

TABLE OF CONTENTS SECTION 5

1. INFORMATION FOR HOST ZONES	2
2. APPLICATIONS	2
3. CLOSING DATES	2
4. ALLOCATION OF CHAMPIONSHIPS	3
5. FOLLOWING THE ALLOCATION	3
6. THE ADVISORY COMMITTEE	4
7. THE ASSOCIATION EXECUTIVE	4
8. FIRST AID	4
9. HOST ZONE RESPONSIBILITES	4
10. ASSOCIATIONS RESPONSIBILITIES	7
11. GENERAL INFORMATION.	7

THE ORGANIZATION OF STATE CHAMPIONSHIPS

THE ASSOCIATION CONDUCTS ANNUAL CHAMPIONSHIPS AS FOLLOWS:

- a) Showjumping State Championships
- b) One Day Event State Championships
- c) Dressage State Championships
- d) Campdrafting State Championships
- e) Sporting State Championships
- f) Mounted Games State Championships
- g) Jumping Equitation State Championships
- h) Show Riding State Championships
- i) Polocrosse State Championships

1. INFORMATION FOR HOST ZONES

State Championships are to be conducted by the Association and are hosted by Zones.

Application to host a State Championship is to be made on the official application form which is available from the Association office and on the Association's website. The allocation of Championships is made by the Council and dates for the conduct of same are agreed upon by the host Zone and Council.

2. APPLICATIONS

To be received from Zones to host State Championships on the prescribed form and must contain:

- a) The type, size and number of stalls/yards/stables available at the venue and the COST TO COMPETITORS for stall/yards/stables.
- b) The number of arenas available for competition (dressage and showjumping).
- c) Particulars of night lighting, office space, facilities for scorers etc.
- d) Particulars of any other bookings of the grounds during the period of the Championships (e.g. race days, trotting fixtures etc.)
- e) Camping facilities, availability of electricity and APPLICABLE CHARGES PER FAMILY, showers, toilets, telephones etc. on the ground.
 - Any other useful information — type of ground catering arrangements, nearby motels etc.
 - Special Conditions for Campdraft Championship - Assurance that there will be sufficient cattle for a second round and that there are suitable facilities for Campdrafting.
- f) Details of a host Zone contact and Safety Officer for the event.
- g) The number and experience of available personnel.
- h) Such other information as may be required on the application form.

3. CLOSING DATES

For applications to host State Championships are as follows:

Each application shall be in writing in accordance with Clause 1 hereof and include the information in accordance with Clause 2 hereof and must be received at the Association office:

- a) For Dressage, Sporting and Campdrafting, Jumping Equitation and Showjumping State Championships at least seven (7) days prior to the March/April meeting of the Council in the year prior to the State Championships to which the application refers;
- b) For Polocrosse, Mounted Games, One Day Event and Showriding State Championships at

least seven (7) days prior to the July/August meeting of the Council in the year prior to the State Championships to which the application refers;

- c) If there is only one valid application to hold a State Championship provided that the Council considers that application to be satisfactory the Zone making such application shall be appointed to hold the subject State Championship. If there are more than one (1) valid application to hold a State Championship which the Council considers satisfactory the application which is accepted to hold the subject State Championship may be decided by the Council by a simple majority;
- d) If there are no valid applications received for a State Championship or if only one is received or more than one and the Council declares that the one or all of them are unsatisfactory for any reason whatsoever, applications to host such State Championships shall be called for the ensuing meeting of the Council (the “second meeting”) to be received in writing in accordance with this section at least seven (7) days before the second meeting;
- e) At the second meeting applications shall be considered in the following priority:
 - a. Written valid applications received at least seven (7) days before the second meeting;
 - b. Written otherwise valid applications received prior to the second meeting;
- f) If there are one or more applications pursuant to the sub-clause (e)(a) above considered by the Council at the second meeting to be satisfactory, that one or if more than one the one of them chosen by the Council by simple majority shall be accepted to host the subject State Championships;
- g) If at the second meeting there has been no appointment pursuant to sub-clause (e)(a) above the Council may accept an application in accordance with sub-clause (e)(b) if more than one by simple majority;

If there has been no appointment at the second meeting to host any State Championship the Executive may appoint a Zone or Zones in conjunction to host the subject State Championships.

Zones are encouraged to apply to host a State Championship as early as possible so that State Sponsorship may be sort.

4. ALLOCATION OF CHAMPIONSHIPS

State Championships dates will be set by the State Executive and will be held preferably on a weekend or public holiday where possible.

Zones applying to host State Championships must, before any allocation is made, undertake to ensure that *all mounted adult helpers* at the venue during any championship, *will wear approved riding boots and approved equestrian helmets*.

4.1 At the time of allocation of State Championships the Council shall list all applicant Zones in order of priority. After allocation of the Championship to a Zone, members of the relevant Advisory Committee (or the Advisory Committee’s Delegate) shall inspect the allocated venue and if it is found that the venue/stabling is not up to standard the allocation for the Championship shall pass to the next Zone in the order of priority.

5. FOLLOWING THE ALLOCATION

Of a State championship to a Zone, the Zone is required to submit the following particulars to the Association for consideration by the relevant Advisory Committee as early as possible:

- a) Details of cattle and yards etc. for campdrafting.
- b) Names, addresses and telephone numbers of suggested judges and/or course designer

(one only required) together with reserve names.

- c) List of suggested officials for the event including names of timekeepers, assistant scorers, pencilers, stewards, gear check stewards and all other officials as required.
- d) Any other relevant particulars for the organizing of the championship.

6. THE ADVISORY COMMITTEE

Will meet with the Delegate/s from the hosting Zone to discuss details submitted. Zones are particularly asked not to make any approach to recommended judges prior to the approval of the Advisory Committee. The Association will officially invite all judges and other officials, as approved by Advisory Committee.

7. THE ASSOCIATION EXECUTIVE

The Associations Executive is responsible for appointing the Technical Delegate, Chief Scorer and Chief Gear Steward and other key personnel. The Executive of the Association will determine what personnel will attend any Championships and have expenses paid.

The Advisory Committee is responsible for appointing judges, fitness inspectors and other officials as required.

8. FIRST AID

The Association will arrange for suitably qualified first aid personnel to be in attendance at all State Championships. First Aid will be available at a location (or locations, depending on the event) designated and well publicised by the host Zone.

The host Zone will advise the local ambulance station of the event in case of emergencies for all Championships, (especially for the Cross Country Phase of the One Day Event as an ambulance is no longer required to be on the grounds).

The host Zone will also provide equipment to ensure that all officials, including First Aid providers, are able to effectively communicate at all times during competition and the final presentations.

9. HOST ZONE RESPONSIBILITIES

- i. It is the host Zones organising committees responsibility to liaise with the Technical Delegate for the event.
- ii. The host Zone organises arenas, scoring facilities for dressage judges, bells, hooters, stopwatches etc. as required.
- iii. The host Zone appoints timekeepers. The required number of stopwatches is the responsibility of the host Zone. All cross country jump judges must carry a stopwatch to register "time off". Where electronic timing is used, "back-up" timers must also be used.
- iv. Following allocation of venue for One Day Event, the Advisory Committee will meet with the host Zone Championship Committee and the course designer prior to the building of the course, to advise on regulations governing courses, the expected number of courses etc., and standard required.
- v. Zones hosting One Day Event Championships are required to supply suitable transport for the use of the Technical Delegate on the cross country course.

- vi. For One Day Event Championships each Zone which has between three (3) and ten (10) (inclusive) nominations must supply at least one (1) Cross Country Jump Judge and a further one (1) Cross Country Jump Judge for every additional ten (10) nominations or part thereof. Names are to be supplied to the Zone Secretary by the Association. The host Zone is responsible for appointing the remainder of the cross country jump judges as well as a steward for each fence. Each cross country jump is manned by an appointed judge and steward. The host Zone Chief Instructor is responsible for briefing judges from the host Zone, on the, requirements before the championship begins, however the Technical Delegate will conduct a final briefing.
- vii. For State Sporting Championship each Zone must supply one (1) volunteer/Zone Official for every five (5) nominations and a further volunteer/Zone Official for every additional five (5) nominations part thereof. Names are to be supplied to the Zone Secretary by the Associations. The host Zone is responsible for appointing the remainder of the volunteers required for the Championship.
- viii. For State Mounted Games Championship each Zone must supply two (2) Zone Officials for every team nominated. Names are to be supplied to the Zone Secretary by the Association. All Zone Officials are to be familiar with the rules and will assist as Line Stewards on the day. The host Zone is responsible for appointing the remainder of the volunteers required for the Championship.
- ix. Work Health & Safety. The host Zone must appoint a Safety Officer who in conjunction with the Technical Delegate will be responsible for safety during the event. The safety officer is responsible for ensuring a risk assessment has been completed and all potential hazards identified and assessed. They are also responsible for the safety briefing.
- x. The Official commencement time for a State Championship is from when back numbers are allocated and finishes when the last horse leaves the presentation arena.
- xi. The host Zone should be familiar with Working with Children policy and the associations Member Protection Policy, Child Protection and Zero Tolerance Policy and hold current copies of this policy on site.
- xii. The host Zone is responsible for ensuring that the area designated for the Championships (including camping, horse free areas, parking and yards etc.) has been checked for its suitability and that a risk assessment and safety check has been completed (including checking that all extension cords have been tested and tagged) by the Safety Officer. A Safety Briefing must be conducted for each Championship by the Safety Officer. All members are responsible for reporting any safety issues to the Safety Officer, Technical Delegate or a member of the Advisory Committee during the Championships.
- xiii. Biosecurity. The host Zone must adhere to the Associations Biosecurity Plan including the provision of a designated entry point for mandatory horse identification and collection point for Horse Health Declarations, quarantine area and work with the Association to provide appropriate hand washing facilities and Personal Protective Equipment (if required) necessary for volunteers to complete their duties in line with the Associations Biosecurity Policy.
- xiv. The host Zone will arrange for a veterinarian for referrals in accordance with these rules.
- xv. Host Zone should note, and it is to be included on all Championships Schedules, that: If a

horse is so severely injured that on humanitarian grounds it has to be destroyed, the following procedure shall apply; if the owner or his authorised representative is present his agreement will firstly be obtained by the official veterinary surgeon. If the owner or his representative is not available the Technical Delegate acting on the advice of the official veterinary surgeon may order the destruction of a horse.

- xvi. The host Zone should make themselves familiar and have a completed copy of the Emergency Response Plan on site which may be found on the association's website.
- xvii. Domestic arrangements. **The host Zone is responsible for all catering including the catering for judges, first aid personnel and officials. Judges to be directed to the luncheon room at the appropriate time.**
- xviii. The host Zone is to ensure that all personal riding motor bikes/quad bikes wear appropriate approved helmets and all personal using any type of motorised vehicle abide by all current road rules.
- xix. Provide a prominent map/notice which should advise where competitors are permitted to camp and locality of toilets, showers and electricity. Horse free areas must be clearly identified. Ample garbage receptacles should be located adjacent to camp sites.
- xx. The Zone may charge an admission fee to the ground and has the sole rights to monies raised by catering and refreshment stalls or any competitions they wish to conduct. Particulars of anticipated catering facilities should be advised to the Association prior to the printing of the schedule.
- xxi. The Zone is responsible for supplying the venue, all equipment and any associated costs.
- xxii. The Zone Secretary with Zone appointed assistants is responsible for operating an office during the Championships. This should include the period when travellers are arriving at the ground.

This office is responsible for:

- The allocation of stables which, for the benefit of team managers and team members, is to be organized in Zone groupings. For competitors arriving during the night, a notice board giving stall allocation and/or a contact number must be displayed in a prominent position. Zones that have travelled the furthest distance should receive the best stables/yards. The person in charge of stable allocation shall wear an identifying arm band or jacket.
 - All horse must be kept in the stables/yard provided and no private yards may be use.
 - Issuing of back numbers to team managers takes place from 2.00 pm on the day prior to commencement of competition. The collecting and refunding deposits for back numbers should be completed prior to the presentation of results. Deposits are only refunded if back numbers are returned at the conclusion of the championship and are IN GOOD ORDER by team managers.
- xxiii. The host Zone must arrange a suitable quiet area for the scorers (caravan not acceptable) with sufficient table space to facilitate five or six scorers with lighting, power points etc. The scorer's room is out of bounds to all competitors, team managers and members of the public. Specific scoring books are used for Sporting Championship and should be prepared

prior to the start of the event. Any queries on scoring are to be lodged with the Secretary at the venue. Outside score board/s of suitable size for all score sheets to be posted, are to be arranged.

- xxiv. The host Zone supplies and operates the public address system for control and marshalling at the championship. This should be operative on the day prior to the championship.
- xxv. The parade for final presentation MUST NOT be marshalled until the finalisation of the scoring. This is a minimum of 15 minutes after the posting of the score sheets. The chief marshal should liaise with the Technical Delegate to determine the appropriate time. Final scoring calculations are time consuming and it is unwise to marshal competitors too early.
- xxvi. Gear stewards (number as appropriate) other than the chief gear steward, are appointed by the host Zone. They should be persons fully conversant with the latest rules and will be finally briefed by the Technical Delegate.
- xxvii. Experienced pencillers (writers) for Championships are appointed by the host Zone.
- xxviii. Arrangements should be made to have score sheets taken to the scoring area as quickly as possible by runners. Host Zone shall appoint sufficient runners for this purpose.

10. ASSOCIATIONS RESPONSIBILITIES

The Association is responsible for the ordering and supplying of ribbons and trophies and travelling and accommodation expenses associated with judges, Technical Delegate, Chief Scorer and as authorized by the Association Executive. For Showjumping, Equitation and One Day Event Championships the Association is also responsible for the travelling expenses and accommodation for the Course Designer.

- i. All entry fees are retained by the Association to assist in offsetting costs incurred with the championship. Camping/Stable fees are collected by the association and are sent in with State Entry Fees on a separate Zone cheque.
- ii. The schedule of events is compiled and posted to the Associations website for downloading.
- iii. Following the closing of entries, the host Zone Secretary will be advised of the number of stables required by the association.
- iv. All stabling arrangements for Championships are to be made through the Association office. No person, Club or Zone is permitted to negotiate privately for special stabling.

11. GENERAL INFORMATION.

Emergency telephone numbers i.e. police, ambulance, fire brigade, doctor, hospital, veterinarian to be displayed on a notice board at the venue. Church services may be displayed on a notice board at the venue.

The gear check area/s must be enclosed and a steward is required to mark off competitors as they pass through the gear check/s. Competitors must go directly to the competition area following inspection and must not leave the enclosure for any other reason. Where circumstances arise at State Championships such as a split venue, two Chief Gear Check Stewards will be appointed.

For one day event, dressage, showjumping, sporting and campdrafting championships the

Advisory Committee appoints fitness inspection personnel to carry out the required checks.

For One Day Event championships a fitness inspection will take place before the dressage and showjumping phases. For showjumping championships the fitness inspection takes place before the first event. Commencing times of each fitness inspection are to be arranged by the host Zone in liaison with the Technical Delegate.

Invitations extended to other States or countries to compete as special guests at any State Championship are issued by the Association in liaison with the host Zone.

For Campdrafting championships the host Zone is responsible for the provision, cartage and insurance of the cattle.

Zones may request a cattle levy to be paid by competitors. Any cattle levy is to be advised in the championship schedule and is collected by the host Zone.

The Zone Secretary will contact the Association on all matters regarding the organization of the Championship.

The host Zone Executive Committee and the host Zone Chief Instructor will liaise with the Championship Advisory Committee and the Technical Delegate on all matters to facilitate the smooth running of the championship, including the final presentation, speakers, guests of honour etc.

All State Championships are conducted on behalf of the Association and the final responsibility for their conduct will always be that of the Association.

The Technical Delegate, Advisory Committee and any members of the Executive present (refer section 4) are the final arbiter on protests and policy at the event.

The spectator area at all state Championships (including mounted games) is to be horse free.