



# **Guidelines for Area 18 Team Managers 2017**

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## Guidelines for Area 18 Team Managers - 2017

### 1: Introduction

This booklet has been specifically designed to assist BRC Area 18 team managers (Chefs d'Equipe) in managing their teams in as simple a manner as possible and to reduce stress levels. It is not all compulsory, but advice. Also the team manager does not necessarily have to be the chef d'equipe but someone must be appointed to be responsible for getting paperwork where it should be, on time and correctly completed.

### 2: Before The Qualifier

- **Handbook**

Always ensure that you have a copy of the current BRC Handbook. The handbook runs from January to December each year. Copies are sent to your club secretary each year free of charge, if you need to purchase one then just contact the BHS Bookshop by phone 02476 840541 or on-line at [www.bhs.org.uk](http://www.bhs.org.uk) where you can also download it.

- **Interested riders**

Get details of all your members interested in competing for your club during the year, namely:

Name of their horse (as on the passport)  
Any winnings it has with BD, BE or BS  
The competitions they would like to do  
Any horse or rider eligibility issues (see BRC Handbook)  
Mobile phone number and e-mail address  
A copy of the horse's full flu vac history from last re-start or original primaries, whichever is more recent.

- **Qualifiers**

Find out the dates of your Area Qualifiers from your Area Representative and enter the dates on the next page (I have done this for you for 2017)

**NB: HQ CONTINUALLY UPDATES RULES AS THE NEED ARISES. Always check [bhs.org.uk/BRC](http://bhs.org.uk/BRC) News before making your entries**

- **Championships 2017**

**Winter Championship Dates**

Novice Winter Championships	[ 1-2/4/17 ]
Intermediate Winter Championships	[ 28-30/4/17 ]
Festival of the Horse Championships	[ 20-21/5/17 ]

**Summer Championship Dates**

Horse Trials Championships	[ 04-06/08/17 ]
National Championships	[ 02-03/9/17 ]
DTM Championships & Quadrille	[29/9-1/10/17 ]

- **Preliminary Entries – these go to HQ to help fund championships and NOT to the organising club which charges a separate entry fee**

All preliminary entries and fees (cheques made payable to British Riding Clubs) MUST be with the BRC Office by 21 days before the area qualifier; 2017 dates below. This pre-entry specifies how many teams and individuals you are entering, but not rider and horse details. It is the number of competitors the organising club will base their entries/number of judges etc on. Even if you find subsequently you can't fill the spaces you have booked, you still have to pay the organising club for that number of entries and HQ will not refund your pre-entry in full or part.

The easiest way is to 'buy' the prelim entries online from the BHS Bookshop – details follow below qualifier dates. Note: The BRC office closes at 3pm on Fridays, so if the final date for pre-entries is a Friday, ensure yours are with them before 3pm, preferably much earlier. The final date is just that – entries can be made earlier.

***Winter Championship Qualifiers (pre-entries at least 21 days before)***

Junior & Senior Novice Winter Dressage	[ 22/10/16 ]
Junior & Senior Intermediate Winter Dressage	[ 22/10/16 ]
Junior & Senior Novice Show Jumping	[ 26/2/17 ]
Junior & Senior Intermediate Show Jumping	[ 26/2/17 ]
Junior & Senior Festival of the Horse Challenge	[ 08/10/16 ]
Junior & Senior Festival of the Horse Combined Training	[ 15/4/17 ]

***Summer Championships Qualifiers (pre-entries at least 21 days before)***

Senior & Junior Novice Dressage	[ 19/3/17 ]
Junior & Senior Dressage & Riders Test	[ 30/7/17 ]
Junior & Senior Show & Style Jumping	[ 28/5/17 ]
Junior & Senior Horse Trials	[ 04/06/17 ]
Senior Open Dressage & Riders Test	[ 23/7/17 ]
Junior & Senior Dressage to Music	[ 09/07/17 ]

There have been some changes to the BRC part of the BHS website. For those wishing to use the online prelim entry system this is the procedure to follow:

- 1: go to the BHS website ([www.bhs.org.uk](http://www.bhs.org.uk))
- 2: click onto "BHS SHOP" on the top RIGHT (above search)
- 3: click onto "Riding Club Entries" in the middle of the third row
- 4: click onto the competition you want.

**Ignore the word Championships. This simply means the qualifier is for this particular championship. If it is too late to hold a qualifier only the championship entries will be available.**

- 5: click onto the entry you want: EG Junior HT 100 team
- 7: In the box for information enter your riding club number (on your membership card – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> digits) and the area number - 18
- 8: Ensure you have entered the correct number of teams or individuals (they have to be done separately)
- 9: Click "buy now" and check the details
- 10: Remove anything you don't want then "proceed to checkout"
- 12: Print off the payment page to act as a receipt for your club treasurer. These have to be paid online – no cheques.

If you prefer to pay by cheque/post you will need to download a pre-entry form. Go to [www.bhs.org.uk](http://www.bhs.org.uk). From the menu bar under 'search' choose 'Enjoy Riding'. Click and hold the arrows in the "Please select" box above 'Go' and drag down to "BRC Downloads". Let go and click "Go". You will then get a list of forms you can download to your computer's downloads folder to print and fill in. Post can be erratic so submit these in plenty of time!

A confirmation letter with declaration forms will be sent to the nominated team manager from the BRC Office prior to the appropriate qualifier. Please check that all is correct. If not contact the BRC Office immediately.

Late preliminary entries may be accepted, subject to an addition fee (currently £10 per individual, £20 per team), in agreement with BRC HQ and the organising club. Contact HQ for further details.

- **Schedules**

In Area 18 they come via Caroline Bates, the area secretary. Ensure you are on her mailing list. [Area18secretary@outlook.com](mailto:Area18secretary@outlook.com)

- **Qualifier Competition Entries – these are in addition to prelim entries**

All qualifier competition entries must be sent to the appropriate club or area organiser (as per the schedule) with the appropriate entry fees made payable to the organising club. In order to assist organising clubs can you please send a cheque or cheques for the full amount in advance of the competition. This entry will list riders, horses, membership numbers etc. Substitutions can be made up to 30 minutes before the start of the competition when declaration forms have to be submitted to the organiser. If you are not going to be there 30 minutes before the competition starts, and do not have a rider or representative who can be there by that time, email the forms either to the Official Steward or the competition secretary **THE DAY BEFORE AT THE LATEST TO ENSURE THEY SEE THEM**. There are a million things to do before a competition and checking last minute emails is not always a priority.

- **Eligibility**

**ALL** riders entered in an Area Qualifier **MUST** have been members of your club at the time the Preliminary Entry was made to the BRC Office (BRC Rule G5.3 applies). **ALL** riders at an area qualifier or championships **MUST** produce their BRC Membership Card for check if requested.

Check your horses and riders against the eligibility tables at pages 80 – 83 in the BRC Handbook. ***You may need to ask them again if they have gained points with BD, BS and BE since the start of the season and before the close of prelim entries.***

- **Flu Vaccinations**

Check that the horse's flu vac history is correct. There is a manual copy in the BRC Handbook (page 132) plus an on-line Flu Vac Checker on the BRC part of the BHS web site.

Please remember that some of your riders may have details on an old style certificate and in a passport – you will need to see copies of both. You **MUST** see the entire vaccination history from the original 2 primary vaccinations (close together) or the most recent re-start.






Area 18 has a new system on trial whereby a passport that has been checked and verified by an OS is given an orange sticker. On this sticker is the date a week before the next vaccination is due. Providing your riders' stickers will be in date on the date of the competition they should be okay. If the date is in the week prior to the competition it will need checking. Horses may not compete within a week of a vaccination (competition date and the 6 days prior). If the passport has no orange sticker you will need to check it against the table on BRC handbook page 132. You can leave this to the OS at the competition, but if the vaccinations are not in order the rider may not be allowed to compete which can compromise a team if they are on one, particularly if it is a team of 3. At championships they would be turned away at the gate.

Also ensure that all your riders are aware that they **MUST** have **ORIGINAL** Certificates/ Passports at a qualifier (and championships) as they may be checked against the horse/pony. They also have a legal obligation to travel their horses with their passports.

If you have any queries about flu vacs please contact your BRC Area Representative (Stuart Nie) or an Area 18 Official Steward (Noel Ennett, Alison Harris, Alice Collins-Youngs, Ian Paxton).

- **Hats**

Ensure your riders know their hats must conform to the current hat standards. They can present them on the competition day to the OS who will tag them with an orange sticker if ok. Below are the acceptable hat standards for 2017.

<p><b>1) PAS 015 (1998 or 2011)</b></p> <p><b>2) VG1 01.040 (2014-12)</b></p> <p><b><u>EACH MUST ALSO HAVE</u></b></p> <p>BSI Kitemark</p>  <p>OR Inspec IC Mark</p> 	<p><b>3) ASTM F1163 (2004a or 04a onwards)</b></p> <p><b><u>AND MUST HAVE</u></b></p> <p>SEI mark</p> 	<p><b>4) SNELL E2001 or E2016</b></p> <p><b><u>AND MUST HAVE</u></b></p> <p>Official SNELL label and number</p> 	<p><b>5) AS/NZS 3838 (2006 onwards)</b></p> <p><b><u>AND MUST HAVE</u></b></p> <p>SAI Global mark</p>  <p><b>SAI GLOBAL</b></p>
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- **Body Protectors**

Body protectors **must** be a Level 3, **must** have the BETA Purple label attached to the body protector (not just the removable shoulder pads) and from January 1<sup>st</sup> 2018 **must** have been manufactured in the year 2009 or later. In 2017 they can be either 2000 (onwards) or 2009. These are not tagged but inspected at the start of every XC phase.

If riders are wearing an air jacket they **must** also wear a Level 3 body protector with purple BETA label. If they have the new combination air jacket and body protector it must carry the purple Level 3 BETA label indicating manufacture in the year 2000 or after (2009 from next year).

### **ULTIMATELY IT IS EACH RIDER'S RESPONSIBILITY TO ENSURE THEY HAVE THE CORRECT TACK AND EQUIPMENT.**

- **Information**  
Ensure all your riders know where to go, what times they are due to be there, what paperwork is required, tack rules for that competition (they or you can find this in the appendices in the BRC Handbook, which can be accessed online), a copy of the schedule, tests involved, heights of fences, etc
- **Volunteers**  
For some competitions clubs may have to provide volunteer helpers. Please ensure you provide whatever is requested. Ensure that your volunteers (where required) are on site and that they report to the competition secretary early in order to be at their work place on time to start the class.
- **Prohibited Substances**  
BRC follows the FEI and BEF rules regarding substances, and a full list of forbidden substances can be found on the FEI website or via the link on the BRC website. Please ensure none of your competitors are using any.

### **3: The Qualifier**

Make sure you get to the event early. Your role is to ensure that everyone is in the right place at the right time, that the official declaration forms are submitted on time etc

- **Declaration Forms**  
The declaration forms will be sent to you from the BRC office prior to the qualifier, with the confirmation of receipt of preliminary entries.  
Please ensure that you:
  - Check they are correct
  - Complete them in **FULL**, ie contact name, address, mobile phone number on every sheet, team names, riders' membership numbers, the horse's winnings or points. There **MUST** be a figure in the winnings boxes – 0 if they have no points. Horses' passport numbers and names must a) be correctly spelled (or HQ won't be able to find them on the relevant databases) and b) legible. Common errors which lead to horses not being found are splitting one unique word into two (or vice versa) – eg Theressomethingaboutbob will **ONLY** be found under that way of writing it. Another example – Penlove The Profit – will not be found under Penlove The Prophet. Get riders to read out the spellings and identify breaks between words.
  - Hand them to the club organiser 30 minutes **PRIOR** to the start of the relevant competition (or email in advance – not at midnight the day before the competition!!) If emailing, ask for confirmation of receipt. If you submit them this way you can send the originals to the competition after it has begun **BUT** you may not make changes after 30 mins prior to the start of the competition so if you have made changes since emailing you will need to get there or get the forms handed in 30 minutes prior to the start anyway. Failure to present the declaration form prior to the start of the competition could result in the team or individuals being disqualified.

- Any changes must be made **before** the start of the relevant competition. What's on the declaration form cannot be changed once it has been handed in.

Remember any rider entering a qualifier **MUST** be in a position to compete at the relevant Championships (BRC Rule G2.2, BRC Handbook p7 applies).

- **Disputes**

Any disputes can be discussed with the Official Steward. Official Protests must be put in writing and you will have to pay a £20 deposit within 30 minutes of the incident or of the scores being posted

- **Clashes of Times**

If there is a clash of times for any of your riders please ensure that you liaise with the Secretary and Collecting Ring Stewards, If any of your riders have special requirements regarding times, eg they need to ride early as they have to go elsewhere, or are riding multiple horses, PLEASE LET THE ENTRIES SECRETARY KNOW WHEN YOU SUBMIT YOUR ENTRIES SO THEY CAN BE ACCOMMODATED WITHIN THE TIMES.

- **Use of Drugs during a competition**

If, during a competition, it is necessary to treat a pony/horse with a drug, a Veterinary Surgeon, appointed by the organiser or Official Steward, must be informed immediately. The Official Steward will investigate the reason for the treatment given and decide whether the pony/horse is allowed to continue or not.

#### **4: Official Stewards**

At all qualifiers there will be a BRC nominated Official Steward. Their role is to ensure that the competition is safe and fair to all involved. They will deal with all queries and official objections. They will also be the Discipline Steward on the day. They will check all declaration sheets, flu vac records, membership cards, tag hats etc and will be responsible for forwarding all results to the BRC Office. They are your point of contact at the event. PLEASE ENSURE YOUR RIDERS KNOW THEY MUST BE COURTEOUS to all the stewards, helpers and judges and take up any issues with the Official Steward.

#### **5: Invitations to Championships**

If your club qualifies for a championship you will receive an invitation from the BRC Office which will detail all that you have to do. Please ensure that you do meet the stated deadlines.

If you are accepting the invitation please complete the form fully with all your listed reserves and return it, on time, with the correct cheque to the BRC Competitions team and enclose completed competitors' information slips.

If you are declining the invitation please return the form marked "decline" as soon as you can in order that the invitation may be passed to the next person in the qualifying competition.

Also if a team qualifies the club **must** provide a team volunteer to assist at the championships. Failure to do so could lead to the team being disqualified. Return this form with your entries and ensure that your volunteer is aware that they have been volunteered.



If one of your teams or individuals who has qualified for a championships subsequently has to withdraw please contact the BRC Office immediately (02476 840597) in order that the next placed team or individual may be invited.

If you have to make use of a reserve then please contact the BRC Office immediately (02476 840597) in order that the necessary amendments may be made.

### **6: Stabling at Championships**

With your invitation you will receive a Stabling Application Form. Please complete this fully and send it to the person shown on the form.

If you have any special requirements, such as horses that need to be next to one another, horses that must be apart etc, please indicate them on the form.

If you have to make changes to your teams that changes the stabling requirements please let the Stable Manager know as well as the BRC Office.

Please ensure your riders are all aware they need to let the Stable Manager know if they are likely to be late or if they change their plans: ie if they have booked a stable for Friday night but are now planning to arrive early Saturday morning.

### **7: Arriving at Championships**

For a BRC Championships ensure all your riders know they **MUST** declare as soon as they arrive on site. This means having horse and passport/flu vac record ready for check (usually at the entrance) and hat and body protector ready for inspection. If all these elements are ok riders will be processed and deemed to have declared.

### **8: Your Role at Championships**

Your primary role is to support your team, ensuring they are in the right place at the right time.

If any of your riders have to withdraw just before the championships please let the secretaries know immediately. If you wish to use a reserve you can declare this up to 30 minutes before the start of the class.

If there is a clash of times for any of your riders please ensure you liaise with the secretaries and collecting ring stewards,

Any disputes can be discussed with the secretaries or Championship Director. As at an Area Qualifier, official protests must be put in writing and you will have to pay a £20 deposit within 30 minutes of the incident or of the scores being posted.

If your team or individuals are placed please ensure that if they are in the first three they are at the presentation arena on time, mounted and in correct riding attire. If they are 4<sup>th</sup> to 10<sup>th</sup> please ensure they collect their rosettes from the secretaries.

If, during a competition, it is necessary to treat a pony/horse with a drug, a veterinary surgeon, appointed by the organiser or Championship Director, must be informed immediately. They will investigate the reason for the treatment given and report to the official steward who shall decide whether the pony/horse can continue or not.

- If any of your club's horses are selected for a random drug test it would assist them and the officials if you accompanied the rider to provide support etc.

## 9: Horse Trials Championships

Please remember that the BRC Senior Horse Trials Championships are run as a combination of 1, 2 and 3 day events.

HT80 is 1 day: dressage, SJ, XC

HT90 is 2 days: Day 1 dressage & SJ; Day 2 roads & tracks, steeplechase & XC.

HT100 and HT100+ are 3 day events: Day 1 vet inspection and dressage; Day 2 roads & tracks, steeplechase and XC; Day 3 vet inspection and SJ

For advice on vet inspections, ie how to dress, the tack to use, the procedure etc. look at Appendix 12 (p106) of the BRC Rule Book where simple advice is available.

## 10: Horses' Names

Please ensure that on all official paperwork associated with area qualifiers and championships the horse's name on the passport is used, not its stable name. If they compete under a different name in different disciplines this should also be noted.

To check a horse's eligibility it does help if you show in brackets, after its correct (passport) name, its registered name with the other societies. For a dressage qualifier if the horse is registered under a different name with BD then show that name as well. For show jumping the registered name with BS, if different, and for horse trials the registered name with BE, if different.

## 11: Contact Points

- Area representative                      Stuart Nie – [stuartnie@hotmail.com](mailto:stuartnie@hotmail.com)
- Area chairman                              Noel Ennett – [noel.ennett@me.com](mailto:noel.ennett@me.com)
- Area treasurer and training officer   Alison Harris - [alisonparkinson@mac.com](mailto:alisonparkinson@mac.com)
- Area secretary                              Caroline Bates – [area18secretary@outlook.com](mailto:area18secretary@outlook.com)
- BRC Office                                      02476 840518

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## 2018

- **Qualifiers 2018** - Enter the dates of area qualifiers below when known.

### ***Winter Championship Qualifiers (pre-entries at least 21 days before)***

Junior & Senior Novice Winter Dressage	[	]
Junior & Senior Intermediate Winter Dressage	[	]
Junior & Senior Novice Show Jumping	[	]
Junior & Senior Intermediate Show Jumping	[	]
Junior & Senior Festival of the Horse Challenge	[	]
Junior & Senior Festival of the Horse Combined Training	[	]

### ***Summer Championships Qualifiers (pre-entries at least 21 days before)***

Senior & Junior Novice Dressage	[	]
Junior & Senior Dressage & Riders Test	[	]
Junior & Senior Show & Style Jumping	[	]
Junior & Senior Horse Trials	[	]
Senior Open Dressage & Riders Test	[	]
Junior & Senior Dressage to Music	[	]

FROM JANUARY 1<sup>ST</sup> 2018

- **Body Protectors must** be a Level 3, **must** have the BETA Purple label attached to the body protector (not just the removable shoulder pads) and **must** have been manufactured in the year 2009 or later.

*The handbook is updated annually so the 2017 book is obsolete after Jan 1<sup>st</sup> 2018. HQ updates rules as necessary. Check [bhs.org.uk/BRC](http://bhs.org.uk/BRC) News for the latest.*