

**WESTERN DRESSAGE  
ASSOCIATION OF  
AUSTRALIA**

**EVENT CONVENOR  
TOOLKIT**

*A resource document for  
WDA-AUS Branches, Associations and Affiliates*

## WDA-AUS EVENT MANAGEMENT TOOLKIT

### Event Approval

Branches, State Associations and Affiliates apply for approval by WDA-AUS to host Western Dressage Events by submitting the following **WDA-AUS EVENT APPROVAL APPLICATION FORM** to the WDA-AUS Secretary no less than 30 days prior to the proposed event. WDA-AUS will review the application and notify the Branch of their decision. The application needs to be accompanied by a \$50 event fee.

The Event is to be conducted according to the WDA-AUS Rules relevant to the type of Event.

The Event Organising Committee (OC) is comprised of a Convenor, Secretary and Treasurer.

### Event Organisation

#### ***Branches and State Associations***

The OC must all be current financial Life, Senior or Associate WDA-AUS Members, and *Nominate* must be used as the entry platform for all Events to comply with various WDA-AUS organisational responsibilities and procedural requirements.

These include confirmation of the Event participant's agreement to abide by the Rules; Declarations regarding Horse Health, Waiver and Indemnity Forms; Membership information; reporting capabilities for Biosecurity or other authorities as may be required; and maintaining accurate financial and other records.

The Event Treasurer is responsible for liaising with *Nominate* and ensuring that all Event payments and refunds are processed and funds deposited into the relevant account/s. For Branches, the Payment Summary spreadsheet emailed from *Nominate* is Cc'd to the WDA-AUS Treasurer for accounting purposes.

The Event Secretary is responsible for returning Sanctioned Class Results to the WDA-AUS Secretary within fourteen (14) days following the event.

#### ***Affiliate Organisations***

The Event Convenor must be a current financial Member of the Affiliate organisation.

Affiliate organisations must use *Nominate* as the entry platform for Sanctioned and Non-Sanctioned Classes. This is to ensure that all competitor and horse details are correctly recorded and properly licensed for the class they intend to enter.

Other details such as event revenue and expenditure are a matter for the Affiliate and are not reported to WDA-AUS. Responsibility for Event records, reporting and compliance with any other relevant rules or procedures lies with the Affiliate.

For Training Events, Affiliates may choose whether or not they wish to use *Nominate* for event entry.

### Event Management, Rules and Procedures

The WDA-AUS Rule Book (2017) contains information that will be required by the Organising Committee. The Sections are:

<i>Section One</i>	<i>ORGANISATIONAL OBJECTIVES AND STRUCTURE</i>
<i>Section Two</i>	<i>COMPETITIONS AND EVENTS</i>
<i>Section Three</i>	<i>EVENT MANAGEMENT</i>
<i>Section Four</i>	<i>JUDGES</i>
<i>Section Five</i>	<i>PRESENTATION OF HORSE AND RIDER</i>
<i>Section Six</i>	<i>PERFORMANCE OF HORSE AND RIDER</i>

These WDA-AUS documents are attached:

1. *Mandatory Information for Acceptance of Event Entry*
2. *Event Approval Application Form*
3. *Event Checklist and Event Roster (Officials and Volunteers)*
4. *Event Emergency and Risk Management Guidelines and Toolkit*
5. *Event Risk Assessment Toolkit*
6. *Incident & Accident Report Form*

## **1. Mandatory Information for Acceptance of Event Entry**

**Confirmation of the event participant's agreement to abide by the Event and Organising Committee Rules; Declarations regarding Horse Health, Release and Waiver of Liability and horse and participant identification and contact details, must be obtained before an entry can be accepted and the individual's participation in the event is permitted. Nominate has this information for WDA-AUS approved events.**

When registering to attend the Event, the following information must be provided and details requested:

### **Entrant's Details**

- Owner or person in charge of horse/s:
- Address of property of origin of horse/s and QLD DPI PIC Number (if applicable):
- Address of property horse/s will return to (if not property of origin) and QLD DPI PIC Number (if applicable):
- Name:
- Address:
- Email:
- Description of horse (Breed/type, height, colour, sex, brand, microchip):

### **Declaration by owner or person in charge of horse/s**

*I declare that the horse/s named in this Event Entry has/have been in good health, eating normally and not showing signs of illness during the last 3 days leading up to the Event. I give my authorisation for the designated steward to call for veterinary inspection of the horse/s named above and in my care should they be showing signs of illness at any time during the course of the event. I agree to pay any veterinary fees incurred as a result of this.*

### **I agree to ensure that:**

- *If required before movement, all horses will be shampooed, rinsed and allowed to dry, and their hooves will be picked clean of all solid material and washed with shampoo.*
- *All vehicles and equipment accompanying the horses will be in a clean condition at the start of travel to the event.*
- *The information contained in this Event Entry and Horse Health Declaration is true and correct to the best of my knowledge.*
- *I agree to abide by all conditions and directions of the Organising Committee and Venue Management.*
- *I acknowledge that failure to comply with the above may result in refusal of entry to the Venue; disqualification or other disciplinary action as decided by the Organising Committee and/or Venue Management.*
- *In the event of horse movement restrictions, I acknowledge that each participant will be responsible for the care, maintenance and cost of their horse/s including feeding and watering.*

### **RELEASE AND WAIVER OF LIABILITY**

*Horse Sports are a Dangerous Activity*

*I understand and acknowledge that horse sports are a dangerous activity and that horses can act in a sudden and unpredictable (changeable) way, especially if frightened or hurt.*

*I understand and acknowledge that serious INJURY or DEATH may result from horse sport activities and in particular from events in which I participate. I agree that I PARTICIPATE at my OWN RISK.*

*I agree not to drink alcohol or take drugs prohibited by law before or during competition.*

### **EFFECT OF THIS DOCUMENT**

*I understand that checking the I ACCEPT button constitutes a complete an unconditional release of all liability, the \_\_\_\_\_ (Event Organisers) and the \_\_\_\_\_ (Venue Owners), including all of their employees, volunteers, contractors and associated personnel, to the greatest extent allowed by law in the event of me and/or the children under my care, suffering injury or death.*



*I also understand that checking the I ACCEPT button ( ) also confirms that I have read and understood the contents of this Disclaimer and I have read, understood and agree to abide by the Event Entry Rules and the Venue Owners Terms and Conditions.*

**2. WDA-AUS EVENT APPROVAL APPLICATION FORM**

<b>Information</b>	<b>Details</b>		<b>Member #</b>
Event Organisation			
Event Name			
Event Date/s			
Venue			
Venue Address			
<b>Responsibility</b>	<b>Name</b>	<b>Contact Details (Mobile &amp; Email)</b>	<b>Member #</b>
Event Convenor			
Event Secretary			
Event Treasurer			
Judge			
Clinician/Coach			
Venue Contact			
Is any other competition being conducted in conjunction with this event?      YES / NO			
<b>Proposed Event Program</b>			
The proposed event program including classes and any other details (may be attached or enter below):			
Please include or attach any additional relevant information:			

*For Example:*

*Event Program:*

*Saturday 20 May 2017*

*Clinic starts at 2pm. 2 groups of 4 riders*

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. <i>Group Lesson 2pm – 4pm</i> | <i>\$50 per rider</i> |
| 2. <i>Group Lesson 4pm - 6pm</i> | <i>\$50 per rider</i> |

*Sunday 21 May 2017*

*Competition starts at 8am*

- |  |             |
|--|-------------|
| 3. <i>Introductory Level Test D ‘Come and Try’</i> | <i>\$10</i> |
| 4. <i>Basic Level Test B Sanctioned</i>            | <i>\$20</i> |
| 5. <i>Basic Level Test B Non-sanctioned</i>        | <i>\$15</i> |
| 6. <i>Level One Test B</i>                         | <i>\$20</i> |
| 7. <i>Level One Test D</i>                         | <i>\$20</i> |

*Additional event program information:*

- Stabling available \$10 per day
- Camping available \$20 per night
- Administration fee \$10 per rider
- This event is conducted under WDA-AUS Rules and Guidelines
- Sanctioned and Non-sanctioned tests will be run concurrently.
- Riders in ‘Come and Try’ class may use any type of saddle and must use legal headgear.
- Open Pen Saturday 8am to 1pm and overnight after the clinic and the Pen will close at 7.30am on Sunday.
- To be considered for a refund, scratchings will be accepted up to 48hrs prior to the commencement of the event. Refunds will only be considered with the appropriate medical or veterinary certificate lodged at the time of the scratching. Any scratching after this time will NOT be refunded.
- Horse and/or Rider substitution will be at the discretion of the Organising Committee.
- All disputes will be handled by a disputes committee (comprising OC representative, Chief Steward, Senior Judge) and will be only considered in writing accompanied by a payment of \$100 (refunded if upheld). All disputes are to be handed to the Administration Office. The determination of the Disputes Committee is final and binding on all the affected parties.
- The Organising Committee, at their discretion may make any changes to the Event program, Class Conditions and Schedule or similar documents.
- WDA-AUS and the Organising Committee shall not be held responsible or be liable for any error, incorrect statement or description appearing in any Event Program, notifications or similar documents.
- Riders are ambassadors for their sport, and they are expected to conduct themselves with dignity, integrity and display good sportsmanship. Results and awards achieved at a competition are less important than the manner used to gain them.

## 8. WDA-AUS Event Checklist

This document is provided to assist the Event Organisation to plan and coordinate their Event.

Event Organisation – _____	<b>EO</b>
Organising Committee – _____	<b>OC</b>
Event Convenor – _____	<b>EC</b>
Event Secretary – _____	<b>Sec</b>
Event Treasurer - _____	<b>Tr</b>

EVENT ORGANISATION	Role	Time frame	Completed (date/initial)
Appoint Organising Committee (OC)	EO	> 6-12 months	
<i>Appoint areas of responsibility for organising event overseen by Event Convenor</i>			
Prepare a budget	Tr	> 3 months	
Decide on the event calendar	OC	> 6-12 months	
<b>BOOKING DATES/VENUE</b>			
Select appropriate date/s & type of event/s	OC	> 6-12 months	
Event approval/s submitted to WDA-AUS for approval by National Coordinator	EC	> 6-12 months	
Book venue		> 6-12 months	
Stable/yard allocation procedure for venue	Sec	> 2 months	
Communication with venue management	EC/Sec	> 1 month	
Confirm availability & arrangements for equipment, PA, etc as required	Sec	> 2 months	
<b>ORGANISE HELPERS &amp; JUDGES</b>			
Book approved judge/s	Sec	> 3 months	
Roster - Gate marshal & gear check	Sec	> 1 month	
Roster - Scorers	Sec	> 1 month	
Roster - Scribes	Sec	> 1 month	
Roster - Test sheet collection	Sec	> 1 month	
Judge Advocate (can be scribe – accompanies to meals/during breaks & post event conversations with competitors)	Sec	> 1 month	
Contact details for vet/farrier/medical help	Sec	> 1 month	
Roster for event set up & pull down admin/arenas/marquees/tables/chairs/PA	Sec	> 1 month	
Confirmation letter/email to judges	Sec	> 2 months	
Forward draw to judges	Sec	> 5 days	
Book & pay for accommodation for judges	Tr	> 14 days	
Travel & fees for judges – bank deposit details, amount & refer to <i>Nominate</i> for payment	Tr	Day after event	
	Tr		
<b>SPONSORSHIP &amp; PRIZES</b>	Tr		
Order & pay for ribbons, rosettes & sashes from official supplier	Tr	> 2-3 months	
Organise prizes/monies, cash floats	Tr	< 2 weeks	
Develop sponsorship proposal and budget	Tr	> 3 months	
Secure cash sponsors and product sponsors	Tr	> 1-3 months	
Prepare invoices/receipts for sponsors	Tr	as required	
Trade stands - send proposals / follow-up	Tr	> 1-3 months	
Obtain advertising material for display	Tr	> 1-3 months	
Sponsor gift packages/thank you letters	Tr	as required	
Organise raffle prizes & tickets	Tr	< 2 weeks	
<b>MEDIA &amp; PROMOTION</b>			
Organise promotion & media	EC	> 1-3 months	

<b>EVENT ORGANISATION</b>	<b>Role</b>	<b>Time frame</b>	<b>Completed (date/initial)</b>
<b>HOSPITALITY</b>			
Arrange catering for Judges/scribes/marshals/volunteers/public	Sec	> 1-3 months	
<b>EVENT ADMINISTRATION - PREPARATION</b>			
Event schedule & nominations online	Sec	> 2 months	
Prepare & email draw, stable allocation, other event information to competitors via <i>Nominate</i>	Sec	> 5 days	
Organise test papers, boards, pens, bell	Sec	> 1 week	
Draw for each judge folder & gate marshal	Sec	> 1 week	
Copy of tests for judge folders	Sec	> 1 week	
Prepare Result sheet for presentations & posting to WDA-AUS Secretary	Sec	> 1 week	
Organise stationery, calculators etc for event	Sec	> 1 week	
Organise First Aid Kit	Sec	> 1 week	
Organise event office for enquiries; merchandise	Sec	> 1 week	
Prepare event running sheet	Sec	> 1 week	
Document safety/emergency management plan	Sec	> 1 month	
Rule Book	Sec	> 1 week	
Copy of tests for callers' folder	Sec	> 1 week	
Event set up (arenas/marquees/tables/chairs/PA)	EC	> 1 day	
Perform Risk assessment	EC	> 1 day	
<b>EVENT ADMINISTRATION – DURING EVENT</b>			
Arrive at least 1hr before start time	OC	Prior	
Check arenas / markers in place	EC	Prior	
Set up admin & prepare scoring, catering areas	Sec	Prior	
PA tested, make any announcements	EC	Prior	
Check Judges folder/ take any scratchings off	Sec	Prior	
Gate marshal/gear check folder with equipment rules	Sec	Prior	
Answer enquiries from competitors	EC	Prior	
Welcome judges/scribes, hand out folders, advise of catering/toilets, etc Judge, scribe & marshal in place 10 mins before start	Sec	Prior	
Be prompt in getting scores on the result sheet (double check by 2nd scorer)	Sec	During	
Be aware of breaks, running times, have catering ready	Sec	During	
Organise merchandise sales, finalise raffles, have prizes/money ready	Tr		
Confirm Judge travel km & bank details before they leave	Tr	During	
Have presentation schedule/result sheet / ribbons / prizes ready for presentation	Sec	End	
Be prompt in finalising scores / presentation 30 mins after all tests finish. Send results to National Coordinator	Sec	End	
Make a note of uncollected prizes	Sec	End	
Oversee pull down crew and clean-up	EC	End	
<b>POST EVENT ADMINISTRATION</b>			
Venue management post event requirements	EC	< 5 days	
Thank you letters – sponsors/helpers	Sec	< 5 days	
Pack up all administration/office materials	Sec	< 5 days	
Return promotional material to sponsors	Sec	< 5 days	
Authorise refunds/payments via <i>Nominate</i>	Tr	< 5 days	
Arrange any other payments (equipment, etc)	Tr	as required	
Prepare profit & loss statement for Branch committee	Tr	< 5 days	
Send photos/results etc for media	EC	< 5 days	
Debrief	EC	< 5 days	



**WDA-AUS Event Roster (Officials and Volunteers)**

<b>Role</b>	<b>Day/Time Required</b>	<b>Name/Contact Details</b>	<b>Confirmed by (date/initial)</b>
Judges			
Gate marshal & gear check			
Scorers			
Scribes			
Test sheet collection			
Judge Advocate			
Event set up			
Event set up			
Other (specify, e.g. Stable monitor)			