

INTRODUCTIONROLE OF THE TEAM ORGANISER

- To organise your Club's Competitors & take the stress so they can enjoy the competition and represent the club to the best of their ability
- To have a current Rule Book & to know the Rules!
- To advise competitors on the format at Area and Championship Competitions
- To make yourself known to all your club's competitors & introduce Team Members
- To organise the logistics: Entries:Prelim & Area; Training; Team Strip; Transport; B& Bs; Finances

**You need to be a diplomat and a clairvoyant!**

However it is very satisfying role which enables your members to enjoy a day out representing their club

SELECTING YOUR TEAM MEMBERS

## ISSUE A FORM WITH MEMBERSHIP RENEWAL / NEWSLETTER EARLY IN YEAR

- Include Dates of Qualifiers and Championships – Competitors must be available to compete at Champs. Competition explanation – newcomers will not know some of the competitions and the heights/levels
- Ask for their Experience: Level they are currently happy competing at  
Horse's Points & Winnings: BD / BE Points; BS Prize Money  
BRC (& Pony Club) / BHS Qualifications: e.g. BRC Equitation 4 / PC A - not eligible for Novice Dress & R T Member & competitor for another BRC Club – can only compete for one club  
Ask for Copy of Flu Vaccination Record with horse's ID. Horse must be entered under name on this document  
Mobile Phone Number & email address

## RUN SELECTION TRAINING/COMPETITIONS

ORGANISE SOCIAL EVENING to inform potential competitors of procedure, rules, tack etc

BUDGET COSTS with committee and discuss who pays what e.g.

Area Qualifiers: Prelim to be paid by Club; Area Entry & Expenses to be paid by competitor  
Championships: Stabling & Entry to be paid by club; competitor to pay all expenses

ELIGIBILITY

- CLUB:** Must have paid Affiliation Fees and Area Liaison Fee  
Only compete for one club; Change between Winter & Summer competitions (stay for min 12 months)
- MEMBERS:** Competitor must be a BRC member! Registered on BRC Database by Prelim Entry closing date
- JUNIORS:** Under 18 on 1<sup>st</sup> Jan of current year. If qualify in prior year for Winter Champs, still compete as Junior
- RIDER:** G5 Page 8 – Appendix 3 Page 90 See sheet
- HORSE:** G6 Page 9 – Appendix 2 Page 88 See sheet
- Downgrading:** Downgrading from other disciplines does not apply. Send Official BRC Form with competition record

ORGANISING YOUR TEAM MEMBERS

- CHECK:** Eligibility of Horse & Rider for discipline / competition; Availability for Qualifier & Championships
- CONFIRM:** Communicate: Post or email  
Copy of Schedule with directions  
Details of what they entered for: Class / Level and Test; Team or Individual  
Tack Guidelines for appropriate discipline  
Highlight any BRC differences. e.g. Hat harness required for Dressage; Three refusals in SJ  
Name of Team & fellow Team members  
Procedure for getting Times & Course Walk  
Give Flu Vacc checking details online at Area 10 website & make sure they use them!  
Payment required – method & necessity to pay if withdrawn and not replaced
- REMINDER:** Take Full Flu Vacc. History & BRC Membership Card to Secretary's when collecting number  
Contact Sign for lorry

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DEALING WITH THE PAPERWORKWHERE TO FIND THE INFORMATION

QUALIFIER DATES:	BRC & Area Website
AREA SCHEDULES:	Sent to Area Liaison contact; on Area Website
PRELIMINARY ENTRY FORMS:	BRC Website: Click Championships
AREA ENTRY FORMS:	BRC Website: Click Championships
FLU VACC CHECKER:	Area Website
<b>Area Website:</b> www.brcarea10.org.uk	<b>BRC Website:</b> www.britishridingclubs.co.uk

PRELIMINARY ENTRIES:CLOSING DATE:

Received by BRC with payment 21 days before competition or 30<sup>th</sup> June (which ever is earlier)

ONLINE:

Via BRC Website:

click Championships; click appropriate competition; click Online Entry; Fill in form (Add Area 10 to club name) & proceed to checkout

Automated email reply from BHS Shop gives Amount; Date; Order Number & Entry Details

BRC - Lucy Wake - process next working day and send out Declarations Form with a letter by post.

Check Entry on received Declarations Form is correct!

BY POST:

Download Prelim Entry Form (or arrange for office to send)

Fill in and send with payment to BRC office – must be received by close of Prelim Entries

BRC - Lucy Wake - will process and send out Declarations Form with a letter by post.

Check Entry on received Declarations Form is correct!

NOTES:

Once a Preliminary Entry is made it cannot be refunded

If a prelim entry is made, your club is obliged to pay the Area Entry

AREA ENTRY:

Number of teams and individuals should correspond with the Prelim Entries

Send to relevant Entries Secretary – see schedule – and include:

- Official Area Entry Form: Write legibly!
- Payment
- Helpers Form
- Commentary Slips – Horse Trials & FOH Challenge
- Copy of Flu Vaccs. for horses not on Area Database

HELPERS:

At all qualifiers, clubs are required to provide help all day – see schedule for details

Form with helper's contact mobile number and email to be sent with entry

If club helpers do not arrive to do their allotted task, your team could be eliminated

WITHDRAWALS:

See schedule for details but must be made in writing, received by appropriate date

On the competition day horses/riders can only be replaced. Other Combinations should not be moved

Allocated numbers will go to the replacement combination

DECLARATIONS FORMS:

N.B.: These need to be in **before the start** of the relevant class; delegate if arriving later

Write legibly!

Fill in all the boxes - not just on one form!

Contact is the chef d'equipe & person who will receive Championship Info. If not attending qualifier, a nominated representative needs to be shown on the form and have club letter of authority.

Mobile number on the day is important for the contact on the showground.

List Competitors on Declarations in same order as Entry Form

BRC Number is membership number. Carry a list with you

Horse Name must be name on Flu Vacc. Record

Fill in points or Nil!

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**FLU VACCINATIONS**

See Rule G7 Page 10

It is ultimately the competitor's responsibility to check that their horse's certificate complies with the rules. However the Chef d'equipe should also know the procedure and check competitor's certificates before entering a horse.

It is usually the last minute replacement who is eliminated. This may often be a new member so it does not provide a good introduction to your club or the BRC Movement.

**Key Points to check:**

1. The Horse's name is as entered on the declarations form (some may only have a number)
2. The Identification Description & Diagram are filled in
3. Microchip/Freezemark details are filled in
4. It has not been tampered with. Only a vet can make changes & must initial and stamp the document
5. The vaccination record is correct with the new rules

**Revised Flu Vac Procedure – Checking Tips****1: First two Primary Injections and 1<sup>st</sup> Booster plus some annual boosters were before 1 January 2006:**

Check the first two primary injections are correct and that the first annual booster after 1 January 2006 follows on correctly from the last annual booster before 1 January 2006.

(You don't check the 1<sup>st</sup> Booster or any annual boosters before 1 January 2006)

**2: Only the two Primary Injections and 1<sup>st</sup> booster were before 1 January 2006:**

Check the first two primary injections are correct and that the first annual booster after 1 January 2006 follows on correctly from 1st booster

**3: Only the two Primary Injections were before 1 January 2006:**

Check the full flu vac history in the normal way

**4: Only the first Primary Injection was before 1 January 2006:**

Check the full flu vac history in the normal way

**5: All Primary Injections were after 1 January 2006:**

Check the full flu vac history in the normal way

Vaccinations must not be given on the day of the competition or the six days before the competition.

**Area Database**

Once Full Vacc. Cert is checked the horse will be entered on the database and only the most recent vaccination will be checked in future to update the database.

Inclusion on the database does not mean that the record is correct. All checkers are human – see 1<sup>st</sup> para!

A horse eliminated for incorrect vaccination record can not be replaced once the horse has been declared and, if the team qualifies, it will compete at the championships as a team of three.

Note:

1<sup>st</sup> Jan 2006 will change every year so there is always a five year period to be checked.

The scientific research carried out shows that as long as a horse has the two Primary Injections and five successive years of booster vaccinations, the immunity is boosted after this five year period back to the initial level to protect the horse.

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**REVISED BRC FLU VACCINATION CHECKING PROCEDURES FROM 1 JANUARY 2011**

A revised procedure for checking flu vaccination records has been introduced by British Riding Clubs having taken professional, equine medical advice from the Animal Health Trust (AHT).

**1: What is different about the new procedure?**

The difference centres on when the Primary Injections (2<sup>nd</sup> injection must be made between 21 days and 92 days after the 1<sup>st</sup> injection) were initially made.

If the Primary Injections were made **BEFORE 1 JANUARY 2006** then all you need to check is:

- That the Primary Injections were on time with the 2<sup>nd</sup> injection being between 21 days and 92 days after the 1<sup>st</sup> injection
- You **DO NOT** check the First Booster injection dates
- That all Annual Boosters after 1 January 2006 were not more than 1 year after the preceding injection
- **That no injection has been made on the day of the competition or the preceding 6 days**

If the Primary Injections were made **AFTER 1 JANUARY 2006** then you need to check as previously, ie:

- That the Primary Injections were on time with the 2<sup>nd</sup> injection being between 21 days and 92 days after the 1<sup>st</sup> injection
- The First Booster was between 150 and 215 days after the 2<sup>nd</sup> injection
- That all Annual Boosters after 1 January 2006 were not more than 1 year after the preceding injection
- That no injection has been made on the day of the competition or the preceding 6 days

**2: What do I need to use?**

You have the choice of the following:

**A: Flu Vaccination Checklist** (Copy in Rule Book Appendix 23 Page 140)

- Take the date of the first injection and look this up in column headed **Jab 1**
- Compare the dates shown in **2<sup>nd</sup> INJECTION DUE: 21 DAYS** and **92 DAYS** columns with the date in the flu vac record for the 2<sup>nd</sup> injection, if the date is within the range it is fine, if not it is an invalid record
- Take the date of the second injection and look this up in the column headed **Jab 1**
- Compare the dates shown in **BOOSTER DUE: 150 DAYS** and **215 DAYS** columns with the date in the flu vac record for the 3<sup>rd</sup> injection, if the date is within the range it is fine, if not it is an invalid record

**B: Flu Vac Checker**

To use the online flu vac checker, simply go to [www.britishridingclubs.org.uk](http://www.britishridingclubs.org.uk) and select BRC Championships and the Rule Book and you will find the checker at the top of the page; simply follow the instructions on the checker or visit [ww.brcarea10.org.uk](http://ww.brcarea10.org.uk)

The old style **Flu Vac Wheel** can give an inaccurate reading so **is only an aide memoire** and cannot be used as an accurate guide.

**3: Do I still have to check the drawing?**

Yes, you must also verify that the horse and the certificate/passport relate to the same animal.

**4: Do I only have to check the horses that qualify?**

No, **ALL** horses competing in a BRC qualifier or Championships **MUST** be checked **BEFORE** they compete.

**5: What is the minimum vaccination requirement?**

In order to compete at a BRC Area qualifier or at a Championships the minimum requirement is that the two Primary Injections must have been completed more than 7 days before the competition.

**6: What happens if a flu vaccination certificate/passport is incorrect?**

We still operate a zero tolerance policy in that if an error is found then that horse cannot compete at a BRC Area Qualifier or at a Championships until the error has been rectified.

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AREA QUALIFIERS: ON THE DAYINFORMATION

Any last minute information will be posted on the Area Website. Ask your competitors to check this as a matter of course

DECLARATIONS:

Must be in **before the class starts**. Changes can be made until the class starts. Only lame/ill horse/riders can be replaced. Combinations should not be moved from one team to another.

The declaration should record all the **updated correct** information

Make sure that the Declarations Clerk and Secretary are informed of withdrawals & any changes to the entry

NUMBER COLLECTION:

Competitors must present Flu Vacc. Record; Valid Membership Card; (Horse Trials only - Pay Start Fee)

A number will then be issued

HELPERS:

Helpers will be contacted in the week preceding the competition. Usually by text or email

They must arrive on time for their role. Clubs can replace people throughout the day but all day means **all day!**

TIMINGS:

Make sure your competitors get to their arena / collecting ring in plenty of time for tack checking

If anyone is running late, or has a clash of disciplines, inform the relevant ring stewards.

Do not move competitor's time or change arenas without approval from organiser or official steward

PROTESTS: G14 Page 15

Ask the Organiser or Official Steward to check any scoring queries as soon as they are posted. Do not go direct to the scorers.

Any problems should be discussed with the Organiser or Official Steward as soon as they occur

Official protests should be made to the Organiser in writing with a deposit of £20 by the Chef d'Equipe / Club Chairman or nominated representative within 30 mins. of the incident or the scores being posted

SCORING:

Most BRC competitions are Team Competitions which means that the scoring process **will** take longer and can not be finalised until the last team member has gone. Be patient. Do not interrupt the scorers.

PRIZE GIVING:

These must be attended by competitors, suitably dressed, or their representative

Leave a large SAE envelope for your entire club's Rosettes & Test Sheets with the secretary if you can not stay until the end of the Competition. Pay the appropriate postage.

QUALIFICATIONS:

The Official steward will not confirm qualification. The BRC Office will check eligibility and then issue an invitation

RESULTS:

These will be posted on the Area Website. Do not phone the organiser or official steward.

**Ask your competitors to thanks the organising team**

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CHAMPIONSHIPSINVITATION:

Sent to the Chef d'Equipe from BRC Office once membership and eligibility details checked  
 It will include Stabling Form; Championship Entry Form; Checklist; Volunteer Form and Commentary Slip  
 Entry can be done online but stabling is done direct to Stabling Manager  
 Visit the BRC Website for more details & extra Awards

If unable to compete return the entry form **asap** so qualification will go to another Area 10 club. Notify Lucy

RESERVES

Teams must have two original team members. Reserves may be used up to 30mins before the start of the class  
 Make sure you fill in all the reserves – however unlikely they may seem at the time!

Individuals can bring a different horse on production of a Vet's Certificate. The replacement horse must be eligible and the chef d'equipe will have to verify that it is capable of the level of competition required of it.

ACCOMODATION

Camping on site is usually the preferred option as clubs can stay together & party. Just remember that when you are celebrating your neighbours may have not finished and may have an early start the next day.

Book well in advance for B&Bs. Ask previously qualifying clubs for details.

CATERING

All venues are rural so there are no nearby shops; take all your food etc. with you. Catering is provided on site.  
 Check the Championship booklet for details. If you wish to eat off site, book well in advance for a large party but remember that lorries may not be able to get out as a means of transport!

ON ARRIVAL AT CHAMPIONSHIPSParking

Park where instructed. At Aston Le Walls, in particular, space is very tight and it is frustrating if people try to save spaces. Lorries will not get through to a saved space. Either arrive together or accept it! The parking staff are only following instructions and may well be team volunteers!

Separate areas for tents are provided and this is where to establish a club camp.

Declaration Procedure

1. Take horse with Flu Vacc. Cert & hat(s) to checking point
2. Once Flu Vacc. check completed you will be given a laminated card to present at Declarations Tent
3. Stabling Details will be issued
4. Get hat tagged: Current standard mark & Kite mark required inside hat
5. Receive Number; Programme; Commemorative Plaque

Stabling

Stable Manager's Office: Open 0700-2030

If you withdraw or change your arrival plans phone the Stabling Manager, they will be waiting for you to arrive

Use the correct stable: if there is a problem in the night, the contact details must relate to the correct horse

Muck out your stable – you may be charged if you don't

Showground Layout

Find your arenas / rings in advance and make sure your competitors report for tack checks well before their times

XC Course

Organise a Team Course walk. Make sure competitors also walk the course alone and concentrate, noting alternatives

Protests

As qualifiers but to the Championship Director.

Notes

READ THE HANDOUT: ask if you are not sure. Check the Secretary's Notice board for any updates

- Competitors must wear their numbers when schooling and must stay in working in areas
- Inform the relevant officials of time clashes or delays in advance
- Make contact with your Area Rep – especially if you need some help!

**Enjoy the weekend**

**Whatever happens your club did well to qualify for the National Championships and is representing Area 10!**

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