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## Zambia National Equestrian Federation

*Guidelines for Organising a Show*

*(Updated June 2016)*

# Zambia National Equestrian Federation

## Guidelines For Organising A Show

Irrespective of whether tournaments are big or small, the most important rules for good tournaments are the same:

Consistent quality of the programme, including a first-class field of competitors, jumping arena, surface, course, decoration, professionalism and friendliness of all staff, the stable area, the treatment of grooms, catering, treatment of sponsors, spectators and guests of honour, as well as short distances to walk and good parking facilities. Imagine every visitor to a tournament has VIP status.

The following is a checklist to help you organise a show. Details of the points follow in this document.

### 1. Before The Show

Point	Action	Done
1.1	Identify a Suitable Date and Apply for ZANEF Approval	
1.2	Form a Show Committee	
1.3	Identify Sponsors	
1.4	Design a Budget	
1.5	Draw Up a Schedule of Events	
1.6	Invite and Draw Up List of Officials	
1.7	Organise Medic on Duty	
1.8	Obtain ZANEF Approval of Schedule and Officials	
1.9	Obtain National Sports Council Approval	
1.10	Upload schedule on <a href="http://dev.zanef.com">dev.zanef.com</a>	
1.11	Distribute Show Schedule to Clubs and Members	
1.12	Invite Competitors	
1.13	Check Equipment Needed	
1.14	Check Arena Surfaces Are in Good Order	
1.15	Check Stables Are In Good Order	
1.16	Check Facilities for Visiting Grooms	
1.17	Organise prizes: Rosettes, Trophies, Prize Money	
1.18	Advertise Event	
1.19	Invite Guests	
1.20	Arrange Caterer	
1.21	Arrange Hiring of Equipment i.e. marquees etc.	
1.22	Invite Official Photographer	

### 2. Shows with International Riders and/or Horses

Point	Action	Done
2.1	Invite Foreign Competitors and Chef d'Equipes	
2.2	Apply for Sports Council Approval	
2.3	Consult the Government Vet. Department re Temp Importation	
2.4	Identify Suitable Stabling Away from Local Horses	
2.5	Give All Permits and Paperwork to Identified Clearing Agent	
2.6	Send Copies of Permits and Paperwork to Visitors	
2.7	Organise Accommodation for Visitors	

<b>2.8</b>	Organise Social Events	
<b>2.9</b>	Identify a Show Committee Member to Exclusively Attend to Foreign Guests.	
<b>2.10</b>	Organise National Flags & Anthems	

### **3. Once Entries are Closed**

<b>Point</b>	<b>Action</b>	<b>Done</b>
<b>3.1</b>	Design a Programme	
<b>3.2</b>	Prepare Arena	
<b>3.3</b>	Prepare Judges Box	
<b>3.4</b>	Prepare Paddock Marshal's Box	
<b>3.5</b>	Arrange Equipment Neatly Near Arena Ready to Use	
<b>3.6</b>	Test Timing Equipment and Public Address System	
<b>3.7</b>	Check Stables: Clean, Bedding, Fresh Water	
<b>3.8</b>	Organise Hay	
<b>3.9</b>	Check First Aid Kit	
<b>3.10</b>	Organise Screen for Injured Horses	
<b>3.11</b>	Print Scribe Sheets	
<b>3.12</b>	Organise Refreshments for Officials	
<b>3.13</b>	Organise Arena Staff	

### **4. After The Show**

<b>Point</b>	<b>Action</b>	<b>Done</b>
<b>4.1</b>	Gifts for Volunteers	
<b>4.2</b>	Thank-you Letters	
<b>4.3</b>	Upload results on <a href="http://dev.zanef.com">dev.zanef.com</a> write Report for Newsletter	
<b>4.4</b>	NSCZ Report	
<b>4.5</b>	Clean Out Stables & Disinfect	
<b>4.6</b>	Check Equipment and Return/Pack	

### **Before The Show**

#### **1.1 Tender for Show Date, Seek Approval with ZANEF and Set Date**

Application for ZANEF approval should be made in writing before the end of January and should contain the following:

- Name of the show.
- Proposed date.
- Outline (e.g. Show jumping, Dressage, X-Country)
- Standards aimed at (e.g. Preliminary, Advanced etc.)

Obtaining ZANEF approval means the show will be run under the auspices of the ZANEF, this obliges the organisers to:

- Apply ZANEF rules and guidelines.
- Submit for approval to ZANEF the events schedule.
- Submit competition results to the grading secretary, no more than 7 days after the show.

## **1.2 Form A Show Committee**

A show committee should consist of:

- i) A Show Convenor – organises/coordinates the show
- ii) A Secretary
- iii) Someone in charge of arena & stables
- iv) Sponsorship Secretary

## **1.3 Identify Sponsors**

- Be clear on your expectations and understand what the sponsors expectations are.
- Once you have attracted a sponsor(s) you must organise as much coverage as possible: social media, advertise the event, ask for banners, flags etc to display at the show.
- If using sponsorship for prize money this should be proportional to the sponsorship monies received for the event.
- It is important that sponsors know that their money is being allocated to the classes fairly, based on the merit of the event and no embarrassment or insult be caused to the sponsor or the rider.

## **1.4 Design a Budget**

A budget is essential for running a successful show. A sample budget can be obtained from the ZANEF.

## **1.5 Draw up a Schedule of Events**

The competition schedule defines the competition framework of a planned tournament and is very important in terms of the overall organisation.

The Schedule shall contain the following minimum information:

1. Date and venue of event.
2. The closing date of entries, the address of the online system and how payment is to be made.
3. Details of the competitions to be conducted.
4. Details of any restrictions i.e. graded/ungraded/Open format
5. Details of the entry fees per class, details of any other levies or fees.
6. Details of prize money either as a lump sum, or as a percentage of the entry fees, or as a combination of both.
  - If the percentage of the entry fees is used the schedule shall state whether the prize money is to be paid as a percentage of the entry fees received for each separate competition, or whether the percentage of the total entry fees for the event shall be spread among all the competitions at the discretion of the Organising Committee.
7. The rules under which the event and competitions are being conducted.
8. The telephone number and email of the Show Secretary and/or Show Convenor.
9. The schedule shall state that the event is a ZANEF affiliated event.
10. A provisional timetable of all the classes of the event and the approximate starting time of at least the first competition on each day of the event.
11. Any deductions from prize money.
12. The method to be used to draw the starting order of the competitions.
13. Any additional requirements of the Discipline Rules.
14. Names of official sponsors.

15. For visiting riders accommodation offered, stabling and any special trucking arrangements offered
16. Liability clause.

## **1.6 List of Officials**

Organise local and foreign officials. Invite several learner officials. The more officials available to work at the show; the less the work load and the more enjoyable the task.

The List of Officials should include:

1. Show Convenor
2. Secretary
3. Official Judges – SJ min: 2 or 1 + 2 Learner Judges. Dress: min=1.
4. \*Ground Jury (See below)
5. \*\*Jury of Appeal (See below)
6. Athlete's Rep
7. Course designer/builder
8. Timekeepers
9. Scribes
10. Paddock Marshal
11. Steward
12. First Aid
13. Vet on Call
14. For FEI Events – vet for inspection.

### **\*The Ground Jury**

The Ground Jury shall consist of a president and a number of judges of the appropriate categories. The Jury is responsible for judging the competition and for settling any problems that may arise during its jurisdiction.

The period of jurisdiction for the jury begins one hour before the start of a competition and end half an hour after the completion of the event.

The members of the Ground Jury must be objective in their judgments and put aside any personal feelings, outside advice or anything they may know beforehand about the competitor or horses.

### **\*\*The Jury of Appeal**

A Jury of Appeal consisting of a president and at least 2 other members must be appointed to deal with;

- Appeals against the decision of the Ground Jury.
- Objections and complaints addressed to it.
- Reports from officials and other persons.

The president and its member must have experience of equestrian events and be technically qualified. The following persons may NOT serve as members of the Jury of Appeal;

- A member of the Ground Jury, the Veterinary Delegate and the Course Designer at the event.
- Any person who may be subject to a conflict of interest.

In appropriate circumstances the veterinary delegate must be invited to join the Jury of Appeal in an advisory capacity.  
Before reaching a decision, the Jury of Appeal shall examine the evidence of all parties concerned and take into account any other relevant material. It should attempt to reach a fair and sportsmanlike settlement.

### **1.7 Organise Medic**

- Venues should all be equipped with a good first aid kit with a body board and neck brace.
- An ambulance or an official first aid person should be present at all times.
- All competitors must sign an indemnity form and fill in personal medical aid details.

### **1.8 Obtain ZANEF Approval of Schedule**

As well as the schedule of events ZANEF should also be given general information regarding; stabling, travel allowances, catering, accommodation, entries.  
The full list of officials organised as listed above must also be submitted.

### **1.9 Apply for National Sports Council Approval**

Details of how to apply for NSCZ Approval is available on the website. Applications need to be in the hands of ZANEF at least 3 weeks before the event.

### **1.10 Uploading Schedule**

Details of how to upload your show schedule is available from ZANEF. Site address: [dev.zanef.com](http://dev.zanef.com)

### **1.11 Distribute Show Schedule**

Clubs are responsible for distributing their show schedules and indemnity forms in good time.

### **1.12 Invite Competitors**

Invite local and foreign competitors in good time before the show. A cover letter sent out with the show schedule should explain any special details the guests at the show might need to know.

### **1.13 Check Equipment Needed**

**Show Jumping 50 cm – 120cm average Table A with 12 obstacles. Need to double up if organising a Derby.**

- 36 Wings with key hole strips
- 80 -100 poles
- 5 planks
- 100 cups
- 14 - 20 safety cups
- Numbers 1 – 20
- 1 x 'Joker'
- Letters A, B & C x 2
- Red and white flags

- Start and finish posts
- Timing equipment
- Measuring wheel
- Measuring tape (100m)
- Public address system.

Extra Equipment:

- Various fillers
- Water tray(s)
- Plants

### **Dressage**

- Dressage sides
- Dressage letters
- Judges box(es)
- Public address system.

#### **1.14 Check the Arena Surface**

The welfare of the horse is paramount to all activities involved with the ZANEF. Poor arena surfaces are dangerous, difficult to ride on and damage horse's legs, shoulders, quarters and backs. Hard, slippery or rough surfaces are responsible for poor performances. Make sure the arena surface is good with some give, even and free from dust.

Depending on the type of soil, if the arena is irrigated, the irrigation should be removed at least 3 days before the show in the cold/dry season and 2 days in the hot/dry season.

#### **1.15 Check Stables are in Good Order**

Horses are by nature accident prone. Carefully clean, disinfect and check for any dangerous sharp edges in stables. Make sure the visiting horses have access to fresh water at all times. When the show is over stables must be completely cleaned out and disinfected.

#### **1.16 Check Facilities for Visiting Grooms**

Visiting grooms must have access to toilets, showers and accommodation. Encourage the caterer to provide a suitable meal for grooms.

#### **1.17 Organise prizes: rosettes, trophies, sashes and prize money**

Where sufficient competitors qualify, the minimum number of places to be awarded shall be one place for every FOUR starters or part thereof.

All prizes, including rosettes, trophies, money and souvenirs go to the owner of the horse, except where trophies and mementoes are specifically allocated to the rider, unless some other arrangement has been made between the owner and the rider.

ZANEF may be able to advise you on current contacts to order prizes from.

If prizes or prize money are given, everyone placed must get a form of prize.

Prize money shall be divided according to the following;

- Add numerical values of places awarded.
- Divide the prize money for the event by the above number.
- The last prize winner is given one share and each succeeding prize winner one share more.

e.g. 5 placings

Prize money for the event: K150.00

No of shares:  $1+2+3+4+5=15$

Each share:  $K150.00 \div 15 = K10.00$

Place	Prize Money
5 <sup>th</sup> Place	K10.00
4 <sup>th</sup> Place	K20.00
3 <sup>rd</sup> Place	K30.00
2 <sup>nd</sup> Place	K40.00
1 <sup>st</sup> Place	K50.00

### Leading Rider

Leading Rider is the rider with the most placing points with one horse. If the rider is riding more than one horse this is as a different combination.

The points are counted as follows:

1st place 5 points

2<sup>nd</sup> place 3 points

3<sup>rd</sup> place 2 points

4<sup>th</sup> place 1 point

Every place after that 1 point.

In the event of shared places, e.g. shared first place, the competitors gets 5 points each.

Points shall only be awarded for individual competitions. No points shall be awarded when teams of two or more horses take part.

The minimum number of competitors to make a class is three.

If there are less than three competitors there is no class and no points shall be awarded. This applies to all Disciplines (Show Jumping, Dressage and Showing). Supreme Ridden Champion does NOT count for points

### Victor Laudorum

This award is given to the rider with the most placing points on all his horses, one or more.

The points are counted as for leading rider.

## 1.18 Advertise Event

Posters, social media, media coverage and the internet are all good ways to advertise the event.



### **1.19 Invite Guests**

### **1.20 Organise Caterer**

One of the most important corner stones of a good event is good food.

### **1.21 Organise the Hire of Equipment**

If you are holding a big event it is probably worth hiring marques, chairs, tables etc.

### **1.22 Invite Official Photographer**

## **Shows with International Riders & Horses**

### **2.1 Invite Foreign Competors and Chef d'Equipes**

Write a formal invitation to the other National Federations you intend to invite. Include a brief description of the show including accommodation, transport, meals etc. Attach to the approved show schedule.

### **2.2 Apply for National Sports Council Approval**

Details of how to apply for NSCZ Approval is available on the website. Applications need to be in the hands of ZANEF at least 3 weeks before the event.

### **2.3 Consult the Government Veterinary Department**

Make an appointment with the Head of Government Vet. Department to make sure of the current policies on temporary importation of horses. Make sure that every requirement is fulfilled. Keep the G.V.D informed at all times, especially of any changes to your plans.

### **2.4 Identify Suitable Stables for Visiting Horses**

Visiting horses should be stabled away from local horses. Especially do not allow nose to nose contact or sharing of any grooming equipment. Stables should have walk through fumigation baths/back-pack sprays and should be thoroughly disinfected after the horses have left.

### **2.5 Give All Documents for Importation of Horses to a Certified Agent**

Give all documents for importation of competition horses and vehicles to a certified agent at least a week before the horses are due to travel. They can check through the papers to spot any mistakes that might slow the process at the border down, can pre-clear the horses and can be held accountable if anything goes wrong.

### **2.6 Send Copies of All Import Paperwork to Visitors**

Also notify them which agent will be dealing with clearing the horses and vehicles. Include an official invitation.

## **2.7 Organise Accommodation for Visitors**

## **2.8 Organise Social Events**

## **2.9 Identify Someone on Your Committee to Look After the Guests.**

## **2.10 Organise National Flags and Anthems**

### **Once Entries Are Closed**

## **3.1 Design a Show Programme**

Programme planning should be based on the laws of dramatic production:

- Excitement and tension right to the end;
- The best horse and rider combinations start last;
- The main events happen at the end of the tournament.

Spectators are the greatest asset of a good tournament because they demonstrate public interest in the event and have a major influence on the atmosphere and mood.

Timing is an important element in the well-functioning competition (avoid delays and/or boring, unplanned breaks in the proceedings). The essential ingredients for a good timetable are:

- A fairly accurate estimate of the actual number of starters
- The average time requirement per starter is:

$$T = np \cdot tp \text{ (min.)} \quad p = \text{participants}$$

- 4 minutes/horse & rider combination for a competition with a jump-off.
- 3 minutes/horse & rider combination for a speed competition
- Add 10 – 15 minutes/class for a change of heights and 15 mins to 30 mins for a change of course.

## **3.2 Prepare Arena**

The arena is the most important element of the show. The surface and appearance of an arena can make or break an event. Great care must be taken to provide the best possible surface and surrounds. Irrigation schedules should be planned well in advance, regular mowing and saving the arena for events will all go towards maximising the quality of the event, improving the quality of performance, enhance the spectacle and therefore attract more sponsors.

Arrange an area for spectators to watch from. Do not turn away non-members of the sport. Be welcoming.

## **3.3 Prepare Judges Box**

The Judges box should have:

- Pens
- Paper
- Score Sheets
- Carbon paper
- Bell
- Note pad

- Time Equipment, lap top and printer
- Water
- Refreshments
- Tables and chairs

### **3.4 Prepare Paddock Marshal's Box**

The paddock marshal's box should have:

- Black/white board and chalk/white board markers
- Order of Starters
- Small first aid kit
- Water
- Refreshments
- Table and chairs
- Communications with judges box
- Note pad and pen.

### **3.5 Arrange Show Jumping Equipment Neatly Near the Arena**

Arrange equipment in order for ease of identification and use. Arrange neatly and if possible out of view of the public.

### **3.6 Check Timing Equipment and Public Address System is Working**

### **3.7 Check Stables and Allocate**

### **3.8 Organise Hay**

### **3.9 Check First Aid Kit is Complete**

- Antiseptic wipes
- Antibacterial ointment
- Assorted adhesive bandages
- Butterfly bandages/adhesive wound-closure strips
- Gauze pads
- Nonstick sterile pads
- Medical adhesive tape
- Blister treatment
- Ibuprofen/other pain-relief medication
- Insect sting relief treatment
- Antihistamine to treat allergic reactions
- Splinter tweezers
- Safety pins
- First aid manual
- Rolled gauze
- Rolled stretch-to-conform bandages
- Elastic wrap
- First-aid cleansing pads with topical anesthetic
- Aloe vera gel (sunburn)
- Asprin (heart attack)
- Antacid tablets
- Throat Lozenge
- Lubricating eye drops
- Oral rehydration salts
- Injectable epinephrine to treat allergic reactions
- Blunt tip scissors
- Finger splint

- SAM splints
- Cotton tipped swabs
- Oral thermometer
- Irrigation syringe with 18 gauge catheter
- Medical/surgical gloves
- Triangular cravat bandage
- Duct tape
- Neck brace
- Body board

### **3.10 Arrange screen for injured horses**

### **3.11 Print scribe sheets**

### **3.12 Arrange refreshments for officials.**

### **3.13 Arrange Arena Staff**

Show jumping: Have as many experienced arena staff as you can organise ready to put up courses, poles etc. Arrange food and drink.

## **After The Show**

### **4.1 Gifts for Volunteers**

### **4.2 Thank You Letters**

### **4.3 Return Results to ZANEF and Write Report AND upload results online**

Return the results of the show to the Grading Secretary within 7 days of the last day of the show. Write a nice report with results to be included in the monthly newsletter and/or website.

### **4.4 NSCZ Report**

If you have had to apply for Sports Council approval you are required to fill in the relevant form, attach relevant documents and return to the ZANEF within 2 weeks after the event.

### **4.5 Clean Out Stables and Disinfect**

### **4.6 Check Equipment and Return/Pack Away**

Report any losses or damage of equipment.

References: "Guidelines To Organising a Show" ZHS  
 "Course Design" by Arno Gego  
 "General Regulations" SAEA