

# A Guide to Conducting Successful Showjumping Events

2nd Edition



## Introduction

---

Showjumping is an exciting and entertaining spectator attraction and can be a wonderful supplement to your annual show. The following is a document which will help in the preparation of classes that will maintain the great legacy of Horse events at Agricultural Shows.

**Jumping NSW** is keen to assist wherever possible in the construction of your Event and if you require any further assistance or clarification The Council can be reached by contacting:

The Secretary on Postal Address:  
Jumping NSW  
PO Box 118 Camden NSW 2570  
Telephone:[02] 46512312  
Email: nswsjc@pnc.com.au

Equestrian NSW:  
Sydney International Equestrian Centre  
Saxony Road, Horsley Park NSW 2164  
PO Box 7077 Wetherill Park BC NSW 2164  
Telephone [02] 9620 2660  
Email: elysha@ensw.com.au

**Jumping NSW** is the Showjumping arm of Equestrian NSW.

Its role is to control, promote and develop showjumping throughout the state. In NSW, the majority of showjumping events are conducted by the Agricultural Societies. It is **JNSW's** objective to assist Shows in running better Showjumping Events.

Equestrian sports are the only Olympic sports, where male and females, compete against each other on equal terms. Of the equestrian disciplines, Showjumping is the most spectacular. It is a spectator attraction where the elite athlete is the horse and the tactician and brainpower is the rider. The rider has to be fit and focused. What you see when a rider is competing on course, is the culmination of many years of tireless training and a bond of trust between horse and rider.

Horse classes are a mandatory section of an Agricultural Show and Showjumping is amongst the most spectacular of all horse events. As a Show Organiser, you will be aware when the attendance figures are at their peak. Consider

scheduling your main class (Grand Prix) and novelty class, during these peak periods to capitalise on the spectacle and excitement of Showjumping.

The considered presentation of jumping classes can, and do, attract both spectators and sponsors.

Whether it be a query, rule clarification, assistance with your program or need of accredited officials, **JNSW** can help.

## Arena

---

The **size, location and footing** of the competition arena are important factors in attracting competitors to your show. It also determines the spectacle that showjumping presents to your patrons and sponsors.

Few organising committees have the luxury of providing a large arena for showjumping as there are other horse competitions and attractions being offered and competing for space.

## Size

---

A rectangular arena of **80 metres by 60 metres** provides sufficient space for the conduct of most showjumping competitions.

Areas smaller than this present a congested display to the public and limit the variation in courses that the course designer can present for the competitions. A small arena does not mean that the time it takes for a horse to complete their course will be shorter than in a larger arena. In fact more often than not the courses in small arenas are longer than in a larger arena because of the increased number of turns.

## Boundary

---

All showjumping arenas need to be totally enclosed for the safety of the competitor and the public and is a requirement the rules of jumping.

The more prominent the arena boundary the safer the arena is.

Display **bunting** is a common method of enclosing the arena. It can often be provided by sponsors or reclaimed from used car yards and the like. The use of **Plastic chain** is now the most

---

popular of boundaries and is safer and more attractive than bunting. Both are preferred to rope as they are more prominent and more likely to break if a horse becomes entangled.

If steel posts are used to hold up the arena boundary they should be **capped for safety** and reduction of injury to horse and rider.

## **Location**

---

Showjumping is a dynamic sport, that provides a **visual spectacle** to patrons of the show. By placing the arena in a location where patrons and sponsors can comfortably gather they will better enjoy the capabilities of the horse and rider.

Having an **arena away from noisy, moving sideshows** allows the horse to perform at its best without distraction.

Equally important is the location of other competitions being conducted in the arena. Horses are easily distracted by harness classes, donkey classes, and working stock horse classes and whip cracking.

## **Surface**

---

Increasingly riders and owners of horses are giving consideration to the arena surface for showjumping events. The performance and longevity of the horse is directly influenced by the arena surface on which they compete.

**A flat, grippy yet elastic surface** is preferred by horses, their owners and riders.

As showjumping is likely to be just one event which is conducted on the arena during the course of the year it is not practical to have a dedicated jumping surface. However a few simple steps generally can improve the existing surface. **Aerating** the surface, **irrigating** the arena in the week prior to the show and where necessary an application of sand will help achieve evenness, elasticity and grippiness.

It is important to start **watering the arena at least one week prior** to the event. This allows the water to penetrate deeper, encourages the turf to grow and provides a more uniform consistency in the top soil. If the arena irrigation starts just prior to the show the top soil becomes wet but the subsoil remains dry and the arena becomes slippery.

Freshly mown grass can also increase the slipperiness of an arena particularly if it is done just prior to the event. Mowing should be done seven to ten days prior to the event so that the cuttings can breakdown and the cut grass re-established. A **coverage of 50 to 75 millimetres** of grass has proven to be more resistant to the wear and tear of showjumping than short 'bowling green' mowing.

## **Practice Arena**

---

Often the practice arena is overlooked when organising committees are setting up their event.

It must be remembered that **most of the jumping a horse does is in the warm-up arena**. Therefore the warm-up arena needs to have a well prepared surface.

The larger the warm-up arena the happier the riders are. An arena 50 metres by 30 metres is a **minimum size**.

In the warm-up arena there must be one spread fence and one vertical fence. It is also very helpful to have a cross rail fence in addition to the two compulsory fences.

A covered area for the marshal to work from is always appreciated and a notice board for displaying the course plan and draw can also be located here.

## **Judges Box**

---

As the judge is in charge of the competition, the **location of the judge's box** is most important. This Official spends a great deal of time at their post and should, if possible, have an elevated position (i.e. a trailer or similar), should not be facing into the sun and have a cover from the elements. An efficient Judge can handle approximately 25 to 30 riders per hour, the more riders who enter your Show, the more attractive the economics of your event.

## **Schedule**

---

The schedule **sets out the conditions of entry** and is an important document in showjumping. It outlines the competitions to be conducted and the manner in which they are conducted. It also states the entry fee, closing date for entries, number of placings offered and prize money for each placing. Other information contained in



---

the schedule will be the organising committee contact person, with their contact details, address, telephone, fax, e-mail, the name of the course designer, judge and chief steward. The schedule may also state the starting time of the first competition and approximate starting time of subsequent competitions as well as other awards offered such as leading horse and rider etc.

This schedule should also contain any qualifications you may place on entrants. It should specify the definitions of what is a:

*Junior rider:* between the ages of 12 years and 18 years at the date of the show. [example]

*Young rider:* between the ages of 16 years and 21 years at the date of the show. [example]

*Amateur rider:* Amateur is a rider 21 years and over, has never competed in a World Cup Qualifier, who has never competed in Olympic Games or World Equestrian Games in Showjumping or Eventing and has not competed in Part 1 or 2 at Sydney, Brisbane, Melbourne or Adelaide Royal Shows in the past two years. Has never competed in a 4 star Eventing competition. Amateur Riders cannot enter a class that is higher than the height of the designated "Amateur Class" at the show. Excluded from the "Amateur Class" are horses that have competed in classes above 1.20m at the same show. [example]

*An Adult Rider* is any person who is 18 years and over at the date of the competition. [example]  
(See appendix 1)

## **Competitions**

---

All competitions conducted at events are **run under EA and/or FEI rules and conditions**. These conditions are available from the EA website and are available to all events that are affiliated with EA.

The main type of competitions conducted at events are Table A competitions. There is a range of other special competitions available, some of them novelty type competitions.

The organising committee needs to **strike a balance between** the classical Table A competitions and the special competitions. Within the National Rule book there is a section which lists a number of non Table A competitions

which can add variety and interest to the event's programme.

Whatever competitions are decided upon the FEI/EA judging article should be included in the schedule.

## **Competition Draw**

---

In the interest of fair play it is preferable that **a draw be done for each competition**. This draw should be posted at the arena entrance, preferably one half hour before the competition commences. Riders with more than one horse entered in a competition should have a minimum of six horses between each of their mounts.

If a draw cannot be done for the first round then a draw should be done for the jump off where applicable. It is preferable to keep the competition flowing in the interest of spectators rather than wait for a draw to be done for the first round.

## **"Grades" and Height Competitions**

---

The old system of Graded horses is now defunct and showjumping competitions are now only offered as **Height Competitions**.

The competition is listed as a Height Competition. For example 1.15metre height competition. The only other distinction between heights is that competitions of 1.05m and above DO attract points for the horse [i.e' 4points for 1st place, 2 for 2nd place and 1 point for 3rd place] and could be termed as "Official". Competitions of 1.04m and below DO NOT attract points for the horse and could be termed as "Unofficial".

Junior, Young Riders and Amateur classes are also "unofficial" and horses competing in these classes DO NOT attract points, even if the height is over 1.05m.

### **Grades To Heights: A GUIDE:**

To simplify the change, a guide between to old "Grades" and the new height competitions could be described as follows:

- [a] Maiden jumping horses would be offered a start in height classes from 75cm to 1m and could be restricted to horses with 6 or 7 points or less.
- [b] Novice jumping horses can be offered a start in height classes from 1.00m to 1.15m and

---

would be typically horses with between 8 to 16 points. NOTE: If the Course is 1.05m and above it would attract points to that horse.

- [c] Height classes of between 1.15m and 1.25m can be restricted to horses with points between 17 and 35 points.
- [d] Height classes between 1.25m and 1.40m can be restricted to horses with between 36 and 80 points.
- [e] Height classes from 1.40m and above be offered to horses with 81 points and above.

Organisers can also offer an “Open” Height class of any height. This competition will allow horses with any number of points to enter. This enables Owners/Riders who feel their horse would be improved by “coming back a height”.

“Open” height classes should offer LESS Prizemoney than Classes that specify points for entry as you can have horse with 50 or more points competing against horses with 20 points, thus being an unequal competition.

The introduction of height classes as opposed to the old Grading system means that entrants can now be assured of the height of each class and the event organisers can be assured that only the required horses enter each class.

By limiting the point “spread” for each class, thereby eliminating the old claim that A, B, C grade horses were entering height classes to collect prizemoney directed to less experienced horses & riders.

For example a schedule could be published as:

Class 1a – 1.00m **Junior** class [this would indicate that a junior can enter on any horse].

Class 1b – 1.00m **Amateur** class [restricted to Amateurs as described in the schedule, on any horse].

Class 1c – 1.00m Height class restricted to horses with 15 points and under.

*Classes 1a, 1b & 1c will be run concurrently over the same course.*

Class 2a – 1.10m **Junior** class [this would indicate that a junior can enter on any horse].

Class 2b – 1.10m Height class restricted to horses with 15 points and under.

Class 2c – 1.10m **Open** height class restricted to horses with points between 16 and 30.

*Classes 2a, 2b & 2c will be run concurrently over the same course.*

Class 3a – 1.20m Height class restricted to horses with 30 points and under.

Class 3b – 1.20m Open Height Class [this “open” class would allow ALL horses to enter, especially those needing to come back in height for retraining reasons. Prizemoney should be minimal in this class].

*Classes 3a and 3b will be run concurrently over the same course.*

Therefore in the above you are offering **Junior’s** two classes to choose from. The Amateurs is a class of their own so they will not be competing against “professional” riders.

### **Entry Method**

---

In the past all entries were restricted to mail and required the Competitor to plan well in advance, this method did not allow for unforeseen circumstances of either horse or rider.

**Post entries** on the day are still favored with the riders and allow competitors to arrive on the day and place and pay for their entries well before the competition. It is advisable to publicise and announce that entries will close one hour before the start of each class to enable score sheets to be completed and a draw to be done and posted.

*This method also allows for late entries and scratchings to be done at the last minute and if you do not expect large fields, may be the most convenient.*

There are a **number of Electronic entry means now available** either through Global online see [www.globalentriesonline.com.au](http://www.globalentriesonline.com.au) or Nominate see [www.nominate@nominate.com.au](http://www.nominate@nominate.com.au) both of which are a great boon to the reduction of paperwork at all stages of your event.

These systems will allow last minute changes for both parties and will provide.

Automatic control of class numbers

Control of all entry fees directed to your show account

Immediate refunds if necessary

- 
- Communications to all entrants
  - Creation of draws for each class
  - Creation of score sheets for each class
  - Creation of Marshall sheets for each class

These systems can be supplemented with a paper entry method if the show deems necessary.

## **Prizemoney and Entry Fees**

---

The entry **fee for a competition should be directly related the amount of prizemoney offered**. The suggested rate is approximately 10% of the first prize money offered.

Competitors appreciate low entry fees as they can add up to a considerable amount if they have a number of horses competing at the Show. A lower entry fee makes the event more attractive to the competitors.

For a class to be considered an "official" Height class there needs to be a minimum of \$100.00 total prize money, which may include the value of rugs or trophies. The class must be of 1.05m or higher, have a minimum number of 10 EA registered Horses and Riders and be conducted under the control of an EA accredited Course Designer or Judge.

The more prize money an organising committee can offer the more competitors and the higher the quality competitor the event can attract.

The prize money should be greater for the higher levels of competition, for example a 1.35m height class than for the lower heights.

As a guide the level and distribution of Prizemoney could be as follows.

[1] the entry fee should be approximately 10% of the Prizemoney offered i.e. if the 1st Place Prizemoney offered for a class is \$100 the entry fee should be around \$10.

[2] the breakup of the prizemoney should be around 30% for 1st place, 25% for 2nd, 20% for 3rd, 15% for 4th, and 10% for 5th.

[3] as a guide entry fees can be scaled according to the Riders and importance of the class, for example junior class entry fees could be up to \$10 per round with Amateur/adult rider at \$15 and the Grand Prix/Elite rounds set at say \$20+. Obviously the prizemoney would reflect the entry fee.

[4] Not all classes would contribute to the overhead expenses of a Show but as a rule the lower height classes will draw the greatest number of entries and yield the greater income, conversely the higher classes the least.

It is not uncommon to have 60+ riders in a 1.00m class and with the entry fees at \$10 and a prizepool of \$200 the return would to the show is \$400 and this can supplement the higher class with less entries.

The higher classes provide the spectacle of exciting jumping to your clients.

## **Placings**

---

In any competition there needs to be a **minimum of three placings, preferably five**. If there are larger fields of competitors more placings should be offered as this attracts more competitors who have a chance of recouping some of their expenses and just as importantly getting a ribbon for placings.

It is good practice to consider awarding at least the entry fee to placings over 5th on a ratio of one placing for each 6 horses entered.

For example if there are 62 horses enter in a class, which is not uncommon, the placings would be from 1 to 5 as the advertised prizemoney, then the entry fee refunded to horses who placed from 6th to 10th.

Assuming the entry fee is \$10 and the total prize is \$350, for 62 horses the total entry fees would be \$620 less the prizemoney of \$350 and \$50 for 6th to 10th ,leaving a gross return of \$220 to the show.

Riders will reward shows by attending when they see this consideration.

## **Closing Date For Entries**

---

The **closer the closing date to the actual event** the more likely it is to attract entries. As many competitors compete on a weekly basis it is possible for them to have a large amount of money outstanding in entry fees at a various shows if the closing date is well ahead of the event. Having the close of entries as near as possible to the show date also enables them to determine the fitness of a horse to enter the event.

---

Using the available **electronic entry systems** such as Global or Nominate can reduce the volume of work and shorten the time for “close of entries” to within 48 hours of the show

If Paper entries are preferable then a closing date one week prior to the show should allow an organising committee to arrange for draws to be completed and to timetable the showjumping competitions in conjunction with other arena activities.

Many organising committees have a financial penalty for late entries such as a \$5.00 surcharge per entry for late entries.

Many organising committees have all of their entries as “post entries” on the day of the event. This is one method accepted by competitors as they can enter the competitions for the horses they bring to the event. Entries for each competition should close an hour before the scheduled starting time so that a draw can be done and posted. Competitors complete an entry form and lodge it with the showjumping secretary who can then collect the entry fee and make the draw for the competition.

## **Uniform**

---

The organising committee can stipulate **in the schedule what uniform is to be worn** by competitors when competing during the event. The traditional uniform entails, pale breeches, white shirt and tie, jacket and top boots. During summer, and at other times of the year this uniform can be quite uncomfortable for the riders as it becomes too hot for them, the organising committee can recommend that riders ride in summer dress comprising no jacket but collar and tie or ratcatcher. At temperatures above 28 Degrees celcius, the judge has the right to implement a summer dress code

The alternative uniform is to ride in pale breeches, polo shirt and top boots.

It is important to implement a dress code as a sign of respect to your sponsors and to maintain a standard in the sport. Sponsors are hesitant to associate their good name to a poorly presented product.

An approved helmet is mandatory whilst ever a rider is mounted, this includes mounted Prize-giving.

## **Officials**

---

The following officials are required for the smooth conduct of the showjumping event.

- course designer
- **judge**
- time keeper
- pencillor
- **marshal**
- **announcer**
- first aid
- arena stewards.

The officials in **bold** print should have communication via walky-talky so that the event can run smoothly as possible.

At many smaller shows, the number of officials as above is not required. In many instances either the Judge or the pencillor can be the time keeper. Many smaller shows don't have an official announcer, but an announcer can help draw crowds to the event, and ingender excitement by informing the audience with the leader board and what is happening.

## **Course Designer**

---

The course designer for the event is responsible **for the preparation of the designs of the courses and the supervision of the construction of the course.**

The course designer chosen must be a member of the Equestrian Australia, **Jumping NSW** and be accredited by both organisations.

There are six levels of accreditation of course designers, National Level 1, 2 and 3 [FEI level 1] FEI Level 2, FEI Level 3 and FEI Level 4.

It is most unlikely the show would require the skill of an FEI level 3 or 4 unless the show was conducting a State ,National or World Cup event.

Choosing the course designer for the event is important as they must be capable of designing courses suitable to the level of the competitions.

## **Judge**

---

The judge for the event is **responsible for overseeing the general conduct** and in particular the scoring of the competition.



---

The judge chosen must be a member of the Equestrian Australia, **Jumping NSW** and be accredited by both organisations.

There are six levels of accreditation of Judges, National Level 1, 2 and 3 [FEI level 1] FEI Level 2, FEI Level 3 and FEI Level 4.

Again, it is most unlikely the show would require the skill of an FEI level 3 or 4 unless the show was conducting a State, National or World Cup event.

Choosing the judge for the event is important as they must be capable of ensuring the competitions are judged correctly and that the event is conducted according to the rules of the sport.

### **Judging Sheets**

---

The judge is responsible for the correct completion of the competition Score Sheets and the completion of the results sheets for any points (Official) classes i.e. Classes of 1.05 and above, see Section “Prizemoney and Entry Fees” for details on Official classes.

At the conclusion of the event a copy of both the score sheets and the result sheet for all points classes should **be forwarded within seven days to the ENSW branch**. The address of the State Branches is to be found at the front of this publication.

It is the Judges responsibility to ensure this is done for points [Official] classes only.

### **Timekeeper**

---

The timekeeper works in close cooperation with the judge and **keeps the time taken** for each competitor as they complete their round.

For larger shows with high level competitions it may be necessary to hire electronic timing equipment. Contact **Jumping NSW** for timekeepers with electronic equipment or equipment may be hired from JNSW.

Even if electronic timing is used it is advisable to manually keep time as, if the electronic timing fails, there is a backup time.

It is also a good practice that both the judge and timekeeper manage a stopwatch to ensure accuracy and backup for the competitor’s time on the course.

### **Pencillor**

---

The pencillor acts as a **secretary to the judge**. They record the penalties as called by the judge during the conduct of each competitors round. It is helpful if the pencillor has had some experience with showjumping to facilitate the smooth conduct of the event.

### **Marshal**

---

The marshal **organises the competitors in the practice arena** according to the draw order. They inform the riders who is competing, who is next to compete and so on. It is important that the marshal has communication with the judge/pencillor so that the flow of competitors is smooth and the competitors are kept informed of the arena proceedings so that they can warm up correctly. It is helpful if the marshal has had some experience with showjumping to facilitate the smooth conduct of the event.

Note: this individual is an integral part in ensuring your events run to time and should be someone who can manage the riders with tact and authority.

### **Announcer**

---

Some organising committees have a specialist showjumping announcer however the general arena **announcer is mostly used to inform the public of the proceedings in the showjumping arena**. It is important that the announcer has communication with the judge of the showjumping so that accurate announcements about who is competing, who is leading a competition, who wins and places as well as announcing the sponsors of the competition can take place.

A good announcer can engender an atmosphere of excitement to a class and is an important link between the event and the public.

### **Arena Stewards or Ring Crew**

---

To **support the work of the course designer** three or four ring crew are required the day prior to the start of the event and during the event. The crew assist the course designer in the setting up of the course on the day prior to the event, the maintenance of the course during the conduct of the competitions and the changes to the courses



---

during the day and at the end of each day. For this reason the crew need to be **fit adults and not juveniles**. Many organising committees use service organisations such as the Rural Fire Brigade or the SES.

### **First Aid**

---

As showjumping has its elements of risk involved, it is important that first aid should be **stationed close to the arena** with clear access for their vehicle.

### **Payment of Officials**

---

Some officials are prepared to donate their time voluntarily however as many officials are engaged by many different organising committees they will need to charge for their time, services and travel.

When engaging officials an organising **committee should enquire about an official's fee**, their travel costs, meals and accommodation.

### **Equipment**

---

Establishing and maintaining showjumping equipment is quite costly. For this reason it may be prudent for an organising committee to either hire the equipment or to establish the equipment in cooperation with neighbouring show organising committees.

There are a number of Showjumping **clubs throughout NSW who may be able to make Jumping gear available for your show**.

These clubs may also be prepared to take on the organization and running of your jumping programme as they have the knowledge and expertise from doing this on a sometimes, monthly basis.

Below are the names of these clubs who are affiliated to JNSW, as personnel change from time to time it would be advisable to contact **Jumping NSW** to get the current contact for these clubs

ACT Showjumping Club – *Canberra*

Bega Showjumping Club – *Bega*

Berry Riding Club – *Berry*

Central Coast Showjumping Club – *Kulnura*

Dubbo Eventing & Showjumping Association – *Dubbo*

Goulburn & District Showjumping Club – *Goulburn*

Hunter Valley Showjumping Club – *Maitland*  
New England & Districts Showjumping Club – *Armidale*

North & Northwest Showjumping Club – *Tamworth*

Northside Ridind Club – *St Ives*

Riverina Equestrian Association – Showjumping – *Ariah Park*

Shoalhaven Showjumping Club – *Berry*

Sydney Showjumping Club – *Clarendon, Hawkesbury*

The **basic set of equipment would need to contain** approximately 50 wings, 60 rails, 120 cups and 14 pair of safety cups, 8 pieces of filling such as gates, planks small walls and the like, Start and Finish flags and numbers for the jumps 1-14 with 3xA, 3xB and 1xC.

**Jumping NSW** can provide organising committees with advice on equipment such as style of wings, the depth and diameter of cups, weight of rails and construction of filling material. There are also specialist companies who manufacture showjumping equipment of a high standard to the correct specifications for competitions.

### **Competitor Facilities**

---

Attracting competitors to an event depends on a number of factors but among the most important are the facilities that are available to them such as **parking, water close by for the horses, stabling and showers toilets**. Providing a parking area for showjumping competitors which is close to the practice area is appreciated as is the close location of toilets and showers.

In the event of extremely hot weather, a cooler containing water and disposable plastic cups for the riders, should be positioned in the warm up arena or near the enter gate to the competition arena.

If we are asking riders to present in an appropriate dress code we need to be aware of heat stress on their part.

### **Sponsors**

---

Getting and maintaining sponsors is never an easy task, however it is generally essential to have a group of **sponsors to support your event** so that the costs of conducting the event can be

---

offset. Sponsors with a strong local commitment or connection to the horse industry are those most likely to support your event.

How you treat and what you offer your sponsor's is important. Substantial sponsors can be given the naming rights to your showjumping event. Smaller sponsors can be given the naming rights to a competition.

All sponsors should be given the opportunity to display an appropriate amount of advertising around the showjumping arena. This may be on some of the showjumps or the arena boundary.

Consultation with the sponsors is always appreciated by them. If a naming rights sponsor for the event or a competition is secured their name should appear in the program and be mentioned regularly over the public address system. Each sponsor can be asked to provide information for the announcer that can be publicised throughout the event.

If a sponsor is particularly generous, a special jump can be constructed featuring the sponsors logo and name. This places the sponsors name in a very prominent position and gives great value for money.

Sponsors should be invited to take part in the prize giving ceremony of the competition for which they have kindly donated prize money.

### **Prize Presentation**

---

An important part of the spectacle of Jumping is the mounted presentation at the end of a class. It may not be feasible to make mounted presentations for each class but certainly for the **major classes and if a sponsor is present**, then the class that they have sponsored.

It is good practice in the interest of safety that ribbons and rugs should be put on **BEFORE the horses enter the ring**. Many sponsors are not familiar with horses and for their safety, experienced Officials should garland horses before they are presented to the sponsors.

**Stallions may be substituted with another mount at any presentation.**

Riders should be encouraged to thank to Sponsors for their generosity and the society for organizing the event.

### **Advertising Your Event**

---

The wider and longer your event is advertised the greater the chances of attracting competitors to your show.

Advertising is not always cheap but there are a number of avenues for the organising committee to explore.

Listing your show on the increasing number of horse **related internet sites** is becoming increasingly popular and most of these are free. All affiliated agricultural shows are entitled to have their show dates placed on the **Jumping NSW website**. The website also encourages show organisers to send the results to the web site for general publication. (jumpingsw.equestrian.org.au)

Placing advertisements in **horse magazines** and the **Jumping NSW's** newsletter are used by many organising committees. These publications have closing dates well ahead of the event date and so this needs to be taken in to account. They also charge a fee for advertising so this needs to be budgeted for.

Co-operating with other organising committees that conduct **events prior to yours** is relatively simple. Having programmes available at these events allows competitors to easily access your schedule. The arena announcer can also make mention of your event, its features, closing date for entries and it directly targets riders competing in the local area.

Most **saddlery and produce merchants** are happy to display your schedule or advertisement and this also targets your clients.

### **Appendix 1:**

---

A suggestion of conditions that you may consider as part of your Schedule:

#### **Conditions of Entry**

- 1 All riders must be [a] members of Equestrian Australia for "Official" height classes, [b] an EA Affiliated Club/Show for non "Official" height classes.
- 2 All horses entered in 1.05m or above Height classes in each ring must hold current registration and showjumping competitors cards from EA. All EA registration details must

- 
- be provided via [show entry provider i.e Global or Nominate] at the time of entry submission – entries will not be accepted without this information at the time of entry.
- 3 All Stallions MUST be identified with the Current National Identification disc, clearly displayed at all times whilst on the grounds.
  - 4 Points on each horse shall be in accordance with the National registration system.
  - 5 The Event will be run under FEI/EA rules.
  - 6 Australian helmets standards will apply and must be worn and fastened at all times whilst mounted.
  - 7 All riders must wear riding boots and an approved helmet at all times whilst mounted, including presentations.
  - 8 The Organising Committee reserves the right at their absolute discretion to alter or amend any of the conditions, regulations, prizemoney, class sizes or any aspect of the event as they see fit.
  - 9 The Organising Committee reserves the right, at their absolute discretion, to accept or refuse any entry.
  - 10 The Organising committee reserves the right to swab horses. Random swabbing of horses may be conducted in any class. Horses chosen for swabbing must proceed directly to the swabbing area immediately after the presentation. Riders must comply with the instructions of the Swabbing Steward.
  - 11 All prize presentations will be mounted. Ribbons and rugs will be placed on the horses prior to them entering the arena for the presentation. Riders will be expected to wear coats at the presentations.
  - 12 Summer Uniform will be permitted if weather conditions require. If riding without a coat, proper riding shirts with tie or ratcatcher will be permissible. If you wish to wear a back protector you have the option of wearing a riding jacket or not.
  - 13 Riders with stallions that are placed in a class may substitute the stallion with another horse for the presentation.
  - 14 All entries To: **[insert name of entry provider i.e Global or Nominate] by [day,date and time of close of entries]**. Payment: all entries by Credit Card **at time of entry**. Paper entries by Cheque or Postal note at time of entry. **Mail entries by close of Mail with P.O imprint of [insert day ,date here] with payment to [Name of Event], [complete address for receipt of entries]**.
- IMPORTANT: No late entries will be accepted after these dates [optional statement unless post entries are accepted].**
- 15 **Refunds:** 50% refunds will be given on presentation of a doctor's certificate or veterinary certificate on the day of the class. Please contact organizers prior if possible to allow any waiting list entries.
  - 16 **Please don't bring your dogs**, if you must all dogs must be restrained on leads at all times. Dogs are not permitted in the warm up or competition areas at any time.
  - 17 All riders competing at the event will be expected to have read and accepted the conditions of entry and have signed the waiver form enclosed or their entries will not be accepted.
  - 18 Only riders competing in the current competition may use the final practice area. Only six horses will be allowed in the practice area at any one time. A flat work area will be provided separate to the jumping warm up arenas.
  - 19 All prize money may alter if sponsorship is not received and entry fees are inclusive of GST. Riders registered for GST should submit a tax invoice at the conclusion of the show. All other riders, if not registered for GST, must sign a Hobbyist Declaration which is enclosed. All riders must present their competitors cards to the judge/Office official or prize money will not be issued.
  - 20 Where there are less than 10 entries in a class, the organizing committee reserves the right to redistribute prize money to other classes to reflect the entries. These changes will be made prior to the event being run.
  - 21 If there are large entries in a class – at least 1 in 6 entries will receive prize money and the
-

---

minimum prize money will be equivalent to the entry fee for the class.

**22** A horse/rider combination may enter only one class in **concurrent** classes [ie a combination may enter class 5a but, on a different horse the same rider may enter class 5b]. Horses may ONLY enter 2 classes at **consecutive** heights on each day. Only one rider may ride each horse.

**23** Protests must be addressed to the Ground Jury in writing, accompanied by a \$? fee and be lodged no later than 30 minutes after the announcement of the results of the relevant class. The period of jurisdiction of the Ground Jury is 60 minutes after the announcement of the final results of the class. The fee will be refunded if the protest is upheld.

#### **Age classifications for all rings :**

A Young Rider is from the beginning of the calendar year in which they reach the age of 16 until the end of the calendar year in which they reach the age of 21.

A Junior for all classes is a rider who has not passed 18 years at the end of the calendar year of the competition.

An Adult Rider is any person who is 18 years and over at the date of the competition

An Amateur rider is 21 years and over, has never competed in a World Cup Qualifier, who has never competed in Olympic Games or World Equestrian Games in Showjumping or Eventing and has not competed in Part 1 or 2 at Sydney, Brisbane, Melbourne or Adelaide Royal Shows in the past two years. Has never competed in a 4 star Eventing competition. Riders cannot enter a class that is higher than the height of the designated "Amateur Class" at the show. Excluded from the "Amateur Class" are horses that have competed in classes above 1.20m at the same show.

Copyright David Lawrence @ENSW 2013