here <http://www.equestrian.org.au/officials/dressage>.
- 9.1.6 The TD is to be paid \$150 per day, plus mileage at 0.68 cents per km round trip (with a maximum of \$300.00), plus any necessary accommodation and meals. Any other expenses are to be negotiated between the TD and the OC.

9.2 CHIEF STEWARD

- 9.2.1 From 1/1/17 it is compulsory for a Chief Steward to be present at all regional championships (2*) and above.
- 9.2.2 The Chief Steward must be independent from the OC.
- 9.2.3 The Chief Steward should be appointed no more than 4 weeks out from the event.
- 9.2.4 The Chief Steward is to be paid a minimum of \$50 per day or \$20 per stewarding hour up to a maximum of \$150 per day, and mileage at the minimum rate of 0.68 cents per km round trip (with a maximum of \$300.00), plus any necessary accommodation and meals. Any other expenses are to be negotiated between the Chief Steward and the OC.

SECTION 10 – APPEAL COMMITTEE

An Appeal Committee should be appointed to settle any protests, which may be submitted, to deal with Rule infringements, or to hear appeals against decisions of the Ground Jury (the judges). Refer to Section 6.2 of the Rule Book.

An Appeal Committee **MUST** be appointed for State Championships.

SECTION 11 – CONDUCTING THE EVENT

- 11.1 The actual conduct of an event is at the discretion of the organising body, as long as the current EA Dressage Rules are observed. It is useful to appoint an Event Director or Chief Steward who ensures the smooth running of the event, accepts objections, and takes care of complaints.
- 11.2 EA Dressage Rules– Annex G - Notes for dressage event organisers, is a very useful section of the current Rule Book that can be used as a checklist for the jobs that need to be done.
- 11.3 Please consult the current Rule Book for:
- Arenas Rule 3.6
 - Eligibility of horses & riders Section 4
 - judges Section 7 – Rules for Judges and OCs
- 11.4 Protocol for entering the arena in exceptional circumstances

Note – This is a Chief Judge and OC decision

In accordance with Rule 3.7 if the area surrounding the competition arena is unsuitable for riding on, the Chief Judge, in consultation with the OC, will make a decision as to whether it is permitted for that competition to allow the competitors to undertake their final circling of the arena inside the arena. Such decision MUST be announced at least 30 minutes prior to the commencement of the competition.

If such approval is given the competitor is to enter the arena and when the bell has been rung (car horn sounded) the competitor is required to come down the centre line at A (via the shortest route) and judging commences once the rider is on the centre line.

The next horse in the competition can enter the arena as soon as the previous horse leaves the arena at A.

Judges should ensure that each competitor has equal time in the arena prior to their test.

This is a Chief Judge and OC decision

SECTION 12 – FIRST AID REQUIREMENTS

Accidents can and do happen at Horse Sports Events. If they do, they have the potential to expose organisers to risk and liability if it can be shown that a competition was permitted to proceed in sub-standard conditions, weather, footing etc. or if the first aid procedures in place were insufficient and therefore contributed to the severity or complications of an injury.

From a public liability standpoint and to protect the Club and its members, the Organising Committee should have specific guidelines in place for deciding who is to render medical care. This is not an issue that can be set in stone, rather guidelines that should be followed.

The EQ First Aid Policy and Procedure requires the following to be carried out:

- An approved standard of First Aid equipment (a First Aid Kit) is available on the Grounds.
- At least one qualified Red Cross, St Johns or Sports Medicine Australia First Aid provider or equivalent at a Level 2 Standard or higher to be in attendance for the duration of the event
- Appropriate Emergency Procedure and Emergency Contact details are readily available at the event organiser's office.
- The First Aider contact details should be displayed in several locations around the grounds such as on the scoreboard, near the stables/yards etc.
- Event organisers shall ensure that an accurate record is kept of all incidents requiring First Aid Treatment and that this record is kept by the Club for a minimum of five years as required by Federal Legislation. Incident report forms can be found here <http://www.equestrian.org.au/Insurance>

SECTION 13 – SCHEDULE AND ENTRY FORM

- 13.1 The schedule or program for the event should give details of the venue, the competitions available along with any restrictions for entry, the tests and numbers, entry fees, the disclaimer and any other details. It is recommended that in the schedule or the programme of the event OCs include the FEI Code of Conduct, which is strongly supported by the EA.
- 13.2 The standard entry form includes details such as name of horse, registration number and bridle number, name of rider and membership number, entry fee, name, email address and mobile number of the competitor. If the horse is not owned by the competitor the owner's details must also be included on the entry form. This includes name and address, and EA membership number. The entry form must also indicate if the horse being entered is a mare, stallion or pony. Additional details required by the organising body, such as stabling request, may be added.
- 13.3 In relation to Official Competitive and Participant competitions the affiliate club conducting the event should contact EQ once entries have closed to check that the rider is a current EA member, the horse/s are currently registered (if Competitive event), hold a current Dressage performance card and to also confirm their current grading. Many people shorten the name of a horse or record it incorrectly, and the registration number is unique for identifying a horse correctly. This is also vital for the EQ office to record grading points correctly when results are sent in.
- 13.4 Entries should be checked to ensure that competitors have entered the correct test level according to the number of grading points they have at the closing date of entries, and that all details requested are provided.
- 13.5 Riders should notify Event Organisers immediately on receipt of the draw of any possible conflict of interest e.g. instructor judging pupil etc.

SECTION 14 - DRAW

- 14.1 The number of competitors per competition up to an including Prix St Georges is 35. Where this number is exceeded the competition must be divided or a reserve list established.
- 14.2 A **timed draw** must be prepared for the event with each competitor's time for each competition indicated. The test sheets indicate approximate draw time per test.
- 14.3 OCs should not change horses in a draw unless extenuating circumstances necessitate such a change.
- 14.4 Where a competitor enters **two horses in the same competition** there needs to be at least 90 minutes between rides in EA level competitions and FEI level competitions. The draw is to be strictly adhered to and riders with two horses entered in the same competition must not swap them.
- 14.5 Where a competitor enters the **same horse in two or more competitions** it is strongly recommended that there is a break of 60 to 90 minutes between the rides in EA level competitions and 90 minutes between rides in FEI level competitions.
- 14.6 Rider may ride up into a scratching. However, they are not allowed to ride down.
- 14.7 The draw must be emailed to each competitor and judge prior to the event to give ample time for competitors and judges to notify the organisers if there is a conflict of interest. The names of the judges for each competition should be listed on the draw.
- 14.8 Where there is a conflict of interest between the competitor and the judge it is the organisers responsibility to arrange for another judge to judge the competition. The competitor is **not** able to ride HC nor should the competitor be required to scratch from the competition.
- 14.9 **Note:** Remember to place breaks for the day's draw for morning and afternoon tea (15 minutes after each 10 horses judged) and for lunch (3/4 to 1 hour). Judges and writers cannot keep going indefinitely, nor can scorers, and all need time to relax from their concentration. Additional breaks maybe necessary if a large competition is being judged.

ORDER OF THE CONDUCT OF COMPETITIONS

- 14.10 OCs must schedule the conduct of competitions in such a way that the requirements of 14.4 and 14.5 in this manual can be adhered to.
- 14.11 FEI level competitions should not be conducted consecutively especially when there are only a few (and often the same) competitors in each. Interspersing FEI level competitions with an EA level competition is one way to allow enough time for riders.

SECTION 15 – JUDGES SHEETS

One test sheet per judge per rider will be needed, with some spare copies for the judge/s e.g. for a Preliminary competition with 35 riders and two judges you will need 78 copies of that test sheet.

Only the Official EA tests must be used for Official Competitive and Participant competitions. These can be downloaded from the website – www.equestrian.org.au and copied.

SECTION 16 – SCORERS, RUNNERS & POSTING RESULTS

SCORERS AND RUNNERS

A National Scoring system is available to all affiliated clubs free of charge from EA and it is recommended that it is used by all Queensland affiliated clubs. It requires the use of a PC with Excel loaded.

- 16.1 At least two or more people are needed as scorers, per three arenas, one to score and one to check. Most groups use mature people with mathematical ability for this task. The scorers should have a table set aside, away from interruption. Competitors and any other people who are not part of the OC are to be banned from this area. Scorers must take particular care that results are consistently assigned to each judge.
- 16.2 The scoreboard should be updated on a regular basis. After every 10 horses is ideal. Organisers must arrange to have results displayed publicly with judges' names indicated in each column. The International Standard for the order of arranging the scores is **E H C M B**. This works even for 2 or 3 judges.
- 16.3 Scores are to be shown in **percentages only** (NOT total marks) and to three decimal places. Where possible each judges' ranking should also be displayed.

Here is an example of how scores are to be displayed:

Bridle No	Horse	Rider	C	B	Errors	Score	Place
6524	Fred	J. Bloggs	65.758 (2)	66.667 (1)		66.212	1

- 16.4 At the conclusion of each competition all tests sheets and the results for that particular competition must be presented to the Chief Judge of the competition for approval. If the Chief Judge of that particular competition is judging the results must be taken to that judge to sign off in between judging horses, alternatively, if a TD has been appointed the TD may be asked to approve the results. Once the results have been signed off by the Chief Judge a copy of the signed results sheets is to be posted immediately on the scoreboard. Once this is done the competitors are able to have access to their test sheet/s. In any case the competitors must have access to their test sheets within 30 minutes of the final results of that particular competition being posted.
- 16.5 Tests sheets are **confidential** between the judge and the rider.
- 16.6 Where the Chief Judge notices a marked difference in the scores between judges those test sheets, if possible, should be copied so that the judges may confer at a convenient time. The original test sheets should not be held and should be made available to the competitors as soon as the results have been approved by the Chief Judge.
- 16.7 It is essential that the time of signing the final result by the Chief Judge be noted on the Official Result sheet when it is posted as this is the time from which the 30 minute period for any appeal being lodged begins.
- 16.8 A full copy of the final results must be given to each judge at the end of the competition for the purposes of 'friendly' discussion with other Judges and also for dealing with rider questions, comments or complaints. Where possible a quiet area should be set aside by the organisers so that the judges and/or judges and riders can sit to have a confidential discussion about a particular competition/test.
- 16.9 Runners will need to be appointed to collect the test sheets from the judges and bring them as soon as possible to the scorers to assist them in getting the scores added and the results out as soon as possible. Runners should be aware that the test sheets are confidential and should not be viewed by either runners or anyone else before they reach the scorers. One runner per two arenas is recommended. Runners must also be reminded of the correct protocol e.g. not interrupting the Judge or moving too close to the arena while a test is in progress.

- 16.10 The OC needs to make sure that the scoring team is capable of getting results out very quickly and correctly, especially at the end of the day so as to allow horses, riders and judges to leave for home as soon as possible.

SECTION 17 – GEAR CHECK

- 17.1 The organisers must appoint a Gear Steward, who checks each competitor either before he/she enters the arena or after he/she leaves the arena – but it must be the same for all competitors in the competition. This steward must be familiar with the EA Dressage Rules (Refer to Section 5 of the Rule Book) pertaining to dress and equipment used by the rider. The Gear Steward should meet with the Technical Delegate and Chief Steward before the event commences to receive any specific instructions.
- 17.2 It is the **responsibility** of the competitor to comply with the current EA Dressage Rules as far as saddlery and riding equipment is concerned.
- 17.3 The Gear Steward must wear gloves if touching the horse. The Gear Steward should never make any adjustments to tack. If adjustments to tack needs to be made, then it is the responsibility of the competitor or groom to do this.
- 17.4 The Gear Steward will carry out a visual gear check before the test to see that all the equipment is correct and may ask questions of the competitor about their equipment, particularly about the bit. If the Gear Steward is satisfied that all the gear is correct, the check is then complete. After the gear check, no more physical contact from the groom, trainer or team member is permitted.
- 17.5 The Gear Steward has the authority to check or to instruct the competitor (or groom) to demonstrate to the Gear Steward that the bit is satisfactory, either by gently opening the horse's mouth or by asking the competitor (or groom) to remove the bridle. The Gear Steward must wear gloves if touching the horse's mouth. If any other piece of equipment is doubtful, then this must also be demonstrated as being satisfactory by the rider/groom.
- 17.6 If the Gear Steward rules that the equipment used by the competitor is illegal or suspect, it is the competitors' responsibility to either change the equipment so that it is legal or scratch from the competition.
- 17.7 Any query in relation to the legality of equipment must be referred to either the President of the Ground Jury or the Technical Delegate, if one has been appointed, for clarification.

General Information:

- Riders must follow instructions given by the Gear Steward/s.
- It is usual for the gear check to be conducted prior to test. However, subject to the OC it may be decided to conduct the gear check immediately after test. Refer to Rule 4.4 in the Rule Book.
- Riders warming up must keep a minimum distance of 15 metres from arenas while tests are in progress.
- Allow riders into the arena area prior to commencement of tests (ie at the start of the day or after a break) at consistent time intervals (e.g. 2 minutes). This is particularly important for riders immediately after breaks. Riders must not ride between arenas before their time. Delay entry **to arena area if arenas are running behind time.**
- **BRIDLE NUMBERS – Two** bridle numbers **must** be clearly displayed - not just ONE. They must be displayed on either the saddle cloth or the bridle – one on each side so that they are clearly seen regardless of what direction the horse is going.
- **BANDAGES, BOOTS ETC** – These must be removed before the gear check can take place.
- **DRESS** – Some riders will ask for a gear check before they are dressed – **this is not permitted.** Riders must present ready to compete.

Gear Stewards should refer to the table in the current Rule Book (rule 5.12) and the diagrams of permitted bits.

SECTION 18 – RESULTS

- 18.1 A large scoreboard or prepared result sheets must be on public display for the results as they are finalised. Scores should be regularly added to the scoreboard (i.e. after every 10 competitors if possible). Results should be recorded in full for each competitor, i.e. each judge's individual percentage (with judge's name), the average percentage of all the judges, any Errors of Course and the percentage of the total marks received. Percentages should preferably be shown to three decimal places.
- 18.2 *It is vital for EQ office and Dressage Queensland to have accurate and full results of all Official events so the competitors' grading points records and trophy point records are correct.* Therefore, full results must be sent into EQ office **within seven days of the event**, to record the grading points for registered horses, and to provide records for selectors to choose interstate team representatives.
- 18.3 **Note** - The scoresheets should show the venue and the date of the competition, have results of **all** the horses in the competition, and **must** include the registered names, registration numbers and bridle numbers of the horses, the names of the judges, the position from which they judged and the allocated placings - including HC entries. All *Errors of Course* must also be noted.

Where different divisions are run within the same competition, for example AAOR, Youth, Pony, these should be clearly marked on the results.

Competition organisers are required to provide all the above information to EQ office therefore it is in their best interest to ensure that riders provide them with all this information. Incomplete or incorrect entries should be sent back for correction.

Entries with pending bridle numbers (Competitive events) and membership numbers are not to be accepted. It is the rider's responsibility to contact their Branch Office and obtain the required numbers. This will eliminate the possibility of **unregistered/uninsured** horses/riders competing.

- 18.4 **Note** - Some of the organising bodies have not been sending in results to EQ office within the required time. This causes delays in recording grading points on performance cards and can disadvantage riders who may be in line for selection for interstate competitions. Therefore, if results are not sent into EQ office within **seven days**, the event may be declared void.
- 18.5 If using the National Scoring System results must be extracted as specified in the scoring directives. Extracting the results into a non-EA format will put them into a spread sheet similar to that printed for score boards at the event. The difference being that all formulae and internal references are removed and the data is able to be copied without problems.

SECTION 19 – RISK MANAGEMENT

19.1 All affiliated clubs must have a risk management plan in place.

The EA Clubs' Risk Management Plan "Safe Equestrian", developed by Gow-Gates in conjunction with EA and the State Branches, now provides a uniform approach and resources to assist the Equestrian Community in assessing and managing the risks associated with the management of equestrian clubs.

The objective of 'Safe Equestrian' is to provide a pro-active approach in 'Raising the Awareness' of these risks and to provide a practical framework for your club to minimise or manage these exposures.

The plan is based on the general principles behind a club's 'duty of care' responsibilities to the equestrian community and the general public such as:

- provide a safe place for recreation/Equestrian;
- provide a safe system of rules;
- provide safe and adequate equipment;
- provide the participant with competent fellow participants, and
- provide adequate instructions and supervision for Equestrian

It is further recommended that a designated 'Responsible and/or Risk Management Officer' is appointed, within your Club's organisational structure, to ensure this information is made available to all Club Directors, Staff, Participants and Volunteers. The material has been specifically tailored for 'Amateur Equestrian Clubs' and has been primarily based on many years experience in these areas, around the World.

The following link will take you to the Safe equestrian Induction Programme

http://www.gowgatessport.com.au/equestrian/?page_id=41

19.2 All affiliated clubs should implement a biosecurity plan

<http://www.qld.equestrian.org.au/members/biosecurity>

SECTION 20 – ATTACHMENTS

Guidelines for Organising Committees (OCs) of Queensland State Dressage Championships

In late August/early September each year the Queensland Dressage Championships are conducted.

- The OC must consider existing DQ and EA sponsorship arrangements when approaching sponsors. Details of existing arrangement can be provided by DQ.
- Traditionally the Queensland Dressage Championships have been treated as a warm-up for the National Championships and rules for National Championships have been adopted where possible while complying with State Championship rules.
- DQ recommends that the tests for the State Championships be the same as those for the National Championships being held in the same year.
- DQ selects and invites the judges.
- DQ also allocates the judges to particular competitions.
- DQ selects and appoints the Technical Delegate.
- Tests from Novice to Grand Prix must be offered. Preliminary classes may be offered at the discretion of the OC.
- The OC may add other competitions to the programme if they wish e.g. if competitions are oversubscribed, *consolation classes* for reserve listed combinations are sometimes put on, promotional classes for young horses or classes for Pony Dressage, Freestyle classes. These additional classes are at the discretion of the OC.
- The OC is responsible for setting the entry fees and the prize money/prizes. Rule 3.19 and 3.20 of the EA rule book apply regarding prize money/prizes.
- The **final schedule** to be presented to DQ in time for review at least one month before the schedule is to be released.
- The schedule will be posted on DQ web site
- Balloting for oversubscribed competitions must take place (Refer EA Rule 10.2)
- **Normal EA Rules apply** including those that relate for State Championships events as per Section 10 in the EA rule book. (*one example is the whip rule for State Championships*)
- **Champions** are decided using the rules for National Championships (Refer to EA Rule 3.19 and 10.9)
- **Swabbing** for prohibited substances must take place as per the EA Horse Medication/Swabbing Policy. This is available for download from www.equestrian.org.au Random swabbing is normally undertaken. EQ Medication Control Officer appoints a swabbing steward for the event and also pays reasonable expenses in relation to this person. EQ will cover the cost of three swabbing kits and the analysis of such swabs. EQ is responsible for the cost of the attending veterinary surgeon in regard to swabbing.

OFFICIALS & APPOINTMENTS

- An **Appeal Committee** is required for State Championships. Refer Rule 6.2 EA Rule Book.
- DQ selects and invites the **Technical Delegate**. The TD must be appointed at least 3 months prior to the event so that he/she can be of assistance to the OC in the lead up to the event.
- **Judges:** DQ, under advice from the DQOSC, selects, invites and allocates the judges. The OC is responsible for all judges accommodation, meals, mileage allowance and honorarium etc. The OC must ensure that sufficient meal break times are taken into account when doing the draw. It is not a requirement to pay an honorarium to interstate and international judges however airport parking and mileage from their home to the airport is usually covered.
- The OC is responsible for appointing other officials not already mentioned and the Championship Committee.

- **Show Vet:** It is advisable to have a Show Vet either on the grounds at all times or at least on call with the ability to attend to emergencies if they occur. The appointment of a Show Vet is an OC_responsibility.
- An experienced **Chief Steward** is selected and invited by DQ.
- The Chief Steward is responsible for assembling a stewarding team of EA/FEI Stewards who are responsible for gear check, and management of the warm-up areas and the stabling/camping areas.

FACILITIES

Arenas

- Three to four sand arenas are required, one of which is to be used as a warm-up arena. The total number of arenas is dependant on the competition programme offered.
- Sand arenas should be offered to all classes from Novice to Grand Prix. Grass arenas for the lower level competitions may be an option provided that they are level, the going is good and the arenas are not hard.
- It is recommended that an expert or someone who has experience with arenas be asked for an opinion before OCs make final arrangements for the arenas. A trial competition with at least one of the proposed Championships arenas being used is recommended so that any problems can be rectified before the Championships.

Stables

- Approximately 100-140 stables will be required if OCs expect to stable all competitors on the grounds. However, a minimum of at least 75 must be available on the grounds and preference should be given to competitors travelling long distances, those staying for longer periods and for FEI horses and stallions. Stables can be either permanent or temporary stables. ALL stables must be safe and meet the required standard. Additional day stalls are an asset if available. All competitors entered must be offered some form of stabling whether on or off the grounds.
- A list of stabling in the local area should be made available to competitors.

OTHER

- Camping facilities required on the grounds including, access to power and water
- Amenities such as showers and toilets must be provided at the venue
- Truck/float parking areas must be provided
- Suitable catering facilities must be supplied_for competitors and spectators and judges

SUMMARY

The EA Dressage Rule book provides information and handy hints for organisers of dressage competitions.