**[EVENT NAME]**

Insert Event/OC Logo Here

Insert Event/OC Logo Here

**Hosted by**

**[Organising Committee]**

**[Date]**

**[Venue]**

Entries Close: [Day & time] via [event office or online platform]

**[Fill excess space with major event sponsor logo]**

**Enquiries: [Name] – [number]**

**Email: [email address]**

Ring 1 Course Designer: [Name & Accreditation]

 Assistant Course Designer: [Name & Accreditation if applicable]

Judge: [Name & Accreditation]

Ring 2 Course Designer: [Name & Accreditation]

 Assistant Course Designer: [Name & Accreditation if applicable]

Judge: [Name & Accreditation]

Ring 3 Course Designer: [Name & Accreditation]

 Assistant Course Designer: [Name & Accreditation if applicable]

Judge: [Name & Accreditation]

**Feed:** All feed can be purchased through [Company name]which will be delivering [frequency]. Please contact: [name and phone number]

**Vet On Call: [surgery and number]**

**Farrier On Call: [name and number]**

**Stable Bookings: [ method and/or contact]**

**[ Insert details for any extraordinary prizes to be awarded at the event. Ie Leading Lady and Gent Rider Overall Ring 1 and 2]**

**[Day] [Date] – Start [time]**

Major sponsor Logo Here

Insert ring sponsor Logo Here

**[Sponsor] Arena (Ring 1)**

**Class 1 – [Sponsor name] [Class name ie Mini Prix 1st qualifier]**

**[Additional class requirements or conditions]**

Insert Class sponsor Logo Here

|  |  |
| --- | --- |
| **Height:** | **Article:** |
| **Nomination Fee:** | **Total Prize Money:** |
| **Prizes:****1st: , 2nd: , 3rd [continue as necessary]** |

**Class 2 – [Sponsor name] [Class name ie Mini Prix 1st qualifier]**

**[Additional class requirements or conditions]**

Insert Class sponsor Logo Here

|  |  |
| --- | --- |
| **Height:** | **Article:** |
| **Nomination Fee:** | **Total Prize Money:** |
| **Prizes:****1st: , 2nd: , 3rd [continue as necessary]** |

[Continue listing classes in order of go as necessary. Start each new ring on a different page within each day of competition.]

Handy Hint: Fill white space by inserting sponsor logo’s/adds

**CONDITIONS OF ENTRY**

***{PLEASE ADD & SUBTRACT TO THESE AS NECESSARY FOR YOUR EVENT}***

* **This event is run under EA rules**
* **Late Entries: [insert your policy].**
* **Limit of 3 horses per rider per class and, 2 starts per horse per day.**
* **A horse can ONLY compete in one Championship class. (This does not include Young Rider classes]**
* **Draws will be posted [where/when].**
* **No electric fences allowed.**
* **[ Refund policy]**
* **[Membership requirements]**
* **Dress: [standard to be enforced]**
* **DRESS: All riders to be dressed according to the** [FEI requirements](http://www.qld.equestrian.org.au/site/equestrian/national/downloads/2005/jumping/701_Addendum-7.pdf) **and those attired incorrectly will not be allowed to start.**
* **EA helmet standards will apply**
* **All riders must wear riding boots and an approved helmet at all times while mounted**
* **The Organising Committee reserves the right at their absolute discretion to alter or amend any of the conditions, regulations, or any aspect of the event as they see fit.**
* **Swabbing: The Organising Committee reserves the right to swab horses. Random swabbing of horses may be conducted in any official class. Horses chosen for swabbing must proceed directly to the swabbing box immediately after the presentation.**
* **[Dog Policy]**
* **All riders competing at the event will be expected to have read and accepted the Conditions of Entry, and the Disclaimer.**

**[protests and complaints procedure]**

**[Specific definitions should now be listed; ie amateur, junior, young rider, young horse.]**

**[conditions and scoring for special/extra ordinary awards should be outlined]**

**[Insert additional forms below ie: Stabling, entries, commentary]**