



**V.E.I.S**  
— VICTORIAN EQUESTRIAN —  
INTERSCHOOL SERIES

**HANDBOOK 2017**



***2016 VEIS Dressage Champions – Braemar College***

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## 1 INTRODUCTION

This VEIS handbook:

Describes the rules and principles under which VEIS events and the VEIS Series operate, and, endeavours to provide a framework to foster consistency in the rules and formats of interschool equestrian events more broadly.

The VEIS operates as far as is possible under EA rules.

Within these VEIS rules are references to the EA rules for each discipline, e.g., Dressage, Show Jumping and Eventing. These EA rules can be found on the Equestrian Victoria or Equestrian Australia websites – [www.equestrian.org.au](http://www.equestrian.org.au) or [www.vic.equestrian.org.au](http://www.vic.equestrian.org.au).

## 2 VEIS COMPETITIONS

2.1 Schools hosting VEIS events must be affiliated with Equestrian Australia.

2.2 Proposed dates for competitions for the following year are requested at the commencement of Term 3 and must be sent to [website@veis.com.au](mailto:website@veis.com.au). The VEIS committee will seek to manage calendar options where date clashes occur. The calendar maintains a spread of Friday, Saturday and Sunday competitions. Final dates must be confirmed before the close of Term 3 in any given year in order for schools to be informed and develop their own school calendars.

Each hosting school or organisation will be invoiced for \$100 per competition (e.g. \$100 for Dressage and \$100 for Show Jumping if both are run on the same day). Cheques made payable to “VEIS” and to be sent to: VEIS, C/- Julia Williams, 170 Coolart Road, Moorooduc VIC 3933 or direct credited to the VEIS account. The first 6 VEIS series qualifying events incur a fee of \$200, and an additional fee of \$1 per rider.

2.3 Primary students are allowed to compete in higher grades of dressage – they are not restricted to ride in ‘Primary Only’ classes. However, Primary riders are not permitted to ride at higher levels at Interschool National events irrespective of their standing on the VEIS Series Championship. For the avoidance of doubt, Primary riders are only permitted to compete in Primary classes at national events – points accrued in a higher level at VEIS events do NOT contribute to qualification for the Victorian team at a lower level.

2.4 Secondary riders may participate in ‘Primary only’ classes but they will be deemed to be competing HC (“hors concours”), i.e., no points will accrue towards either the individual event results or the VEIS team or individual championships.

- 2.5 Riders are encouraged to enter levels most suited to their level of riding competency and their horse’s ability. In disciplines where grading or qualification applies, the EA rules for eligibility must be adhered to; e.g., dressage grading for horses.
- 2.6 Riders who have been Individual Champions or Reserve Champions in VEIS levels in 2016 are automatically promoted to the next level in the 2017 Series.

*If the Champion or Reserve Champion rider/horse combination wishes to ride in the same level at which they were either Champion or Reserve Champion in the previous year, the school Team Manager/Equestrian Coordinator can apply at the beginning of the season to the VEIS committee stating the reasons the Rider/Horse combination wishes to remain at the same level.*

NB: The above automatic promotion rule will not apply to riders moving up due to age in Dressage from Preliminary Primary to Preliminary Secondary classes, or Novice Primary to Novice Intermediate, or Novice Intermediate to Novice Senior.

### 3 DRESSAGE

3.1 The dressage classes that may be offered at VEIS events are:

Dressage		
Class	Year Level	Arena Size
Preparatory (Primary only)*	Primary Only	40m x 20m or 60m x 20m
Preliminary Primary	Primary Only	60m x 20m
Preliminary Intermediate	Secondary Only	60m x 20m
Preliminary Senior	Secondary Only	60m x 20m
Novice Primary	Primary Only	60m x 20m
Novice Intermediate	Secondary Only	60m x 20m
Novice Senior	Secondary Only	60m x 20m
Elementary	All	60m x 20m
Medium	All	60m x 20m
Advanced	All	60m x 20m
Prix St Georges**	All	60m x 20m

\* Not EA Interscholar Nationals class

\*\* Horse/rider combinations entering PSG may only compete in one other test at Advanced the same day.

**NB: Qualification for EA Interscholar Nationals is no longer based on age, but is based on the Year Level of a student at school.**

- 3.2 Rider/horse combinations must score a minimum of 57.5% in both dressage tests for the combination's score to accrue points for the VEIS team or individual championships.
- 3.3 If entries in a particular dressage level exceed 35 in number, the entries must be split randomly into two divisions.

*NB: It is important divisions are not formed according to year level, ability, school, etc.*

- 3.4 Draws for VEIS Dressage events will be completed in accordance with EA guidelines
- 3.5 Primary Preparatory is designed for beginner riders just learning to canter consistently. If a rider is cantering confidently, it is recommended they enter Preliminary Primary. Primary Preparatory does not attract individual points in the VEIS rankings – points do accrue to the school. Awards and placings will still be awarded on the day of competition.
- 3.6 Eligibility for Prix St. George entry (where offered)  
A combination must have competed previously in two Advanced tests and achieved a score of over 57.5% in each test.
- 3.7 Dressage scoring to determine places at VEIS events is consistent with EA Interschool dressage scoring methodologies and is as follows:
  - 3.7.1 In each class, 1st placed horses are allocated 30 points, 2nd 29 points, 3rd 28 points and so on to the last-placed horse. In a situation where there are more than 30 riders (but not more than 35), 1<sup>st</sup> place will receive points equal to the number of riders in the class, 2<sup>nd</sup> one less, and so on; e.g., if there are 35 riders in the class, then 1<sup>st</sup> would receive 35 points, 2<sup>nd</sup> 34, and so on.
  - 3.7.2 The aggregate points over the two classes determines the Championship placings.
  - 3.7.3 In the event of a tie for the Championship placings, the higher placing is awarded to the combination with the highest aggregate percentage over the two tests. In the event of a further tie, the higher placing is the combination with the higher percentage score in the more advanced test
  - 3.7.4 The final countback methodology in the event of a further tie for the Championship placings is the sum of the four collective marks from both tests.
  - 3.7.5 In the event of equal placings in a test, no half/split marks are allocated. The equal placings receive the same points, then the next placing and points are skipped. i.e., 2 riders finishing equal 4<sup>th</sup> receive 27 points, with the next placing being 6<sup>th</sup> receiving 25 points. If a clear winner or placing is required in a class for individual tests the best total of the 4 collective marks would place higher.

#### 4 SHOW JUMPING

4.1 Each show jumping event must run two classes at each Level:

Two Phase – Article 274.5.3

Grand Prix – Article 261.5.2

4.2 The Show Jumping levels to be offered at VEIS Qualifier events are:

Class	Year Level	Class		Max. Heights
Freshman*	Primary Only	Two Phase: Article 274.5.3		50cm
		Grand Prix: Art. 261.5.2	1st Round	50cm
			2nd Round	55cm
			Jump-off	60cm
Encourage*	All	Two Phase: Article 274.5.3		65cm
		Grand Prix: Art. 261.5.2	1st Round	65cm
			2nd Round	70cm
			Jump-off	75cm
Improvers**	All	Two Phase: Article 274.5.3		75cm
		Grand Prix: Art. 261.5.2	1st Round	75cm
			2nd Round	80cm
			Jump-off	85cm
Progressive	All	Two Phase: Article 274.5.3		85cm
		Grand Prix: Art. 261.5.2	1st Round	85cm
			2nd Round	90cm
			Jump-off	95cm
Intermediate	All	Two Phase: Article 274.5.3		95cm
		Grand Prix: Art. 261.5.2	1st Round	95cm
			2nd Round	100cm
			Jump-off	105cm
Advanced	All	Two Phase: Article 274.5.3		105cm
		Grand Prix: Art. 261.5.2	1st Round	105cm
			2nd Round	110cm
			Jump-off	115cm
Stars	All	Two Phase: Article 274.5.3		115cm
		Grand Prix: Art. 261.5.2	1st Round	115cm
			2nd Round	120cm
			Jump-off	125cm

\* Not EA National Qualifying Events

**\*\* EA National Qualifier event for Primary students only**

- 4.1 Primary students are allowed to compete in higher grades of show jumping – they are not restricted to ride in classes with Primary levels. However, Primary riders are not permitted to ride at higher levels at Interschool National events irrespective of their standing on the VEIS Series Championship. For the avoidance of doubt, Primary riders are only permitted to compete in Primary classes at national events – points accrued in a higher level at VEIS events do NOT contribute to qualification for the Victorian team at a lower level.

**NB: Qualification for EA Interschool Nationals is no longer based on age, but is based on the Year Level of a student at school.**

- 4.2 Secondary riders may ride in Freshman; however, they are deemed to compete HC (“hors concours”); i.e., no placing is awarded, and therefore no VEIS points accrue
- 4.3 Scoring to determine places at VEIS show jumping events is as follows:
- 4.3.1 In the Two Phase class, 1<sup>st</sup> scores 10 points, 2<sup>nd</sup> 9 points, 3<sup>rd</sup> 8 points and so on down to 1 point for 10<sup>th</sup>. In the Grand Prix, 1<sup>st</sup> scores 20 points, 2<sup>nd</sup> 18 points, 3<sup>rd</sup> 16 points and so on down to 2 points for 10<sup>th</sup>
- 4.3.2 Points over the two classes are aggregated to determine places. In the event of an equality of points, points earned in the Grand Prix is the count back method.

## 5 VEIS QUALIFIER COMPETITIONS

- 5.1 Rider/horse combinations score points for the VEIS Team and Individual Championships at nominated VEIS Qualifier events.
- 5.2 There will be 8 VEIS qualifying events per year – 4 dressage and 4 show jumping
- 5.2.1 Each designated interschool region – “Barwon” (West), Northern, and South-Eastern – will host one dressage and one show jumping qualifier
- 5.2.2 The VEIS Grand Final – which will incorporate both a dressage and a show jumping competition (i.e., 2 events) – to be held on the first weekend in August each year.
- 5.3 2017 Nominated Qualifying Events – please see [www.veis.com.au](http://www.veis.com.au) for calendar of all events including Qualifiers
- 5.3.1 Qualifier events may be rotated between schools in each region from year to year
- 5.3.2 The geographical boundaries set to determine the zoning for schools are as follows:
- West ("Barwon") / Northern Shield boundary*  
Duncans Rd. to Ballan Rd. (Bacchus-Marsh-Werribee Rd.) to the Bacchus Marsh-Geelong Rd. to the Western Freeway

(Noting that Bacchus Marsh Grammar is part of the Northern Shield competition, and Ballarat Grammar is part of the Barwon region.)

*Northern Shield (incl. Metro) / South Eastern boundary*

Springvale Rd. to Wellington Rd, then right on Wellington Rd to the Dandenong's. South and east of the Dandenong's is South/Eastern, and north of the Dandenong's is Northern

## 6 VEIS GRAND FINAL

6.1 VEIS Grand Final participants will be:

6.1.1 The top 4 aggregate point scoring schools from each region in the Qualifier events throughout the Series; plus

6.2 In the Grand Final, any horse/rider combination must compete at the highest level that they have competed at during any Qualifier event; e.g., a rider/horse combination that has competed at Novice as its highest level during the Qualifier events may not compete at any level below this at the Grand Final. If a rider competes one test at Advanced and one test at Prix St Georges, then they will be counted for points based on their Prix St Georges placing.

Exceptions as follows; In the event that a rider rides a third test at a higher level the level deemed to be ridden is the level at which the combination competed in both tests at a qualifier event.

This rule will not apply to the first qualifier event in any given year or series. For example, a horse/rider combination may enter the first qualifier at Advanced Show Jumping height and subsequently wish to move down a grade, in this instance the combination will have the ability to use the lower height as its qualifier and Grand Final height. The same rule and logic will apply to the dressage grades and applies only to the first qualifier in any given season as indicated by the VEIS calendar in either discipline.

6.3 For schools qualified for the Grand Final, there is no limit on the number of riders that may represent the school at the Grand Final.

6.4 Riders that have qualified for the Grand Final on a given horse according to the above rules may ride in the Grand Final on a different horse. However, no placing earned on the day will accrue points either to the individual or team series championships; i.e., the rider is not deemed HC for the Grand Final, but the rider's result does not count towards the VEIS Series as no series points will be accrued.

NB: Allowing entry for riders in this situation (qualified horse is sold, lame, or ill and an alternative mount is an option) achieves the VEIS objective of promoting broad participation in interschool equestrian competitions without impacting the integrity of the Series competition

6.5 In the Grand Final, dressage classes which are Nationals Qualifier classes and for which entries exceed 35 riders, two sections will be formed randomly and a ride-



off will be run to determine final scores. The ride-off will include the top 3 riders from each section. As per rules 3.3 and 3.4.

6.6 There will be no limit on the size of the show jumping classes

## 7 VEIS CHAMPIONSHIP SCORING

### 7.1 Dressage:

Assuming the rider has achieved the minimum required 57.5% in both tests at a given level, VEIS points are accrued for each test – 1<sup>st</sup> in a test scores 10 points towards their respective school and individual VEIS Championship cumulative tallies, 2<sup>nd</sup> will earn 9 points, 3<sup>rd</sup> 8 points and so on down to 1 point for 10<sup>th</sup>; meaning a maximum of 20 points may be accrued at any given Qualifier event. In the event of equal placings in a test, no half/split marks are allocated. The equal placings both receive the same points, then the next placing and points are skipped. i.e., 2 riders finishing equal 4<sup>th</sup> receive 7 points, with next placing being 6<sup>th</sup> receiving 5 points

### 7.2 Show Jumping:

In the Two Phase class, 1<sup>st</sup> scores 10 points towards their respective school and individual VEIS Championship cumulative tallies, 2<sup>nd</sup> will earn 9 points, 3<sup>rd</sup> 8 points and so on down to 1 point for 10<sup>th</sup>. In the Grand Prix, 1<sup>st</sup> scores 20 points towards their respective school and individual VEIS Championship cumulative tallies, 2<sup>nd</sup> will earn 18 points, 3<sup>rd</sup> 16 points and so on down to 2 points for 10<sup>th</sup>; meaning a maximum of 30 points may be accrued at any given Qualifier event

7.2.1 Results achieved in the Grand Final carry a premium of 50%; i.e., points scored in the Grand Final are multiplied by 150% (1.5 times).

## 8 VEIS CHAMPIONSHIPS

### 8.1 School Team Championships:

VEIS Series School Team Championship scoring will be for:

8.1.1 Victorian Champion Dressage School

8.1.2 Victorian Champion Show Jumping School (The Annie White Champion Show Jumping School Trophy)

8.2 The top four riders' points from each school will be totalled to determine each school's point at an event. These points will be aggregated across the Qualifier events, including the Grand Final (where the 1.5x's premium is applied), to determine the school rankings for the Series in each of the Dressage and Show Jumping School Team Championships

8.2.1 There is one team score per school at any given event for each discipline

8.2.2 There is no "dropped score" in the VEIS Team Championships – team scores achieved at *each* qualifier (including the Grand Final) count toward

to overall VEIS Series Dressage and Show Jumping School Team Championships

### 8.3 VEIS Individual Championships:

There is individual VEIS Series Championships at each respective dressage and show jumping level:

8.3.1 For each horse/rider combination per discipline, the highest total aggregate score from **3 of the Qualifier events** (including the Grand Final worth 150% (1.5 times) points) will be the winner of the Individual Championships

8.3.2 If a rider scores at all 4 Qualifier events (including the Grand Final), the 3 scores to count to the overall aggregate score will be the 3 highest scores; i.e., the lowest score from the Qualifier events is dropped

*NB: For clarity, there is no "dropped score" in the VEIS Teams Championship – team scores achieved at each qualifier count toward the overall VEIS Series Dressage and Show Jumping School Team Championships – schools are therefore encouraged to ensure teams are fielded at each Qualifier event*

8.4 In the event of an equality of points at the end of the Series, the count back methodology will first be the number of wins achieved at the Qualifier events (including the Grand Final). In the event of a tie at this level, the highest score at the Grand Final prevails

## 9 QUALIFICATION FOR THE VICTORIAN INTERSCHOOL TEAM (to compete at the EA Interschool Nationals)

9.1 The two highest placed combinations in the VEIS Individual Championships (where these levels are competed at the Interschool Nationals) will be awarded a place in the Victorian Interschool team (not including Prix St. George in dressage at this stage)

9.2 The team will compete at the Interschool Nationals, usually in early October

9.3 The VEIS levels for which state team places will be awarded are:

#### Dressage

- Advanced
- Medium
- Elementary
- Novice Senior
- Novice Intermediate
- Novice Primary
- Preliminary Senior
- Preliminary Intermediate
- Preliminary Primary

#### Show Jumping

- Stars (120cm)
- Advanced (110cm)
- Intermediate (100cm)
- Progressive (90cm) – both for Secondary and Primary selection
- Improvers (Primary students only selected at this level – 80cm)

9.4 From Progressive (90cm) in Show Jumping, there will be four state team spots offered:

9.4.1 The two highest ranked Secondary school combinations in the Progressive VEIS Individual Championship (for the 90cm Secondary class at the Nationals event), and

9.4.2 The two highest ranked Primary school combinations in the Progressive VEIS Individual Championship (for the 90cm Primary class at the Nationals event)

9.5 The above split will be made subject to the Year level of the student rider

9.6 If a rider/horse combination does not take up the offer to compete at the Nationals event or has qualified previously via the EV Interschool Championships, the place will be offered to the next ranked combination(s)

9.7 Please note, all riders that compete at the Nationals event are required to be EA members, and all horses competing must be EA registered

#### 10 GENERAL RULES AND CONDITIONS FOR INTERSCHOOL COMPETITIONS:

10.1 VEIS events are competitions open to all currently enrolled primary and secondary school students.

10.2 All riders must be currently enrolled at the school they are representing and **MUST** be accompanied by an adult. Entries from Distance Education students will be accepted if they are EA members and they are studying at primary or secondary school level. 'Schools' include TAFE where a student under the age of 19 years is enrolled in full time study, but does not include part time TAFE, University or other technical colleges.

**Primary competition** is restricted to athletes enrolled up to and including Year/Grade 6 in the year of competition.

**Intermediate division** is defined as those athletes enrolled in Years 7, 8 and 9 in the year of competition.

**Senior division** is defined as those athletes enrolled in Years 10, 11 and 12 in the year of competition.

10.3 Schools should nominate a Team Manager who will be responsible for rider's gear checks. The use of inappropriate gear may result in elimination. This will be at

the sole discretion of the organising committee in consultation with the Ground Jury, if any, or Chief Judge.

- 10.4 Only Team Managers may lodge protests on behalf of a rider to the organising committee.
- 10.5 No riders other than those competing are allowed to ride on the grounds.
- 10.6 Riders may ride more than one horse.
- 10.7 A horse may only be ridden by the same rider on the day of any VEIS competition.
- 10.8 If any horse is ridden by any person other than the entered competitor then that competitor will risk elimination at the discretion of the Organising Committee.
- 10.9 For details regarding stallions, colts and rigs please refer to the EA rulings on eligibility. These can be found at <http://www.vic.equestrian.org.au/Stallion-safe-practice-guidelines>. Absolutely no exception to these guidelines or safety procedures will be given and failure to follow these guidelines will result in elimination.

While generally discouraged, VEIS Qualifier events will allow stallions, colts or rigs to compete and will have the necessary facilities to allow the EA safety standards to be complied with.

The organising committee of non-Qualifier VEIS events will maintain the discretion to refuse entry to stallions, colts or rigs.

## 11 ENTRY FORMS

- 11.1 Accepted entry forms at any given event should normally be signed by the School Principal, or the Director of Sport or the Equestrian Coordinator

In the case of online entries, an acceptance check box is required confirming the entrant has permission from the School Principal (or the Director of Sport or the Equestrian Coordinator) and is covered under the school's insurance in the case where the rider is not an EA member. The name of the School Principal / Director of Sport / Equestrian Coordinator should be included as part of the online entry process.

A copy of the Entry Form for any VEIS event should be sent to [website@veis.com.au](mailto:website@veis.com.au) prior to broader distribution. The entry form will then be posted on the VEIS website and be emailed to all schools where representatives are competing in VEIS events and contact details are available.

- 11.2 Late entries may incur a late fee
- 11.3 Scratching after the Close of Entries: As per EA Rules, a vet/doctor certificate is required for return of entry fees less a recommended \$15.00 administration cost
- 11.4 It is recommended that the Ground Jury be nominated before the event and be made up of the designated Chief Judge on the day, a member of VEIS committee, and a representative from a school other than the hosting school

11.5 All protests must be lodged by the Team Manager to the organising committee of the VEIS event no later than 20 minutes after the incident. It is recommended that event organising committees require that protests be accompanied by \$50, to be refunded only if the protest is upheld. A Ground Jury of three personnel must be established to hear protests on event day

## 12 UNIFORM/COMPETITOR REQUIREMENTS

12.1 All riders must wear approved boots and helmets (done up) when mounted

12.2 Please note new helmet rules for 2017:

<http://www.equestrian.org.au/news/helmet-regulations-updated>

12.3 School equestrian uniform must be worn in all competitions and for presentations

12.4 Blazers or Riding Jackets are forbidden at all VEIS interschool events.

12.5 Riders may be eliminated for incorrect dress

12.6 Gloves must be worn in Dressage

12.7 All riders must provide own numbers as per the published event draw. Numbers should be on both sides of saddle blanket or bridle

## 13 ORGANISATION OF VEIS EVENTS

13.1 Officials and Marshals must be easily identifiable

13.2 Schools are to provide contact name and details to [website@veis.com.au](mailto:website@veis.com.au).

13.3 Draws should be published a minimum of 2 days prior to an event

13.4 Events may run later or earlier than advertised. Riders are expected to be aware of changes to times and report/present accordingly

13.5 Riders who do not report in time to ride in the published draw order may be eliminated

13.6 Scores should be posted on an accessible scoreboard throughout the day as they become available

13.7 Organising Committees may reserve the right to alter, delete any event, and refuse entry without requirement to provide explanations or reasons

13.8 Final school scores for the competition need to be posted on the day with recognition for the winning school. All scores must be forwarded no later than the day after the event to [website@veis.com.au](mailto:website@veis.com.au)

13.9 Organisers of events including a dressage phase (i.e., including Combined Training competitions) must pay a fee of \$1 per test (payable to EV) as per EA rules. EV will invoice event organisers directly.

## 14 RISK MANAGEMENT & EVENT MANAGEMENT

### RISK ASSESSMENT & FIRST AID

- 14.1 An appropriate Risk Assessment must be completed prior to each VEIS event
- 14.2 A qualified first aid officer must be present on the day (minimum level 2).
- 14.3 A first aid sign **MUST** be displayed in a designated First Aid area/ Office.
- 14.4 An OH&S review must be completed for the competition, including an assessment of the venue; this should be signed off prior to the event by the school OH&S officer (sample form attached).

## 15 COMPETITION ARENAS AND EQUIPMENT

- 15.1 The competition area should be safely fenced
- 15.2 The competition surface must be safe
- 15.3 Dressage arenas must not have rope or pig tail
- 15.4 All equipment should be safe and well maintained
- 15.5 Electronic timing equipment should be used wherever possible at show jumping events – it is compulsory at VEIS Qualifier events.

## 16 INSURANCE

- 16.1 The venue must have public liability insurance
- 16.2 If not covered by school insurance that expressly covers riders for equestrian activity, riders must have EA or PCAV insurance and provide membership number.

## 17 PRESENTATIONS

- 17.1 Ribbons or rosettes should be awarded to 6th place in each class.
- 17.2 There will be an overall champion for each level/section (e.g., Novice Dressage, Improvers Show Jumping, etc.) This will be the aggregate of both dressage tests on the day, or both show jumping classes on the day. Refer rules 4.3, 4.3.1 and 4.3.2.
- 17.3 If a competitor is unable to be present for presentations, it is acceptable for someone to accept prizes on their behalf
- 17.4 It is suggested for Dressage events to have envelopes on hand so that test sheets and/or prizes can be posted. Usually a \$2 donation is requested to cover this cost
- 17.5 While teams are encouraged to remain for presentations, team prizes may be posted after the event

## 18 NOTES FOR COMPETITORS

- 18.1 EA Rules and Code of Conduct apply. These can be found at [www.equestrian.org.au](http://www.equestrian.org.au) or [www.vic.equestrian.org.au](http://www.vic.equestrian.org.au).
- 18.2 Enter competitions early – the closing date of entries is not the recommended time for entries to be sent in
- 18.3 Make sure you have completed the entry form in full with clear, legible handwriting – in particular, email addresses to which notifications, draws and results are usually sent
- 18.4 All requests to the event organising committee should be made through Team Managers
- 18.5 It is important to remember that each competitor is representing their school, and so are expected to behave and dress accordingly

## 19 NOTES FOR ORGANISING COMMITTEES

While many members of organising committees (“OC’s”) have experience in running equestrian events, the following points may help with planning and operating a successful interschool equestrian event:

- 19.1 It is essential that officials are familiar with VEIS rules, as well as EA rules. These can be found, as indicated earlier, at [www.equestrian.org.au](http://www.equestrian.org.au) and [www.vic.equestrian.org.au](http://www.vic.equestrian.org.au)
- 19.2 Consideration should, if possible, be given to schools that are travelling long distances to compete; e.g., competitors from that school should not be first in a draw if possible
- 19.3 Draws should be prepared with random orders in accordance with EA guidelines
- 19.4 EA judges should be used whenever possible – particularly in VEIS Qualifier events
- 19.5 If additional rules are set, they must be clearly stated both on the entry form and the program for the day. Event officials should be clearly briefed beforehand
- 19.6 Committee briefings about the rules of competition should be minuted.
- 19.7 It is recommended that tasks be allocated to committee members with one person holding ultimate responsibility for the running of the event
- 19.8 Entry forms should make clear where competitors/team managers can access the draw
- 19.9 It is suggested that the mobile phone number of a key contact person be included on the entry form for competition day

## 20 ATTACHMENTS

[Insurance sample letter \(Schools\)](#)

[Risk Assessment sample 1](#)

[Risk Assessment sample 2](#)

[Entry form – Dressage Sample 1](#)

[Entry form – Dressage Sample 2](#)

[Entry form – Show Jumping Sample 1](#)

[Entry form – Show Jumping Sample 2](#)

[Calendar of Events link VEIS](#)

[VEIS/EA National Interschools Compatibility Document 2017](#)

[EA National Interschool Rules 2017](#)