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## **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
- j) Combined Training State Championships
- k) Team Sporting State Championships
- l) Team Penning 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.
- 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 and Team Penning Championship - Assurance that there will be sufficient cattle for a second round/final and that there are suitable facilities for Campdrafting and Team Penning.
- 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) All Championship applications must be received at the State Office at least seven (7) days prior to the July meeting (12 months prior to the Championship) of the Council in the year prior to the State Championships to which the application refers;
- b) 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;
- c) 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;
- d) 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;
- e) 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;
- f) 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;
- g) If at the second meeting, there has been no appointment pursuant to sub-clause (e) (a) above the Council may give approval for the State Executive to make a decision if time is constrained.

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 sought.

#### **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.*

#### **5. THE ADVISORY COMMITTEE**

Zones are 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.

#### **6. 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.*

## **7. 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 Association 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 Association 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.

## **8. HOST ZONE RESPONSIBILITIES**

- i. It is the host Zone co-ordinator's responsibility to liaise with the Association for the event. The Association will liaise with the Technical Delegate and the Advisory Committee.
- ii. The host Zone organises arenas, scoring facilities for judges, bunting, chairs etc. The association will supply bells, hooters, stopwatches etc. as required.
- iii. The Host Zone will appoint a Volunteer Coordinator to liaise with the State Office. The volunteer list will be approved by the Technical delegate before being posted to TeamApp. The Volunteer Coordinator will be the main point of contact at the event for all volunteer related enquiries. Riders are to nominate volunteers per the event schedule for each discipline.
- 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 if required, 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.
  - i. Riders must nominate a volunteer when entering for all State Championships. For One Day Event Championships the Technical Delegate will conduct a Jump Judges briefing, and also conduct a Serious Incident Management (SIM) meeting. The SIM Plan will be completed by the Association in conjunction with the Technical Delegate and SIM Committee and shared with relevant parties.
  - ii. 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 Volunteer Coordinator by the Association. The host Zone is responsible for appointing the remainder of the volunteers required for the Championship.

- iii. For State Mounted Games Championship each Zone must supply two (2) Zone Officials for every team nominated. Names are to be supplied to the Volunteer Coordinator 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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 if applicable 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.
- viii. 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.
- ix. The host Zone will arrange for a veterinarian for referrals in accordance with these rules.
- x. 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.
- xi. 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. A copy will be supplied to the Safety Officer.
- xii. Domestic arrangements. **The host Zone is responsible for all catering including the catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.**
- xiii. 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.

- xiv. 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.
- xv. 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 admission fee and catering facilities should be advised to the Association four months prior to the event.
- xvi. The Zone is responsible for supplying the venue and all equipment, and any associated costs will be reimbursed by the Association.
- xvii. The Association is responsible for operating an office during the Championships. This should include the period when travellers are arriving at the ground. 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.
- xviii. In conjunction with the Association, the host Zone 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.
- xix. 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 Event Office at the venue. Outside score board/s of suitable size for all score sheets to be posted, are to be arranged.
- xx. 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.
- xxi. 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 Event Office 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.

## **9. 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, One Day Event and Combined Training 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.
- ii. The schedule of events is compiled and posted to the Associations website for downloading.
- iii. Following the closing of entries, the host Zone co-ordinator 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.

## **10. 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 all 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 (in the case the cross country is held before the showjumping). For showjumping championships the fitness inspection takes place before the first event. Commencing times of each fitness inspection are to be posted in the event schedule 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.

For Campdrafting championships the host Zone is responsible for the provision, cartage and insurance of the cattle, which they will be reimbursed for by the Association.

The Zone co-ordinator will contact the Association on all matters regarding the organization of the Championship.

The host Zone co-ordinator and Event Office will liaise with 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.