

A Guide to Conducting Successful Jumping Events.



*Hilary Scott riding Oaks Milky Way
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A Guide to Conducting Successful Jumping Events - July 2024

Introduction

This Guide has been updated to assist Agricultural Shows in organising their showjumping competitions at **Agricultural** Shows.

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

Showjumping Competitions are now generally referred to as “Jumping Competitions” as opposed to “Showjumping Competitions”.

JumpingNSW 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 <https://www.jumpingnsw.equestrian.org.au/contact-us-jumping>

Equestrian NSW:

Sydney International Equestrian Centre

Telephone [02] 9620 2660 Email: info@ensw.org.au

JumpingNSW is the Jumping arm of Equestrian NSW.

Its role is to control, promote and develop jumping throughout the state. In NSW, most jumping events are conducted by the Agricultural Societies. It is **JNSW's** objective, to assist Shows in running better Jumping Classes.

Equestrian sports are the only Olympic sports, where male and females, compete against each other on equal terms. Of the equestrian Sports, Jumping 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 must be fit and focused. What you see when a rider is competing on course, is the culmination of many years of tireless training, a bond of trust between horse and rider.

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 Jumping.

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

Equestrian NSW (ENSW) Affiliation

If your Show Society is affiliating with ENSW please refer to the latest *Affiliation categories* and fees with ENSW. If Affiliated, your entrants must also comply with the new *Horse*

Base Registration rules introduced January 2024 as a biosecurity requirement. Please refer to the NSW website for more information. See link to [Base Registration Rules](#) here.

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 jumping presents to your patrons and sponsors.

Few organising committees have the luxury of providing a large arena for jumping 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 jumping competitions.

Areas smaller than this presents 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, often the courses in small arenas are longer than in a larger arena because of the increased number of turns.

Boundary

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

Jumping is a dynamic sport; it 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 Competitors and owners of horses are giving consideration to the arena surface for jumping events. The performance and longevity of the horses is directly influenced by the arena surface on which they compete.

A flat, grippy yet elastic surface is preferred by horses, their owners, and Competitors. As jumping is likely to be just one event which is conducted on the arena during 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 topsoil. If the arena irrigation starts just prior to the show the topsoil 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 break down 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 jumping 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 Competitors 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 noticeboard for displaying the course plan and the draw can also be located there.

Judges Box

As the judge oversees 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 cover from the elements. An efficient Judge can handle approximately 25 to 30 Competitors per hour, the more Competitors 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 jumping. It outlines the competitions to be conducted and the way they are conducted. It also states the entry fee, closing date for entries, number of placings offered and prizemoney 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 age brackets as below:

Junior rider: between the ages of 12 years and 18 years at the date of the show.

Young rider: between the ages of 16 years and 21 years at the date of the show

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 Jumping 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 Competitors 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.

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

Starting Height

Universally, **schedules are stating the starting height** of a competition. The competitors appreciate this as they enter the competition knowing what the maximum height of the obstacles (for the first round) is going to be and should not be surprised when they walk the course for the competition.

Competitions

All Jumping competitions conducted at events are run under EA and/or FEI rules www.equestrian.org.au/jumping-rules OR insurer approved rules. This applies whether or not the Show Society is affiliated with Equestrian Australia.

The main type of competitions conducted at events are one or two round competitions against the clock. There are a range of other special competitions available, some of them novelty type competitions. The organising committee needs to **strike a balance between** the classical competitions and other common and popular competitions. The Equestrian Australia National Jumping Rules <https://www.equestrian.org.au/jumping-rules> (Chapter 12 - EA Competitions) lists a number of other competitions which can add variety and interest to the events program.

Whatever competitions are decided upon, the FEI/EA judging article should be included in the schedule. For example: CLASS XX - Junior Jumping Contest, Table A (Article 238, 2.2.).

The “**Summary of the Common Jumping Competitions**” (below), gives a quick overview of the choices available for your event and may assist in your decision to offer a certain type of competition. The selection of a certain competition would be based on a number of factors i.e. the number of riders you expect [based on previous history], providing value for money for the entrant, the amount of time available for your event, spectator appeal, easy to judge etc.

One such competition being widely accepted is a Special (Super) Two phase Art. 274.2. This competition is run in two Phases, comprising a maximum of 13 obstacles in both phases, [8 in the 1st phase and 5 in the 2nd phase].

This is an adaptation of the old “Power & Speed”, but the rider doesn’t stop after the first phase but continues on to complete the two phases. This comp offers good value for the entry fee and is quick to run. For details see the EA National Jumping Rules.

If an Immediate jump off is preferred, an Art 245.3 is an option, but the rider has to await the bell to complete the Jump Off, thus this time is lost.

As an alternative, Art.238.2.2 can be considered if a return for Jump off is preferred. This is a more conventional competition but requires the riders await the end of the class and compete in the Jump off if they are clear in the first round.

The summary also identifies other Novelty events and their Article Numbers.

Summary of Common Jumping Competitions

Please refer to: www.equestrian.org.au/jumping-rules

Organising Committees, Announcers, Judges and Competitors should use the correct Article number and competition description (as opposed to the old references such as A or AM)

Article Numbers	Type of Competition	Number of Rounds	Correct Description	Old Competition name
Article 238.2.2	Table A	Two Rounds	Jump Off Competition	A5
Article 245.3	Table A	One Round	Immediate Jump off	A7
Article 238.2.1	Table A	One Round	Against the Clock	A2
Article 239	Table C	One Round	Against the Clock	Scurry

Description of Articles:

Article 274 1.5.1 to 274 1.5.5 and 274.2 **Competition in Two Phases:**
Known as Two Phase or Power and Speed or Special Super Phase Article 274.2

Article 238.1.2 **First round not against the clock with jump off against the clock**
(So minor placegetters may be equal on penalties only - not time, from first round)

Other Common Competitions:

Competition over Two Rounds	Puissance
Six Bars	Knock out
Top Score	Take your own line
Accumulator	Power and Skill

For further details, please refer to the Equestrian Australia National Jumping Rules
<https://www.equestrian.org.au/jumping-rules> Chapter 12 - EA Competitions

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 – two hours before the competition commences. Competitors with more than one horse entered in a competition should have a minimum of six horses between each of their mounts, where possible.

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.

Heights of Competitions

The competition is listed as a Height Competition. For example, 1.15metre height competition

Competitions for children (14 years and under), Juniors (12 – 18 years) and Young Competitors (16 – 21) years may also be offered.

There is a major move towards height classes which specify the exact height at which a class will be conducted.

For example, classes could be published as:

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

Class 1b – 1.00m **Amateur** class (Article #) [restricted to Amateurs as described in the schedule on any horse]

Class 1c – 1.00m **Open** height class (Article #)

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

Class 2b – 1.10m **Open** height class (Article #)

Classes 2a & 2b will be run concurrently.

Class 3 – 1.20m **Open** height class (Article #)

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

Note: As above, Article Numbers (Article #) should be included in your Schedule for the Competition type chosen for your event.

Entry Methods

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. More recently online entries are becoming more popular and more accepted.

Entries on the day are still available at some shows allowing competitors to arrive on the day and place and pay for their entries before the competition. If entries on the day are accepted, it is advisable to publicise and announce that entries will close one to two hours 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.

Online Entry Platforms

There are a **number of Electronic entry means now available** either through Global Entries Online see www.globalentriesonline.com.au, Nominate see <https://nominate.com.au/> or Showday Online www.showdayonline.com, all of which are a great advantage to the paperwork at all stages of your event (including result submission). These systems may 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

Approved [Electronic Individual Waiver forms](#) are now available to use in conjunction with your online entry provider. Also see some information about [Electronic Waiver Forms and the benefits of online entries](#). Electronic Waivers used **MUST** be approved AgShows NSW waiver forms, **NOT** any other form of Waiver form.

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

Prizemoney and Entry Fees

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

The more prizemoney an organising committee can offer the more competitors and the higher quality the competitor they can attract.

The prizemoney should be greater for the higher levels of competition.

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 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 Competitors 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 and the higher classes the least.

The higher classes provide the spectacle of exciting jumping to your clients and spectator entertainment value.

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.

Rule of thumb, where entry numbers are high, 1 placing for every 6 entries.

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 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 Entries Online, Nominate or Showday Online 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 Jumping 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 their entries as “post entries” on the day of the event. This is one method accepted by competitors as they can enter 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 made and posted. Competitors complete an entry form and lodge it with the jumping 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 includes 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 Competitors as it becomes too hot for them, the organising committee can recommend that Competitors ride in summer dress comprising no jacket but collar and tie or ratcatcher. At temperatures above 28 Degrees Celsius, 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 with a poorly presented product.

An approved and appropriately tagged 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 jumping event.

- Course Designer
- **Judge**
- Timekeeper
- Pencillor
- **Marshal**
- **Announcer**
- Arena Stewards
- First Aid

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 timekeeper. Many smaller shows don't have an official announcer, but an announcer can help draw crowds to the event and keep them there 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** and a **State EA Jumping body** and be accredited by both organisations.

There are six levels of accreditation for course designers, EA Level 1, 2 and 3, and FEI Level 2,3 & 4.

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

Judge

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

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

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

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.

If your show is affiliated with EA, at the conclusion of the event, a copy of both the score sheets and the result sheet should **be forwarded within seven days to ENSW**.

It is the Judges responsibility to ensure this is done.

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 **JumpingNSW** 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 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 competitor round. It is helpful if the Pencillor has had some experience with jumping 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 Competitors 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 jumping 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 Competitors with tact and authority.

Announcer

Some organising committees have a specialist jumping announcer however the general arena **announcer is mostly used to inform the public of the proceedings in the jumping arena**. It is important that the announcer has communication with the judge of the jumping 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 with a knowledge of Jumping**. Many organising committees use service organisations such as the Rural Fire Brigade or the SES.

First Aid

As jumping 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 for service**, their travel costs, meals, and accommodation. Please remember that if a judge, Course Designer or steward is paid a fee for their appointment they will need to supply a copy of their own current professional indemnity insurance, **"top-up insurance"** as they will not be covered under the Show Societies Insurance policy. If they are paid traveling expenses only, they will be covered under the Show Societies Volunteer insurance as well as the Show's other insurances.

Insurance

(1) The event is totally organised and run by the Show Society, with other organisation's personnel assisting as show volunteers (using AgShows NSW volunteer forms and waivers for

competitors) and therefore covered by AgShows NSW insurance. This option means the Officials are providing their services **free of charge** other than the reimbursement of approved expenses
OR

(2) As above **but**, the Officials, i.e. The Judge & Course Designer are retained by the Show Society and are **charging a fee** for their services. In this instance the Show Society **MUST** sight a current “Certificate of Currency that both officials are Affiliated to ENSW or a State EA Jumping body and carry EA Officials “top-up” Insurance. All other personnel are volunteers and as such covered by AgShows NSW insurance.

OR

(3) The Event is organised and run by a third party (a Jump Club), which requires the third party to supply all personnel, (some personnel can be provided by the show society as volunteers). The Jump Club must carry ENSW or a State EA Jumping body Club Insurance and be Affiliated with ENSW or a State EA Jumping body. A ‘Certificate of Currency’ with \$20M Public liability insurance, Products Liability and Professional Indemnity insurance should be provided.

In all instances the Show Society should ensure the Judge & Course Designer are Affiliated to ENSW or a State EA Jumping body and carry “top-up” insurance.

Equipment Assistance from Jump Clubs

Establishing and maintaining jumping 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 several Jumping **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 organisation and running of your jumping program as they have the knowledge and expertise from doing this on a sometimes, monthly basis.

Below are the names of Jumping Clubs in NSW. Please contact your State EA Jumping body or ***JumpingNSW*** to get the current contact details for affiliated clubs.

ACT Jump Club - Canberra

Bega Jump Club - Bega

Berry Riding Club - Berry

Central Coast Jump Club - Kulnura

Dubbo Eventing & Jump Association - Dubbo

Goulburn & District Jump Club - Goulburn

Hunter Valley Jump Club - Maitland

New England & Districts Jump Club - Armidale

North & Northwest Jump Club – Tamworth

Northside Riding Club – St Ives

Riverina Equestrian Association – Jump – Ariah Park

Shoalhaven Jump Club – Berry

Sydney Jump Club – Clarendon, Hawkesbury

Wingham Showjumping Club - Wingham

Equipment

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.

JumpingNSW 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 jumping equipment of a high standard to the correct specifications for competitions.

Equipment Rules

There have been changes in the Equestrian Australia Rules regarding support (cup) depths. Refer to the Equestrian Australia National Jumping Rules

<https://www.equestrian.org.au/jumping-rules>

New rules to observe include Chapter 3 – Obstacles see summary below:

Please refer:

Article 208 Obstacles General – paragraph 6

Article 210 – Spread Obstacles - paragraph 1.

If the supports (cups) you are currently using are non-compliant with EA rules, it is suggested that they be replaced OR modified. The Jumpmaker, a company based at Windsor, is able to modify your cups, for compliance, at a cost of \$3.50 per cup. Contact Robert Howarth www.thejumpmaker.com.au email: thejumpmaker@bigpond.com phone (02) 9627 6667.

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 jumping 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 Competitors should be positioned in the warmup arena or near the enter gate to the competition arena.

If we are asking Competitors to present in an appropriate dress code, we need to be aware of heat stress on their part. See the Agshows NSW Website for Heat Stress Policy.

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 sponsors is important. Substantial sponsors can be given the naming rights to your jumping 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 jumping 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 can be constructed. 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 for the competition that they have kindly donated prizemoney.

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.

Competitors should be encouraged to thank to Sponsors for their generosity and the society for organising 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 several 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 **JumpingNSW website**. The website also encourages show organisers to send the results to the web site for general publication.

(<https://www.jumpingnsw.equestrian.org.au/>)

Placing advertisements in **horse magazines** and JumpingNSW'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 into 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 schedules 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 Competitors competing in the local area.

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

Recommended Jumping Conditions of Entry to include in your Schedule

Conditions of Entry

- 1 The Event will be run under Peak Body FEI/EA rules.
- 2 All Competitors must sign an AgShows NSW Waiver Form (physically or electronically) and compete at their own risk.
- 3 All Competitors must submit a Horse Health Declaration
- 4 Australian helmets standards will apply and must be worn and fastened at all times whilst mounted.
- 5 All Competitors must wear riding boots and an approved and tagged helmet at all times whilst mounted, including presentations.
- 6 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.
- 7 The Organising Committee reserves the right, at their absolute discretion, to accept or refuse any entry.
- 8 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. Competitors must comply with the instructions of the Swabbing Steward.
- 9 All Stallions MUST be identified with the Current National Identification disc, clearly displayed at all times whilst on the grounds.
- 10 All prize presentations will be mounted. Ribbons and rugs will be placed on the horses prior to them entering the arena for the presentation. Competitors will be expected to wear coats at the presentations.
- 11 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.
- 12 Competitors with stallions that are placed in a class may substitute the stallion with another horse for the presentation.
- 13 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.
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]
- 14 **Refunds:** It will be at the discretion of the show society if refunds are offered on presentation of a doctor's certificate or veterinary certificate. Please contact organisers prior, if possible, to allow any waiting list entries.
- 15 Pets are not allowed on the showground, unless in competition.

- 16 All Competitors 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.
- 17 Only Competitors competing in the current competition may use the final practice area. A maximum of 6 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.
- 18 All prizemoney may alter if sponsorship is not received, and entry fees are inclusive of GST. Competitors registered for GST should submit a tax invoice at the conclusion of the show. All other Competitors, if not registered for GST, must sign a Hobbyist Declaration which is enclosed.
- 19 Where there are less than 10 entries in a class, the organising committee reserves the right to redistribute prizemoney to other classes to reflect the entries. These changes will be made prior to the event being run.
- 20 If there are large entries in a class – at least 1 in 6 entries will receive prizemoney and the minimum prizemoney will be equivalent to the entry fee for the class.
- 21 A horse/rider combination may enter only one class in **concurrent** classes [i.e. 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.
- 22 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:

1. 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.
2. Junior for all classes is a rider who has not passed 18 years at the end of the calendar year of the competition.
3. Adult Rider is any person who is 18 years and over at the date of the competition.
4. 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 Jumping 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. Competitors 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.

We trust this document is of assistance to you in running a successful Jumping Competition at your Agricultural Show event.