

Annex K: Notes for dressage event organisers

This guide is designed to assist dressage event organisers who wish to run dressage events in Australia. The notes must be read in conjunction with Sections 1–11 of the current EA Dressage Rules. A dressage event may vary from a small club-training event to an official championship event. Event organisers should refer any organisational or rule queries in the first instance to their State Dressage Authority (SDA).

The magnitude of the administration and fieldwork involved will vary according to the type and status of the event. Organisers must use their judgment to adapt whatever is suitable to run an event in a professional manner.

When conducting FEI-level tests at an EA event, the OC must ensure that they are using only the EA FEI-level test as these are specifically for EA rules. DO NOT use the FEI tests off the FEI website.

K.1 Categories of dressage events

Type of event	For approval apply to	Required
FEI Events – CDI	ADC/EA/FEI	Required
FEI Events – CPEDI	ADC/EA/FEI	Required
Australian Championships	ADC	Required
PE Australian Championships	ADC	Required
Australian Youth Championships 10–25	ADC	Required
Australian Young Horse Finals	ADC	Required
State Championships	SDA	Required
PE State Championships	SDA	Required
State Youth Championships	SDA	Required
Official Pony Events incl. Championships	SDA	Required
Club/Regional Championships	SDA	Required
Official Competitive events	SDA	Required
Young Horse qualifying events	SDA	Required
Official Participation events	SDA	Required by some states
Restricted Training/Club events	N/A	Not required

K.2 Calendar

- a) Application/s for permission to hold an Official dressage event or competition must be made in writing to the relevant SDA.
- b) All Official events must be approved by the SDA
- c) All Official events will be listed in the appropriate SDA annual competition calendar.
- d) All Participation event dates should be notified to the appropriate SDA.
- e) If an Official event is cancelled the SDA must be notified.
- f) Date changes must have the approval of the SDA.
- g) Careful consideration of neighbouring clubs should be made when applying for dates.
- h) Be aware of your SDA closing date for applications to run Official events.

K.3 General considerations

- a) Organising bodies wishing to conduct Official Competitive or Participation dressage events in Australia must be currently affiliated with EA.
- b) All Official Competitive and Participation events must be run in accordance with the current EA Dressage Rules.
- c) All members of a dressage organising committee should have access to a current EA Dressage rule book.
- d) For information on protests, reports and appeals refer to EA General Regulations www.equestrian.org.au
- e) Organising committees are to be aware of any legislation within their state in relation to child protection. National, state and territory sports organisations have developed child protection guidelines. These guidelines can help you put policies in place to protect your club and your members. For additional information on required checks for people working with juniors, please contact your state or territory department of sport and recreation (see http://www.ausport.gov.au/supporting/clubs/resource_library/starting_a_club/child_protection)
- f) Organising committees are responsible for assessing environmental issues such as extreme heat, storms, high winds, etc, which may make conditions for running an event unsafe for competitors and their horses. For more information refer to Annex K.
- g) Welfare of the horse is paramount at all events (refer to rule 1.2 and 1.3).

K.4 Venues

- a) The best possible venue should be secured for the conduct of a dressage event.
- b) The venue should be booked well in advance of the proposed event.
- c) Organising committees should be aware of what facilities are or are not available.
- d) Examples of ideal venue facilities include:
 - o Day stalls
 - o Stables
 - o Covered yards
 - o Wash bays
 - o Round yard
 - o Suitable arena surfaces more than 1 arena
 - o Toilets
 - o Showers
 - o Powered camp sites
 - o Spectator parking
 - o Motel in area
 - o Admin / Office
 - o Scoring Office
 - o Catering / Canteen
 - o Judges / Official area

K.5 Arenas

- a) Arenas should be set out to the dimensions shown in the diagram in Annex A.
- b) The surface of arenas is vital for the safety and performance of horses competing and should be made of the best possible footing, such as sand or sand mix with a non-slip base. Other non-slip surfaces are acceptable.
- c) For other arena requirements including surrounds refer to rule 3.6 and Annex M rule 3.5
- d) For positioning of judges refer to rule 10.1.

K.6 Schedule

- a) The event schedule will be dependent on the type of event to be run.
- b) The schedule should be prepared well in advance of the event and made publically available to competitors in a timely fashion taking into account the closing date.
- c) Competitions offered in the schedule should reflect the type of event, expected competitors and venue.

- d) Event organisers must refer to the current EA Dressage Rules (see Section 1 *Conditions of Entry* and Section 3 *Dressage events*) prior to finalising the event schedule.
- e) Young Horse event organisers refer to the current EA Dressage Rules, Section 5.
- f) Australian/State and FEI-sanctioned events refer to the Current EA Dressage Rules, Section 8.
- g) The schedule must include the following minimum information:
 - name of organisation running event
 - venue address
 - status of event Official Competitive and/or Participation/Restricted, etc
 - list of competitions being offered
 - entry fees
 - other fees such as stables/admin fees
 - closing date for entries
 - address for entries to be sent
 - phone contact details for organiser
 - email address for organiser
 - prize schedule
 - any special conditions
 - type of arena surface
 - EA web address link to current tests
 - organisers web address
 - callers permitted or not permitted.

K.6.1 Entry form

The entry form must request the following minimum information:

Information required	Official Competitive	Official Participation	Restricted event
Horse EA number	✓		
Horse registered name	✓	✓	✓
Horse bridle number	✓		
Whether competing horse or pony	✓		
Horse current grading points	✓	✓	✓
Rider EA number	✓		
Rider name, address, contact details	✓	✓	✓
Owner EA number	✓		
Proof of membership	✓	✓	✓
Competitions entering	✓	✓	✓
Summary of fees and method of payment	✓	✓	✓
Closing date of entries and address to be sent	✓	✓	✓
EA Member Release and Waiver	✓	✓	✓
Method of draw distribution	✓	✓	✓

K.6.2 Time draw

When completing a time draw organisers are advised to be aware of number of circumstances that must be considered.

- a) It is strongly recommended that arena familiarisation times be included in the draw and that they be clearly shown in the programme (refer to Section 3, Annex C).
- b) Once entries have closed organisers should prepare a competition plan to complete the time draw (number of arenas required, time required).
- c) Draws can be generated manually or by computer.
- d) The time to allow for each test is printed on each EA/FEI test sheet.
- e) It is strongly recommended to allow 60 to 90 minutes between tests for the same horse, and at least 90 minutes at FEI levels, as these are more strenuous tests.
- f) Draws should be unbiased.
- g) Care should be taken not to have the same competitor riding first in more than one test.
- h) Organising committees may accept requests from riders entering 2 horses in the same competition to schedule one horse before the other in the draw, providing this request is made at the time of entry. This does not apply for State or National Championships.
- i) No judge should be expected to judge more than 40 horses/day.
- j) No judge should judge more than 35 horses in any one competition.
- k) There should be a break for judges of at least 15 minutes after every 10th horse.
- l) If a judge is required to judge more than one competition, there should be a minimum of 30 minutes between the last horse in one competition and the first horse in the next.
- m) The time draw **must** be made available to all competitors and judges in a timely manner before the event.
- n) Other information to be included when sending out the time draw should include all relevant information pertaining to the event: stable allocation, refreshments available, contact details for withdrawals, etc.
- o) Horses can not be changed after close of entries but riders can be changed up to 30 mins prior to start of the competition.
- p) Where a competitor has entered 2 horses in the one competition:
 - the draw time between the 2 horses should be a minimum of 90 minutes and riders can opt for less
 - under no circumstances are the horse's draw times to be swapped once the draw has been completed
- q) The OC may ask riders to move up into scratchings but this is at the discretion of the rider and not compulsory.
- r) The competitor's state of origin must be included in the start list, draw and program for State and National Championships.

K.7 Judges

- a) Only current NOAS judges are eligible to officiate at Official Competitive and Participation events/competitions (refer to <http://www.equestrian.org.au> or your SDA for current lists).
- b) For Ground Jury requirements refer to rule 4.1.
- c) Invitations to judges should be made at least 3 months prior to an event, preferably by email or letter.
- d) It is the judge's responsibility to immediately advise the organiser if they have a conflict of interest with any competitor or horse (refer to rule 1.7).
- e) For protocols for judges accepting invitations to judge refer to rule 10.8.
- f) Refer to rule 10.1 for the placement of judges around the arena.

Refer to Tables at 3.21 for the number and level of Judges required to Judge Official Competitive and Official Participation Competitions.

Immediate confirmation of	Pre Event Follow-up information
* event date/s	* draw to be sent to each judge once completed
* event location/address	* provide contact phone number for competition day
* accommodation requirements	* advise judge where they should report to
* confirm travel remuneration	* keep judges informed of any changes to program
* tests to be judged	* advise judge of accommodation booking
* hourly remuneration if applicable	

K.7.1 Out of pocket expenses for judges

Refer to rule 10.9 for payment of out of pocket expenses for judges and the Chief Steward-

K.8 Other officials and volunteers

Officials and volunteers play a vital role when running a dressage event. The following table indicates what type of event requires which officials and volunteers.

Official/Volunteer role	Championships	Competitive events	Participation events	Restricted events
Event Convener/Event Director	✓	✓	✓	✓
Judges	✓	✓	✓	✓
Writers (1 per judge)	✓	✓	✓	✓
Scorers	✓	✓	✓	✓
Gear Stewards	✓	✓	✓	✓
Test Collectors	✓	✓	✓	✓
Chief Steward	✓	Highly recommended		
Technical Delegate	✓			
Event Secretary	✓	✓	✓	✓
Judge Host	✓	✓	✓	✓
Financial Manager	✓	✓	✓	✓
Sponsor Host	✓	✓		
Prizegiving Manager	✓	✓		
Catering Manager	✓	✓	✓	✓

K.8.1 Writers

- a) Each judge must be allocated a capable writer.
- b) It is preferable that the same writer is used for the whole competition.
- c) Guidelines for writers are available at www.equestrian.org.au
- d) Preferred writers for FEI-level Competitions are:
 - first preference to Judge Educators and Mentors
 - second preference to other senior judges eligible to supervise shadow judging (A, B, C or D level)

- third preference to E-, F-, G-level judges.

K.8.2 Scorers and scoring

- Scorers should be allocated a quiet area to work in.
- EA has free scoring software available online, see www.equestrian.org.au.
- EA has a set format for recording of results available online see www.equestrian.org.au.
- All results must be forwarded to the respective state branch within 7 days of the event.
- Judges must sign off on the final result sheet.
- Results should be posted on organiser websites or distributed to competitors by other means.
- Judges must be given a set of results for the competitions they have judged.
- All results of all judges and the overall total must be displayed by percentage to the 3rd decimal point.
- If a rider withdraws prior to a competition, is excused, eliminated or a 'no show' prior to or during the performance of a test, the words 'withdrawn' or 'excused', 'eliminated' or 'no show' or abbreviations must appear after the rider's name on the results sheet.

K.8.2.1 Scorers must:

- double the mark where a coefficient is indicated
- add the marks in the total column
- deduct the errors of course and penalties from each judge from the total
- calculate the percentage by adding the scores of all the judges and dividing the total by the total marks possible. For example, if 3 judges scored 350, 345 and 349 the total = 1044. Total possible marks for the test was 400. Multiply this number (400) by the number of judges (400 x 3) = 1200. Percentage = $1044 \div 1200 \times 100\% = 87\%$.
- check additions for errors
- place results on the scoreboard as soon as possible
- make the test sheets available for competitors after approval from the judges and no later than 30 minutes after the posting of the final results. Test sheets are confidential.

K.8.2.2 Allocation of marks and scoring

- All half marks from 0.5 to 9.5 may be used for movements and collective marks, at the discretion of the judge, including Freestyle competitions.
- For Young Horse competitions, marks to 1 decimal place may be used in first and second round qualifying competition (e.g. trot 7.8)
- Marks are then added together and any penalty marks are deducted.
- It is essential that all penalty marks are deducted from each individual judge's score before they are totalled.
- Percentages to the 3rd decimal point for each judge must be clearly shown in results lists and on notice boards, together with the total percentage obtained to 3 decimal places.
- A remark is strongly recommended for a mark of 5 or below.
- A remark for all marks is recommended.
- Any alterations to marks must be initialled by the judge in ink.

K.8.2.3 Unmarked movements

If a mark has not been recorded and the judge cannot recall the movement, or cannot be found, the mark allotted should be the average of the collective marks at the end.

K.8.3 Stewards and Gear Stewards

It is highly recommended that a Chief Steward is appointed at all dressage events. For more information refer to rule 4.6 and a current list of accredited stewards is available at www.equestrian.org.au It is compulsory to appoint a Gear Steward/s for all dressage events, refer to rule 4.5.

K.8.4 Technical Delegate (TD)

For detailed information please refer to rule 4.3.

K.8.5 Runners

A runner is a person who is given the task of collecting test papers from the judges and other tasks assigned by the OC. They must:

- a) collect the completed test sheets from the writers after every two (2) or three (3) ridden tests taking care not to disturb the judge or writer whilst waiting for the sheet
- b) take care not to disturb the horse and rider currently competing
- c) deliver completed test sheets to the scorers
- d) convey information from the Secretary to different stewards or vice versa
- e) be prepared to replace arena markers that may have been knocked over.

K.8.6 Hosting judges

A judge's host should undertake the following responsibilities:

- a) meet judges on arrival
- b) have refreshments available on arrival for judges and writers
- c) introduce each judge to their writer well ahead of time (at least 10 minutes before starting time)
- d) advise the judge who is to act as the TD, Chief Steward or as Ground Jury members
- e) advise the judge/writer of their arena number and arena location
- f) 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
- g) advise the judge and writer of arrangements for morning and afternoon tea, and lunch
- h) give Chief Judge/writer a bell or whistle if not judging from a car
- i) ensure that judges and writers are properly looked after during the coffee and lunch breaks and are treated as guests of the organisers
- j) at some time during the day determine each judge's travelling expenses and inform the Treasurer so a cheque is ready on completion of judging. Alternatively payment made be made direct to the judges bank account if bank details are provided
- k) provide a quiet area, away from the scoreboard, where judges can be given access to a duplicate copy of the full result sheet and individual judges marks for their perusal.

K.8.7 Sponsors' host

The person/s allocated to be the host of the event sponsors should:

- a) meet sponsors
- b) have refreshments available
- c) introduce sponsors to organisers
- d) make them feel welcome whilst they wait to present their donated award to the recipients.

K.8.8 Prize-giving Manager

The person/s allocated to be the prize-giving manager should:

- a) be aware of rules 3.19, 3.20 and 8.9, and for FEI-sanctioned events refer to www.fei.org
- b) prepare a prize-giving schedule and make it available to competitors, sponsors and the public
- c) prepare prizes and prize-giving area
- d) have a set of results ready for the presenter
- e) be aware that prizes may be presented by the participating sponsors where practicable after a competition, e.g. during the lunch break, at the end of a day or at the end of the whole event.

In regards to prize giving, it is recommended that competitors are requested to present in competition attire. It is the OC's decision whether prize giving is to be mounted or unmounted

K.9 The role of organising committees and event convenors

- a) OCs are responsible for the overall management and administration of a dressage event.
- b) An event convenor or event director plans and executes the tasks and functions necessary for an event to take place on behalf of the OC.
- c) OCs and event convenors must be very familiar with the current EA dressage rules.
- d) OCs are responsible to their members to run events according to the current dressage rules and should remain transparent at all times.

K.9.1 Event planning

A summary task list for organisers of dressage events is outlined in the table below.

Summary task list

BOOKING DATES/VENUE	By whom	Time frame	Task complete
Select appropriate date/s and type of event (Section 1)	OC		
Book venue (Section 1 and 4)	OC		
THE ORGANISING STRUCTURE	By whom	Time frame	Task complete
Appoint event coordinator	OC	> 3 months	
Appoint event organising committee (appoint areas of responsibility)	OC	> 3 months	
Prepare a budget	Treasurer	> 3 months	
Decide on the event schedule	OC	> 3 months	
Official appointments	By whom	Time frame	Task complete
Book suitably accredited judges (Section 6)	Appointed convenor	> 3 months	
BOOKING DATES/VENUE	By whom	Time frame	Task complete
Appoint a Technical Delegate (Section 7)	Event coordinator	> 2 months	
Appeals Committee (Section 7)	Event coordinator	> 1 month	
Chief Steward (Section 7)	Appointed convenor	> 2 months	
Gear Stewards (appoint and roster)	Appointed convenor	> 1 month	

Scorers (appoint and roster)	Appointed convenor	> 1 month	
Writers (appoint and roster)	Appointed convenor	> 1 month	
Test sheet collectors (appoint and roster)	Appointed convenor	> 1 month	
Stabling steward (allocate stables)	Appointed convenor	> 1 month	
Veterinarian on call	Appointed convenor	> 1 month	
Farrier on call	Appointed convenor	> 1 month	
Notify ambulance / local hospital	Appointed convenor	> 1 month	
JUDGES	By whom	Time frame	Task complete
Book suitably accredited judges (refer to the graph section 3)	Appointed convenor	> 3 months	
Confirmation letter to judges (e-mail is OK)	Appointed convenor	> 2 months	
Forward draw to judges	Appointed convenor	> 14 days	
Book accommodation for judges	Appointed convenor	> 14 days	
Judges gifts (not compulsory)	Appointed convenor		
Travel expenses to judges (refer Judges Honorarium form www.equestrian.org.au)	Appointed convenor	at event	
Thank you letters to judges	Appointed convenor	post event	
FINANCIAL	By whom	Time frame	Task complete
Prepare a budget	Treasurer	> 3 months	
Organise prize monies, cash floats, goods in kind	Treasurer	< 2 weeks	
Payments as required	Treasurer	as required	
Prepare invoices for sponsors/exhibitors/advertisers	Treasurer	as required	
Collection of monies during event	Treasurer	as required	
Judges travel and accommodation	Treasurer	at event	
Deposit incoming monies	Treasurer	as required	

ADMINISTRATION / SECRETARIAL	By whom	Time frame	Task complete
Prepare schedule/entry form and conditions, closing date	Appointed convenor	> 3 months	
Distribute entry form to appropriate interested parties	Appointed convenor	> 3 months	
Take entries, send rider/horse/owner EA status for verification to state branch	Appointed convenor	> 1 month	
Prepare competition plan	Appointed convenor	> 1 month	
Conduct draw	Appointed convenor	> 1 month	
Print draw, rider information and post to competitors and judges	Appointed convenor	ASAP after draw	
Organise test papers, boards, pens, bells	Appointed convenor	> 1 week	
Draw for each judge folder and gear steward	Appointed convenor	> 1 week	
Cover sheet for judge folders: test number.; time; judge's name; writer's name; arena number	Appointed convenor	> 1 week	
ADMINISTRATION / SECRETARIAL	By whom	Time frame	Task complete
Scoresheets for scoreboard, scoresheets master copy, organise scoring method	Appointed convenor	> 1 week	
Organise stationery, etc, for event	Appointed convenor	> 1 week	
Organise First Aid Kit	Appointed convenor	> 1 week	
Organise event office for enquiries	Appointed convenor	> 1 week	

Prepare event operational plan	Appointed convenor	> 1 month	
Prepare risk management plan	Appointed convenor	> 1 week	
Rule book on hand	Appointed convenor	> 1 week	
SPONSORSHIP	By whom	Time frame	Task complete
Develop sponsorship proposal and budget	Appointed convenor	> 3 months	
Secure cash sponsors and product sponsors (refer event budget)	Appointed convenor	> 1-3 months	
Ongoing correspondence and confirmation	Appointed convenor	> 1-3 months	
Trade stands: send proposals / follow-up	Appointed convenor	> 1-3 months	
Obtain advertising material for official program booklet	Appointed convenor	> 1-3 months	
Sponsor gift packages/thank you letters	Appointed convenor	as required	
Organise raffle prizes and tickets	Appointed convenor	> 1 week	
OPERATIONS / LOGISTICS / VENUE / FIELD OF PLAY			
Communication with venue management	Appointed convenor	as required	
Ground preparation: arenas/marquees/seating set up and pull down	Appointed convenor	as required	
PUBLICITY and MEDIA and PROMOTION			
Organise all publicity, promotion and media	Appointed convenor	as required	
HOSPITALITY			
Arrange catering for judges/writers/other officials/volunteers/public	Appointed convenor	> 1-3 months	
CEREMONIES and PRESENTATIONS			
Order ribbons/rugs	Appointed convenor	> 1-3 months	
Develop presentation schedule	Appointed convenor	> 1-3 months	
Perpetual trophies: find and retrieve	Appointed convenor	> 1-3 months	

Task list for organisers of dressage events

Convenor's responsibility on day of event

- Arrive at least 1 hour before comp start time (if arenas need setting up then arrive earlier).
- Check arenas / markers in place.
- Perform risk assessment.
- Set up tent and prepare trailer or other scoring venue.
- Turn power on/urn on.
- Check judges clipboards / note any scratchings.
- Organise Gear Check Steward clipboard with equipment rules and have them and draw steward in place 40 mins before start.
- Handle any enquiries from competitors.
- Welcome judges/writers, hand out boards, direct to arenas/ advise of catering/toilets, etc
- Be aware some judges may not have a car so have a spare car available.
- Put all scoresheets for day on scoreboard.

- Be prompt in getting scores on the scoreboard (double check scores by second scorer).
- Be aware of break times, have catering ready.
- Ensure judges complete their expenses form, available from SDC.
- Have presentation schedule / ribbons / prizes ready for presentation.
- Be prompt in finalising scores / presentation 30 mins after all tests finish.
- Judges must stay at least 30 minutes after the final results have been posted.
- Make a note of non-collected prize monies.
- Pull down arenas and clean up.

Post event follow up

- a) Clean up grounds.
- b) Send thank you letters to sponsors.
- c) Send thank you letters to other/helpers.
- d) Retrieve signage.
- e) Send results to EA state branches and SDA.
- f) Follow up outstanding monies and sponsorship.
- g) Return promotional material to sponsors/advertisers.
- h) Refunds reserves, etc.
- i) Follow up outstanding invoices.
- j) Pay all creditors.
- k) Prepare Profit and Loss statement present to the Organisation committee.
- l) 'Wash up' meeting or debrief