

THE DRESSAGE SCHEDULE

After checking IQ and EQ calendars and liaising with the IQ Dressage Convenor and IQ Coordinator for a suitable date and deciding on a suitable venue, the Event Organising Committee must draft and send a copy of the schedule/program to the IQ Dressage Convenor for approval. Examples of IQ dressage schedules may be available on the Interschool Queensland "Draws, Programs and Rosters" webpage or on request from the IQ Dressage Convenor. The schedule should be prepared and approved well in advance of the event and made publically available to competitors in a timely fashion taking into account the closing date. The processes below may also be organised through nominate.com.au.

The Schedule must include the following minimum information:

- name of organization running event
- date/s of event
- venue address
- status of event e.g. IQ Qualifier, Regional Championships etc
- list of competitions being offered
- entry fees
- other fees such as stables/admin fees
- nomination process and closing date for entries
- what qualifications, if any, are required or any additional pre-requisites for entry to the competitions.
- phone contact details for organiser
- email address for organiser
- prize schedule; and whether teams prizes and champions etc will be awarded
- any special conditions e.g. Helper Policy
- EA web address link to current tests
- callers permitted or not permitted
- method of draw distribution (and Helpers' Roster distribution, if applicable) e.g. Provisional draw on website, Final draw posted at event venue.

The Schedule will include an Entry Form (This may be by online entry)

The entry form must request the following minimum information:

- horse registered name
- IQ number for the horse/rider combination
- rider EA number
- rider name, address, contact details
- school
- competitions entering
- summary of fees & method of payment
- nominated helper who will be tasked with a job for the event (if applicable)

The following statement must be included in event schedules:

- 'The event will be held in accordance with the current versions, including any amendments, of: the IQ Handbook, EA Rules for Interschool, EA Dressage Rules and EA General Regulations. All competitors and horses must be currently registered with Interschool Queensland and be enrolled at a school which is a current member of Interschool Queensland.'

The following may be included as part of the Schedule or in a subsequent Program which includes the event draw.ⁱⁱ

- Timetable of classes and tests
- List of officials including Organiser, Course Designer, Technical Delegate, Judges, Veterinary & Medical Officials
- Organiser's reservation of right (including refund policy)

- Plan of Event location showing horse parking and non-horse parking areas, stabling and yarding areas, warm-up, marshalling and competition arenas, however simple.
- EA Codes of Conduct (available from National Interschool Rules PROTECTION POLICY – Section 3; see link at end of document) – and a statement that these will be displayed at the event venue
- Acknowledgement of the contribution made by volunteers
- The Refund Policy which should be at the discretion of the OC. Refunds are not normally made for scratchings after the closing date for nominations for competitions unless a medical or veterinary certificate is provided by the competitor within 7 days.

ⁱⁱThe following additional items should be included if possible:

- Brief rules and system of scoring including teams and champions (see IQ handbook)
- Dogs must be kept under effective control at all times
- All riders are responsible for checking with their local DPI regarding transport and spraying regulations prior to travelling to an event.

The following must be printed on all schedules and programs:

Disclaimer of Liabilityⁱⁱ

“Neither the Organising Committee nor Equestrian Australia accepts any liability for any accident, damage, injury, or illness to horses, athletes, ground, spectators or any other person or property whatsoever.”

Reservation of Rightⁱⁱ

“The Organiser reserves the right:

- To cancel any class or event
- To divide any class
- To transfer competitors between sections of a class
- To alter the advertised times
- To refuse any entry, with or without stating the reason.”

Acceptance of Rulesⁱⁱ

Making an entry for any Championship, Qualifying or Affiliated Interschool Event constitutes implicit acceptance of the National Sport Rules for Interschool. All Interschool Events are to operate under the National Rules for each discipline offered. All members of Equestrian Australia, including Junior Members and their Parents/Guardians, shall accept and be bound by these rules. Competitors are responsible for knowing and complying with these rules available for download from:

<http://www.qld.equestrian.org.au/default.asp?MenuID=Rules/11759/0,Interschool/20467/25655>

Horse Health Declaration:

http://www.qld.equestrian.org.au/site/equestrian/qld/downloads/Pre_Movement_biosecurity_declaration.pdf

ⁱ Information from National Dressage Rules **Section 12 - Notes for Dressage Event Organisers**

<http://www.qld.equestrian.org.au/default.asp?MenuID=Rules/11759/0,Dressage/11745/668>

ⁱⁱ Information from National Interschool Rules

<http://www.qld.equestrian.org.au/default.asp?MenuID=Rules/11759/0,Interschool/20467/25655>