

PHOTO:  
OZEQUESTRIAN - DEREK O'LEARY



# ISV HANDBOOK 2024

A Sport Committee of Equestrian Victoria  
VERSION : 01-2024

#WEAREEQUESTRIANVICTORIA #CELEBRATINGOURLOVEOFTHEHORSE



# Equestrian

## Interschool Victoria (ISV)

### Introduction

The dedicated Interschool website and ISV handbook aim to facilitate access and understanding for all families wishing to participate in Interschool competitions and training.

Together Equestrian Victoria and the enthusiastic and committed group of riders, families, organisers and volunteers hope to improve and broaden the Interschool Equestrian experience, building upon and developing the strong Interschool cohort and the skills of junior riders in Victoria.

ISV maintains a central calendar and offers support to organisers and schools in the planning and running of events across Victoria.

Our website is  
[equestrianinterschoolvictoria.com.au](http://equestrianinterschoolvictoria.com.au)

Equestrian Victoria is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with our reporting procedures.

We believe children and all competitors feel safe, included, encouraged and supported.

**We would like to thank our organisational partners School Sport Victoria, Vicsport and the Victorian State Government for their support of Equestrian Interschool Competition.**



# Contents

<b>1. First Time Competitors' Guide.....</b>	<b>6</b>
<b>2. Frequently Asked Questions.....</b>	<b>8</b>
2.1 Who can ride at Interschool events? .....	9
2.2 Do I need a school team?.....	9
2.3 What insurance do I need?.....	9
2.4 Do horses have to be registered to compete in Interschool events? .....	9
2.5 How do I enter competitions?.....	9
2.6 What do we wear to compete in? .....	9
2.7 I have never competed in Interschool events before & I am unsure of the level I should be riding at? ..	10
2.8 How can I qualify to represent Victoria at the Australia Interschool Championships? .....	10
2.9 Does the competitor have to be a member of EA/EV to compete at the State Championships? .....	11
2.10 How do we enter the State Championships if we are not a member when entries close? .....	11
2.11 Do I have to qualify to enter the EV Interschool State Championships? .....	11
<b>3. ISV Structure and Contacts .....</b>	<b>12</b>
<b>4. Glossary.....</b>	<b>13</b>
<b>5. Rules and Regulations.....</b>	<b>14</b>
5.1 General rules for Interschool competitions.....	15
5.2 Interschool competitions.....	16
5.2 Uniform/Competitor Requirements.....	16
5.4 Adverse weather/heat and safety .....	17
5.5 Swabbing.....	17
<b>6. Insurance and Equestrian Victoria Membership .....</b>	<b>18</b>
6.1 General.....	19
6.2 Insurance for participants.....	19
6.3 Insurance for schools and groups organising Interschool activities.....	19
<b>7. Volunteers .....</b>	<b>20</b>
<b>8. The Sport Disciplines .....</b>	<b>21</b>
8.2 Dressage.....	22
8.2 Show Horse.....	25
8.3 Jumping.....	26
8.4 Combined Training.....	30
8.5 Eventing .....	32
<b>9. Qualification for State and National Championships.....</b>	<b>35</b>
9.1 Qualifying to compete at EV Interschool State Championships .....	36
9.2 Victorian Team selection .....	36
9.3 Eventing Team selection.....	37
9.4 Interstate competitors .....	37
<b>10. Guidelines for hosting an Interschool Event.....</b>	<b>38</b>
10.1 General conditions.....	39
10.2 Risk and event management .....	39
10.3 Safety and security .....	40
10.4 Competition arenas and equipment .....	40
10.5 Insurance .....	40
10.5 Insurance continued.....	41
10.6 Organisation of Interschool events.....	41
10.7 Entry forms.....	42

10.8 Extra notes for organising committees.....	43
10.9 Presentations.....	43

#### APPENDIX: INTERSCHOOL EVENTS PLANNING CHECKLIST





PHOTOS:  
OZEQUESTRIAN - DEREK O'LEARY

“Equestrian Interschool competitions in Victoria have a long-running, rich history in nurturing and developing junior riders; providing them with the skills and pathways to achieve their equestrian dreams.”



Photos: One Eyed Frog

# Our History

For over 20 years schools, equestrian centres and Equestrian Victoria have provided school aged children with the opportunity to compete in a competitive, safe and supportive environment. Interschool equestrian events foster growth

and develop a rider's sportsmanship and skill, paving the way for future equestrian success, be it at a personal or elite level. Operated under the same governing body rules as official EA competitions, Interschool events provide competitors with invaluable

experience preparing them for a competitive future in open competition. Some of Australia's most prominent leading Junior and Young Riders began their competitive careers at Interschool events.

## Dressage, Show Jumping, Eventing, Combined Training, Showing and Sporting Horse

Primarily run by affiliated hosting schools and organisations, Interschool Equestrian competitions include the disciplines of Dressage, Show Jumping, Eventing, Combined Training, Showing and Sporting Horse; and are held at regular intervals throughout the school year.

There are three key championship events held each year; The Equestrian Victoria Interschool Championships, the VEIS Series and Grand Final and the Australian Interschool Equestrian Championships.

The Equestrian Victoria Interschool Championships are a highly anticipated competition where individuals compete across the disciplines of Dressage, Show Jumping, Combined Training, Show Horse and Sporting Horse, with classes to suit those new to interschool competition,

through to experienced competitors. The event focuses on developing good sportsmanship between riders and has a strong emphasis on school spirit and team competition, culminating in the crowning of the champion school at the completion of the event, with individual Champion Primary and Secondary riders being awarded the Nan McArthur Trophy.

Both the Equestrian Victoria Interschool Championships and VEIS Series and Grand Final offer competitors the opportunity to compete for a place on the highly competitive Victorian Interschool Team, which will represent the state at the Australian Interschool Equestrian Championships – the penultimate event on the Equestrian Interschool calendar.







# 1. First Time Competitors' Guide

Interschool competitions have many different events and classes to suit those beginning their interschool journey, right through to the more senior competitors who are moving into open equestrian levels.

- a.** It is best to find a local competition in your area. Perhaps you have been to the venue before or have had a practice there. Interschool competitions can be found on the ISV calendar published on our website.
- b.** Once you have chosen which event you would like to compete at, the next step is to find the online details and entry forms. From there, look at the classes or heights offered in either the Primary or Secondary sections.
- c.** You need to let your school know you are going to an interschool equestrian event. Some schools will have a uniform or some requirements, but some smaller schools may not have anyone else riding. This does not matter.
- d.** Enter a class you are eligible for according to your year level and EA requirements (MERs). Entries are usually online through an event website. It is best to start in a class or height that you know you are confident in, especially if it is your first Interschool event. If you have an instructor, they may be able to help you choose an appropriate starting level.
- e.** When entering Interschool events, you will need some form of insurance. This may be EV or PCV if you are already a member (see insurance section). You need to enter each time with the correct and consistent spelling of your name and your horse's name.
- f.** Before the competition, make sure you learn and practise any workouts or dressage tests.
- g.** The draw (order of competition and times you ride) is usually released online or emailed 2-3 days before the event. Once you have received the draw, check that all of your information is correct. If it is not or you need to change something, please do so straight away. Contact the organisers and politely ask for the changes to be made.
- h.** Before the day make a plan – the time you want to leave home, any course walks and warm up times etc. Dressage is very strict about order and times. It is good to write it all down. You will need a number holder for your saddle blanket and/or bridle. You can make a laminated number to pin onto your saddle blanket when the draw comes out.
- i.** Make sure you pack everything the night before. If your school doesn't have an equestrian uniform – wear light jodhpurs or breeches and your school sport shirt, windcheater, jumper or polo top with a tagged helmet and boots. Remember to take a bucket for water and hay for your horse. It's also important to pack spare rugs as the weather can change quickly!
- j.** If something goes wrong, do not panic (e.g. late arrival, forgot the course, learnt the wrong test, didn't go through the start flags). Every rider has done these things.

Move on to your next round or test, and try to forget about the other issue. Remember, your horse does not understand any of this.

**k.** Often people will help you and your family. If you need assistance or have any questions, approach someone or the organisers of the event.

**l.** Results may be online or on a score board. If you think the scores are incorrect, politely ask for clarification at the event office.

**m.** Most competitions now have online scoring including written tests. Dressage tests cannot be collected until everyone in the class has finished, but you can ask them to be posted to you and pay a small fee. Presentations may take some time if there are several rounds or championships to be decided. Other people can usually collect your ribbons. At large events with sponsorship prizes such as bags of feed etc. you have to be at the presentation to receive the prize.

## Good luck and have fun!









# 2. Frequently Asked Questions

The first time competing at Interschool competitions can be a little daunting and there is so much to know. For those that have been before there are still common questions. ISV is more than happy to answer any question but also we thought it would be helpful if some of them were listed here, along with some additional helpful information.

Equestrian Victoria runs the Interschool State Championships each year over 5 days, in the Term 1 school holidays, at Werribee Park (WPNEC) with over 400 young riders. At this event, riders may also qualify to compete at the Australian Interschool Championships. The schedule for the event is published at the commencement of each year.

Questions related to the State Championships should be directed to [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au)

The Victorian Equestrian Interschool Series (VEIS) events are hosted by various schools

around Victoria in the first half of the year with a Grand Final in June. Points are earned at designated competitions towards determining individual champions in each of the classes but also the champion school teams. These events provide a qualification pathway for riders to compete at the Australian Interschool Championships. VEIS contact person -

Julia Gibson [jegibson@tpg.com.au](mailto:jegibson@tpg.com.au)

All interschool age groups are based on a calendar year. All riders must have a parent or guardian present at all times.

## IN THIS SECTION:

2.1 Who can ride at Interschool events? .....	9
2.2 Do I need a school team?.....	9
2.3 What insurance do I need?.....	9
2.4 Do horses have to be registered to compete in Interschool events? .....	9
2.5 How do I enter competitions? .....	9
2.6 What do we wear to compete in? .....	9
2.7 I have never competed in Interschool events before & I am unsure of the level I should be riding at? .	10
2.8 How can I qualify to represent Victoria at the Australia Interschool Championships? .....	10
2.9 Does the competitor have to be a member of EA/EV to compete at the State Championships? .....	11
2.10 How do we enter the State Championships if we are not a member when entries close? .....	11
2.11 Do I have to qualify to enter the EV Interschool State Championships? .....	11
2.12 What are VEIS Qualifier Events & how do I qualify to go to the Aust. Champs. through that pathway?11	
2.13 How Do I qualify for the Victorian Interschool Eventing Team?.....	11

## 2.1 Who can ride at Interschool events?

Any student from Prep-Year 12, who is current enrolled in a school or is home schooled through Distance Education, may compete. Families should inform their school that they will be riding under their school name and check if there are any requirements in regard to behaviour, dress or safety. Many independent schools will include Equestrian as part of their sports' program. TAFE students must be enrolled in a secondary school.

## 2.2 Do I need a school team?

Riders may enter any competitions as individuals with placings and prizes awarded. They require a signature or agreement from their school or details of school principal or a coordinator contact. Most competitions also have a team component, with many taking the top 3 or 4 scores of riders from each school and awarding further prizes or points. Some schools may have multiple campuses for team scoring purposes. These campuses must come under the same Governance/ Board and same Principal (Head of School). For example a school may have a Senior Campus Year 7-12 and Primary Campuses Prep-Year 6. Some schools have an Equestrian Coordinator.

## 2.3 What insurance do I need?

Equestrian Australia Insurance through Equestrian Victoria is preferable. This insures the rider 24 hours a day, not just at competitions. It includes personal and public liability. Any competitions (including the EV State Championships) run by Equestrian Victoria require this insurance.

Interschool competitions hosted by schools and other groups require riders to carry their own insurance and may accept PCV, HRCV or school sport insurance.

[Read about Insurance.](#)

## 2.4 Do horses have to be registered to compete in Interschool events?

Interschool horses DO NOT have to be registered to compete at ISV calendared competitions, Equestrian Victoria Interschool State Championships or at VEIS events. However, should the horse and rider combination qualify for the Australian Interschool Championships the horse will then need to be registered to compete.

## 2.5 How do I enter competitions?

There is a calendar of Interschool events on the ISV website. Each event will have entry details shown. Most events have entries open 6-8 weeks prior to the event and online entry through Event Secretary, Nominate or Global Entries etc.

## 2.6 What do we wear to compete in?

Interschool competitors need to wear light coloured jodhpurs and school equestrian uniform. This may be a sports shirt, windcheater or shirt, tie and jumper. No riding jackets are allowed unless you are selected for the Victorian Interschool Team. Gloves are compulsory for Dressage, preferably light coloured.

## 2.6 What do we wear to compete in?

continued

**Protective headgear** must conform to one of the current approved safety standards:

- Current Australian standard AS/NZS 3838 (2006 onwards) provided they are SAI Global marked.
- New Australian standard ARB HS 2012 provided they are SAI Global marked.
- Current American standard ASTM F1163 (2004a or 04a onwards) provided they are SEI marked.
- Current American standard SNELL E2001.
- Current British standard PAS 015 (1998 or 2011) provided they are BSI Kitemarked.
- Interim European Standard VG1 (01.040: 2014-12) with or without BSI Kitemark.

Currently **Dressage, Jumping and Horse Trials** (including **Combined Training**) require helmets to be inspected and tagged. Show Horse competitors will need to confirm the current requirement for tagging.

Often qualified tagging persons are at competitions or available at places of helmet purchase.

**Riding boots**-smooth-soled, low-heeled boots (short or long). Gaiters and long boots may be worn in all disciplines except Show Horse, where top boots and gaiters can only be worn by competitors 18 years and over as per Show Horse rules.

Each discipline may have specific requirements in regard to dress and approved horse gear. For example the use of back protectors in Eventing.

## 2.7 I have never competed in Interschool events before & I am unsure of the level I should be riding at?

Interschool events are in set year level groups and have classes within these levels. Primary Prep-Year 6 and Secondary Year 7-12 with further divisions - Senior Year 10, 11, 12 and Intermediate Year 7, 8, 9, at some competitions.

In most competitions, the rider selects the class that is suitable for their horse and themselves according to their year level and EA minimum eligibility requirements (MER). This may be based on prior experience, a coach's advice or a school coordinator's assistance. It is advised to commence at a safe and lower level than practised at home. If the horse carries a performance card, has points or has competed at high levels this may set rules for entry. This occurs mainly in Dressage and Horse Trial competitions. Equestrian Victoria would have further information available through the horse's registration details.

## 2.8 How can I qualify to represent Victoria at the Australia Interschool Championships?

There are currently 3 pathways to qualify for the Victorian team:

- a. Equestrian Victoria Interschool State Championships – March/April School Holidays
- b. VEIS Qualifier events and Grand Final – February to June
- c. Interschool Eventing Leaderboard – qualification scores are part of EV Official Horse Trials Events.

## 2.9 Does the competitor have to be a member of EA/EV to compete at the State Championships?

Yes, every competitor at the Equestrian Victoria (EV) Interschool State Championships needs to be a current financial, competitive member of Equestrian Australia (EA) through EV membership. Membership is renewable every year through Equestrian Victoria either online or by contacting the office before 30th June. Without a current EV Competitive Membership riders will not be allowed to compete.

## 2.10 How do we enter the State Championships if we are not a member when entries close?

Those riders who are not EV members at time of entry will need to take out membership for the year commencing 1st July. At time of putting in your online entries, enter the membership number as 99999 and contact the EV Office to process a membership renewal or process a new membership online via <http://www.vic.equestrian.org.au>. Memberships will be checked prior to the commencement of the Championships.

## 2.11 Do I have to qualify to enter the EV Interschool State Championships?

The combination of the horse and rider must compete at a "participation event" on the ISV Interschool calendar between April of the previous year and the end of March in the year of entry. This excludes the Australian Championships. Riders do not technically need to "qualify" in a certain discipline. The period of the participation requirement may be modified. In extenuating circumstances riders may apply to the ISV Committee for an exemption.

## 2.12 What are VEIS Qualifier Events & how do I qualify to go to the AusChamps. through that pathway?

Certain events on the calendar are nominated as VEIS Series Competitions.

There will be eight VEIS qualifying events – four Dressage and four Show jumping – that run between February and June.

The accumulated best three scores (if four competitions are attended the lowest score is dropped) for each of the events, designated as being an Australian Championships qualification event, will determine the qualified riders. Full details on this process should be reviewed in the VEIS Handbook on the VEIS website.

Please note that not every event offered at VEIS qualifying competitions or State Championships is offered at National level.

## 2.13 How Do I qualify for the Victorian Interschool Eventing Team?

The selection criterion for Australian Championships Team is based on a combination's best 3 results for the season. Riders must submit eligible combinations for inclusion on the Leader Board which runs from October to June of the following year.

EA events accept Interschool riders as part of their events, either concurrently with the regular classes or where there are sufficient entries, a separate Interschool class.

Classes to National level will be: EvA80, EvA95, CCN1\*, CCN2\*. The top four competitors in each class on the Interschool eventing Leader Board, will qualify for the Victorian Team. If a rider/horse combination does not take up the offer to compete at the Nationals the place will be offered to the next ranked combination(s).

## 3. ISV Structure and Contacts

All general correspondence to ISV and Committee should be made through [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au). The ISV Committee meets formally and reports to the Equestrian Victoria (EV) Board through the ISV Chair..

### ISV CONTACT

### EMAIL

#### Chair of Interschool Victoria

Mary Anne McPherson

[isvteam.manager@equestrianvictoria.com.au](mailto:isvteam.manager@equestrianvictoria.com.au)

#### Director EV State Championships

Appointed by Equestrian Victoria

[isv.eventdirector@equestrianvictoria.com.au](mailto:isv.eventdirector@equestrianvictoria.com.au)

#### VEIS Representative

Julia Gibson

[jegibson@tpg.com.au](mailto:jegibson@tpg.com.au)

### EQUESTRIAN VICTORIA OFFICE CONTACTS

#### Membership & Horse Registration

[info@equestrianvictoria.com.au](mailto:info@equestrianvictoria.com.au)

#### Interschool Enquiries

Judith Li

Sport Discipline Management Officer –  
Education & Pathways, Eventing &  
Interschools

[isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au)

#### Eventing

Lynne Browne

[eventing@equestrianvictoria.com.au](mailto:eventing@equestrianvictoria.com.au)

#### EA INTERSCHOOL COMMITTEE -

Julia Williams

[juliaw@toorakc.vic.edu](mailto:juliaw@toorakc.vic.edu)

### GENERAL COMMITTEE

The ISV Committee consists of representatives from regions across Victoria.

Karen Lawrence – Pip Hodson - Julia Williams – Sue Creedy

Cassie Parsons – Jade Maree Sambell – Laidley Nathan – Felicity Keaton

Co-opted members as needed.



## 4. Glossary

<b>CCI</b>	International level competition
<b>CCN</b>	National level competition
<b>Championship</b>	A culmination of several classes in the same level usually awarded with ribbons and prizes
<b>Class</b>	Individual events in a division
<b>Division</b>	A level of competition
<b>EA</b>	Equestrian Australia
<b>EV</b>	Equestrian Victoria
<b>FEI</b>	Federation Equestrian Internationale - International body governing equestrian sports
<b>HC - "Hors Concours"</b>	Competing without gaining any placing i.e. no points or prizes will accrue toward either the individual event results or the team or individual championships
<b>ISJ</b>	Interschool Show Jumping Series (South Metropolitan Region) runs at Boneo Park
<b>MER</b>	Minimum Eligibility Requirement
<b>RR - Rider Representative</b>	Rider Representative who may be approached re concerns at EA competitions e.g. queries usually about Cross Country course or rules at Horse Trials, weather conditions etc.
<b>Series</b>	A group of competitions either at the same venue or over a region or several regions.
<b>SSV - School Sport Victoria</b>	State body overseeing all Interschool Sport in Victoria
<b>Stratford Series</b>	A group of competitions (Gippsland Region)
<b>TD - Technical Delegate</b>	Official at a competition
<b>VEIS</b>	Victorian Equestrian Interschool Series - three Show Jumping and three Dressage in three regions with a Grand Final in each.
<b>WPNEC</b>	Werribee Park National Equestrian Centre, K Road, Werribee South 3030.

# 5. Rules and Regulations

As Interschool Equestrian competitions run across a wide variety of disciplines, please visit the links below for discipline specific information. The links detail the Equestrian Australia handbooks, rules, regulations and policies applicable to Interschool competitors. Equestrian Australia Dressage tests can also be found below.

- [Equestrian Australia Interschool Rules](#)
  - National Interschool Rules
  - Interschool Show Horse Rules
- Equestrian Australia National Rules:
  - [Show Horse Rules](#)
  - [Dressage Rules and Tests](#)
  - [Jumping Rules](#)
  - [Eventing Rules](#)  
(Includes Combined Training)
- [EA Child Safe Policy](#)
- [Equestrian Australia Policies inc:](#)
  - Code of Conduct
  - Hot Weather Policy
  - Member Protection and Policies
  - EA Concussion Policies
- [VEIS Website](#)
- All Equestrian Victoria policies can be found at the link below:  
[Equestrian Victoria Policies](#)

## IN THIS SECTION:

5.1 General rules for Interschool competitions.....	15
5.2 Interschool competitions.....	16
5.2 Uniform/Competitor Requirements.....	16
5.4 Adverse weather/heat and safety.....	17
5.5 Swabbing.....	17

## 5.1 General rules for Interschool competitions

Interschool has grown to be a very large cohort in Victoria. The rules and standards have developed along the way. The ISV committee is always happy to answer queries and to consider ideas for improvement. Please remember nearly all competitions are run by a group of volunteers. Riders need these competitions to continue to improve and develop as both sportspeople and individuals, whilst the competitions function to maintain Victoria's stronghold as a leading state for Equestrian Interschool competition.

Interschool events are competitions open to all currently enrolled primary and secondary school students. All riders must be enrolled at the school they are representing and **MUST** be accompanied by an adult. Entries from Distance Education/Home School students will be accepted if they are Equestrian Victoria Members and they are studying at primary or secondary school level.

Riders undertaking TAFE or VCAL subjects must be registered at a secondary school.

Riders may compete up to and including the year they turn 19.

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

**Secondary Competition** may be broken into two sections:

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

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

Schools, fielding a team, should nominate a Team Manager who will be responsible for riders' gear checks. The use of inappropriate gear or inappropriate behaviour 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.

In the case of individual riders, they will be responsible for checking their own gear meets discipline rules.

Team Managers or parent/guardians may lodge protests on behalf of a rider to the organising committee.

No riders other than those competing in the competition are permitted to ride on the grounds of the competition venue.

A horse may only be ridden by the same rider on the day of any competition. 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.

Competitors may ride more than one horse. Riders wishing to compete on 3 or more horses must communicate directly with the organisers and understand that allocated riding times may be close together.

As outlined under updated EA Interschool rules, stallions, colts and rigs are not permitted to compete at any interschool event.

There is an EA Code of Conduct for Parents and Guardians at the events including the warm up area and rings. Personal confrontations with judges and officials are inappropriate. Any complaints should be made through the Team Manager or Riders' Representative.

## 5.2 Interschool competitions

The organisers of competitions may be Equestrian Victoria, schools, groups of schools, clubs or other organisations. All competitions must be run to a group of standards including the [EA Child Safeguarding Policy 17 December 2021](#). There may be further requirements as stated by the organising committee running the event.

Organisers may choose which Interschool classes they offer to riders. Any EA disciplines such as Dressage, Jumping, Combined Training, Show Horse and Eventing should run to the EA Rules with adaptations as per the National Interschool Rules. Games and Novelties are sometimes also offered. Often the program will have any extra requirements or explanation of the classes or rules on the day specified. Organisers will be happy to explain further by email or phone.

In general, Interschool Dressage classes cater from Preparatory to Small Tour. Show Jumping competitions also run from heights of 45cm to 125cm. Please see more details under each Discipline section.

In most competitions, the rider selects the class that is suitable for their horse and themselves according to their year level and EA minimum eligibility requirements (MER). This may be based on prior experience, a coach's advice or a school coordinator's assistance. It is advised to commence at a safe and lower level than practised at home. If the horse carries a performance card, has points or has competed at high levels this may set rules for entry. This occurs mainly in Dressage and Horse Trials competitions. Equestrian Victoria would have further

information available through the horse's registration details.

## 5.2 Uniform/Competitor Requirements

All riders must wear approved boots and an approved standard safety helmet (done up) when mounted.

Helmets must be tagged to compete at Horse Trials, Combined Training, Dressage and Show Jumping competitions.

School equestrian uniform must be worn in all competitions and for presentations. If a school does not have a uniform the school sports top, windcheater or jumper should be worn.

Blazers and riding jackets are not permitted at Interschool events. Some schools may have a zip up weather style jacket as a part of their sport uniform. Gloves must be worn in Dressage. As EA Horse Trials offering interschool levels, excluding Tintern Interschool, are not Interschool competitions the dress requirements are as specified by EA rules.

The Australian Interschool Championships require jackets as the rider is representing Victoria not their individual school

Riders may be eliminated for incorrect dress.

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

As a courtesy to judges, riders should be neat and well presented in their school team uniform or an appropriate jumper or the sports' top of their school. If the rider has long hair, it needs to be neatly secured.

#### 5.4 Adverse weather/heat and safety

Organising committees and schools should consider Adverse Weather/Heat Guidelines for riders to be applied at events as part of the Risk Management. As a basis, the [EA Hot Weather Policy](#), based on a temperature and humidity scale will be used with the main focus on Horse Welfare. Organising committees reserve the right to shorten or abandon any event if they view the risk to be too great to riders. This may be weather conditions, air quality, bush fire etc. Parents and supporters need to keep in mind the welfare and safety of interschool riders/horses and make appropriate decisions suited to the age of the children.

#### 5.5 Swabbing

As per EA rules, random swabbing may take place at any Interschool competition including EV State Interschool Championships, any qualifying events and the VEIS Grand Final. This will be in accordance with EA procedures. Swabbing is carried out by a qualified veterinarian with EA officials present. There is nothing to panic about, as the officials undertaking the swabbing are very experienced. Riders and families need to read the EA (FEI if relevant) [Medications Control Regulations](#) and always check with their own vet if they are using medications, creams or additives close to a competition.



PHOTO:  
OZEQUESTRIAN - DEREK O'LEARY



# 6. Insurance and Equestrian Victoria Membership

## IN THIS SECTION

6.1 General.....	19
6.2 Insurance for participants.....	19
6.3 Insurance for schools and groups organising Interschool activities.....	19

PHOTO:  
OZEQUESTRIAN - DEREK O'LEARY



### 6.1 General

[Equestrian Australia Insurance](#) with Marsh Sport, through Equestrian Victoria membership, is preferable. This insures the rider 24 hours a day, not just at competitions. It includes personal and public liability. Any competitions (including the EV Interschool State Championships) run by Equestrian Victoria require this membership including the insurance cover. Interschool competitions hosted by schools and other groups require insurance for riders competing but may accept PCV, HRCav or school sport insurance.

Equestrian Australia oversees all memberships which are administered in each state. Equestrian Victoria offers membership for individuals and affiliated organisations. Club Insurance is required for events to be included on the ISV calendar.

Membership may be taken out through the EV website which also offers a breakdown of membership levies.

#### Types of Equestrian Victoria Membership

##### Individual

- Competitor
- Participant
- Supporter

##### Group

- Clubs
- Sport Affiliate
- Commercial

[Read more about becoming a member.](#)

### 6.2 Insurance for participants

Participants in Equestrian Victoria Interschool events are covered under their membership with Equestrian Victoria. Equestrian Victoria Membership provides cover under the following policies:

- Personal Accident
- Public Liability

The summary of cover provides information about the policy limits as well as an outline of the claims process and frequently asked questions. [Read the Summary of Cover](#)

### 6.3 Insurance for schools and groups organising Interschool activities

All events, including Interschool events, which are affiliated to Equestrian Victoria are required to hold insurance. This can either be provided through taking out the EA Club Insurance or by demonstrating that adequate alternate insurance policies are in place. Some schools will hold their own policies which provide these covers and as such they will rely on these policies to cover the Interschool activities.

If schools who are organising Interschool activities are not able to confirm cover through their school's insurance program, they should take cover through the EA Club Insurance Program.

The EA Club Insurance provides the following insurance policies:

- Personal Accident Insurance for Voluntary Workers
- Public Liability
- Professional Indemnity
- Management Liability

The summary of cover provides information about the policy limits as well as an outline of the claims process and frequently asked questions. [Read the Summary of Cover.](#)

## 7. Volunteers

The running of equestrian events relies heavily on volunteer assistance. Some hosting schools and organisers will run the competitions, but many will require assistance. The option of paying a fee to exempt families from volunteer roles may be offered. Systems such as Sign Up may be used.

It is important that families assist to enable the competitions to be run. You can also learn lots and make useful connections and friendships. Failure to undertake volunteer allocated tasks may result in elimination of riders. The EV Interschool State Championships are a huge event and require hundreds of volunteers. Numerous parents and supporters contribute their time to the planning and organisation prior to the competition.

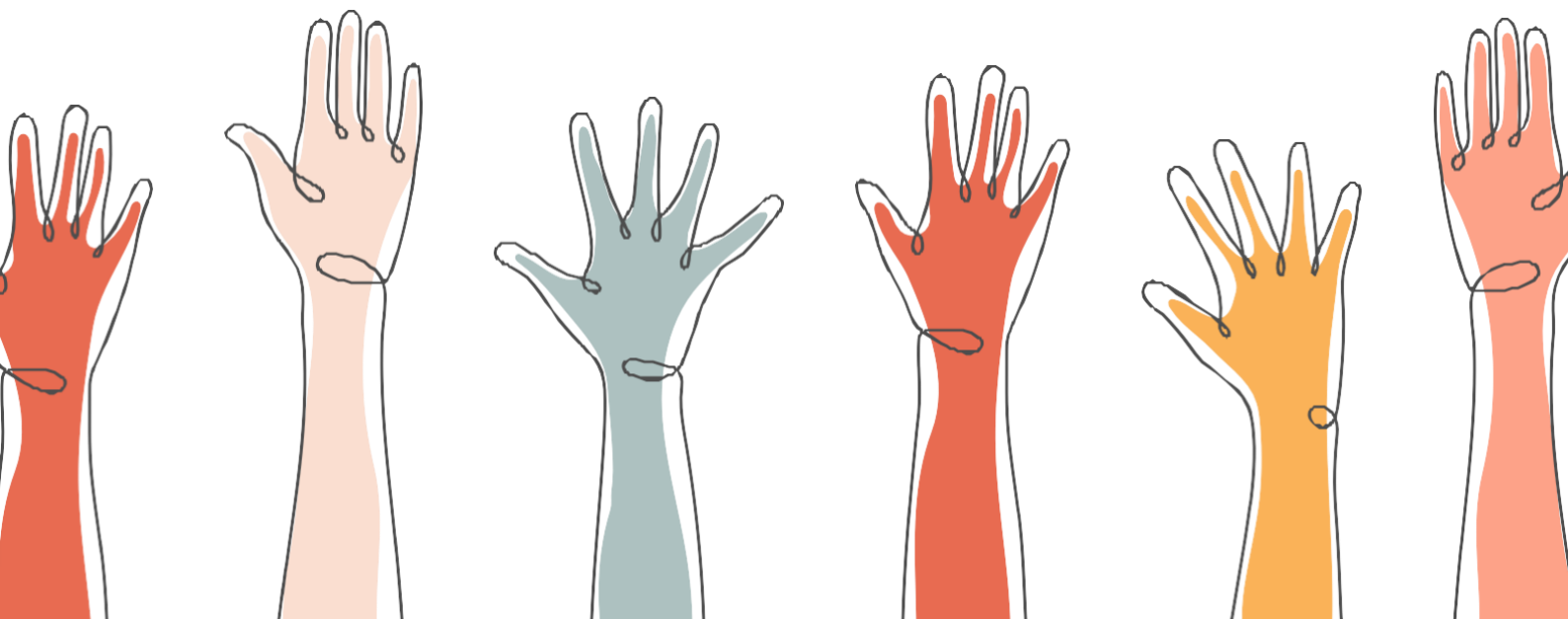
If you have paid the volunteer fee, you do not need to respond to requests, otherwise every rider must supply a volunteer to complete a job.

Volunteer assistance is crucial to the event running on schedule and it can provide a fantastic experience for the riders. If you are

unable to fulfil your duty at any competition you need to find a replacement and advise the organisers.

If you don't feel confident in the job you have been allocated, please tell the organisers promptly to enable a change. If at any time extra help is needed, offers are much appreciated as the entry fees at Interschool competitions aim to be kept at affordable prices and relies heavily on assistance. If you have skills or suggestions you wish to contribute to the smooth running and improvement of Interschool competitions, please contact

Email: [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au)



# 8. The Sport Disciplines

## Contents

8.1 Dressage .....	22
8.1.1 General rules.....	22
8.1.2 Dressage scoring .....	23
8.1.2 Dressage scoring continued.....	24
8.2 Show Horse.....	25
8.2.1 General rules - State Championships format.....	25
8.2.2 Scoring system.....	25
8.3 Jumping.....	26
8.3.1 General rules.....	26
8.3.2 Scoring system.....	26
8.3.3 Jumping class definitions.....	26
8.3.3 Jumping class definitions continued.....	27
8.3.5 Jumping levels to be offered in the VEIS series.....	28
8.3.6 Jumping class definitions.....	28
8.4 Combined Training .....	30
8.4.1 Guidelines and rules.....	30
8.4.2 Combined Training and Dressage events.....	31
8.4.3 Combined Training classes.....	31
8.5 Eventing.....	32
8.5.1 General rules and information .....	32
8.5.2 Gear and clothing .....	33
8.5.1 General rules and information continued .....	33
8.5.3 Safety rules.....	34
8.5.4 Horse welfare.....	34
8.5.5 Good sportsmanship and appropriate behaviour .....	34
8.5.6 Victorian Eventing Team selection.....	34



## 8.1 Dressage

Interschool Dressage runs in accordance with current EA Rules which were updated January 2024. The new dressage tests were effective 1st Jan 2023 and are used at all interschool competitions. Information can be downloaded from the [Equestrian Australia website - Dressage Rules](#).

Riders cannot compete in any Dressage competition if their helmet is not tagged to confirm compliance with the safety standards.

### 8.1.1 General rules

- a.** Primary students are able to compete in higher grades of dressage – 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 Championships, irrespective of their ranking.
- b.** Draws for Interschool Dressage events should be completed in accordance with EA guidelines. Riders should not ride in the same order in both tests.
- c.** If entries in a particular dressage level exceed 35 in number, the entries will be split randomly into two divisions, or a reserve list can be established. It is important divisions are not formed according to year level, ability, school, etc.
- d.** Primary Preparatory is designed for beginner riders. If a rider is cantering confidently, it is recommended they enter Preliminary Primary. Some competitions place further restrictions on entry to this level.

- e.** When PSG and Inter 1 are offered, horse/ rider combinations must have achieved a minimum of 60% or above, on 2 occasions (2 tests) at Advanced official dressage or Interschool events prior to entering.

- f.** Riders are permitted to enter two consecutive levels per horse where the competition is spread over two days. Horse welfare sets a maximum of 2 tests per horse per day.

- g.** Whips are permitted (not exceeding 1.2m including tassel for horses and 1.0m for ponies)

- h.** Only snaffle bits are permitted unless competing at Medium or above

- i.** Horses may not compete below their graded level (if an official dressage grading applies) unless H.C. However, horses graded FEI are permitted to compete Advanced if no FEI classes are offered.

- j.** At State Championship level tests (e.g. EV State Championships, VEIS Grand Final, and Victorian Youth Dressage Interschool Championships) cannot be called except for Preparatory level.





## 8.1 Dressage continued

### 8.1.2 Dressage scoring

Dressage scoring to determine places at interschool events is consistent with EA Dressage scoring methodologies and is as follows:

- a.** In each class, 1st placed horses are allocated 35 points, 2nd 34 points, 3rd 33 points and so on to the last-placed horse.
- b.** The aggregate points over the two classes determines the Championship placings.
- c.** 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 difficult test.
- d.** 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 4th receive 32 points, with the next placing being 6th receiving 30 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.
- e.** The Dressage classes that may be offered at interschool events are in Table 1



## 8.1.2 Dressage scoring continued

**TABLE 1**

DRESSAGE			
CLASS	YEAR LEVEL	ARENA SIZE	NAT CLASS
Preparatory (Primary only)	Primary Only	40m x 20m or 60m x 20m	No
Preliminary Primary	Primary Only	60m x 20m	Yes
Preliminary Intermediate	Secondary Only	60m x 20m	Yes
Preliminary Senior	Secondary Only	60m x 20m	Yes
Novice Primary	Primary Only	60m x 20m	Yes
Novice Intermediate	Secondary Only	60m x 20m	Yes
Novice Senior	Secondary Only	60m x 20m	Yes
Elementary	All (Primary *)	60m x 20m	Yes
Medium	All (Primary*)	60m x 20m	Yes
Advanced	Secondary	60m x 20m	Yes
Prix St Georges **	Secondary	60m x 20m	Yes
Intermediate 1 **	Secondary	60m x 20m	Yes

\* Primary riders are ineligible for the Victorian Team.

\*\* May be run as Small Tour. Rider/horse combinations may only compete in 2 tests at the higher levels - either one Adv. and PSG or PSG and Inter 1. They require qualifying 60% as per EA rules.

If Elementary, Medium and Advanced Freestyle and Pas de deux are offered at the EV State Championships, any placings awarded do not accrue points for individual or team prizes.

The first and second placegetters based on the Championship results at the Equestrian Victoria State Championships in the National qualifying events, and those placing first and second in the VEIS series, are selected to represent Victoria at the Australian Interschool Championships. If two divisions are required, the Champion in each division at State Championships will be selected to the team.

## 8.2 Show Horse

The Equestrian Victoria State Championship classes offer a pathway to the Australian Interschool Championship competition and are run in a standard format with all riders having three phases, with workouts, as individuals. Cumulative scores decide Championships and placings. The top four competitors in Primary, Intermediate and Senior divisions of Show Horse, Show Hunter and Working Hunter classes are selected in the Victorian team. Placing 5th and 6th in these events will be the Team Reserves.

Some smaller regional events and Agricultural Shows may offer Interschool classes which are run in a similar manner to open rings, but fall in the categories and clothing relevant to Interschool competition. Age groups are run in school year levels. The ISV calendar will include competitions with Interschool Show Horse classes.

Equestrian Australia publishes a set of National Interschool Show Horse Rules which include details and workouts. These rules can be found on the Rules, Regulations and Policies section.

### 8.2.1 General rules - State Championships format

- a.** Riders must complete all three phases in the class on the same horse.
- b.** Each class will have a timed draw and all riders will complete an individual workout. Placing 5th and 6th in those events will be the Team Reserves.
- c.** Prizes will be awarded for Led, Rider and Ridden classes



and Championships (combined score across 3 phases).

- d.** Rider and horse/pony combination may compete in one division only. They must choose between Show Horse, Show Hunter or Working Hunter.

- e. Show Horse** will comprise of three separate phases:

**Phase 1** – In-hand phase, **Phase 2** – Rider class (judging the rider, not Smartest on Parade or Turnout), **Phase 3** – Ridden workout (judging the horse as a Show Horse).

- f. Show Hunter** will comprise of three phases:

**Phase 1** – In-hand phase, **Phase 2** – Rider class (judging the rider, not Smartest on Parade or Turnout), **Phase 3** – Ridden Workout (judging the horse as a Show Hunter).

- g. Working Hunter** will comprise of three separate phases:

**Phase 1** – In-hand, **Phase 2** – Rider class (judging the rider, not Smartest on Parade or Turnout), **Phase 3** – Jumping and Ridden workout (Judging the horse as a Working Hunter) with height of 65cm for Senior, 55cm for Intermediate and 45cm for Primary.

### 8.2.2 Scoring system

Each phase will be scored based on a points system. The riders will then be ranked based on the scores within each phase. The total points earned across the three phases will determine the Championship Ranking.

To place in the championship riders must complete all 3 phases.

## 8.3 Jumping

Jumping will be run under current FEI Jumping Rules and National Jumping Rules. These can be obtained from the [EA website](#) and it is the responsibility of riders to know the rules. Rules are also available from the Rules, Regulations section.

Riders cannot compete in any Jumping competition if their helmet is not tagged to confirm compliance with the safety standards.

### 8.3.1 General rules

- a.** Riders are only permitted to compete in one height class per horse at the State Championships (i.e. a rider may not compete in the 80cm class and the 90cm class on the same horse).
- b.** Qualification for EA Interschool Nationals Championships is based on the Year level of the student at school.
- c.** Prior to each class commencement, course plans with course times will be posted at the entry gate. The course will usually be opened for walking 20 minutes prior to class start time. Course Plans have the time allocated on them and a jump off course, if applicable to the class.
- d.** Riders must ride in the order of the draw and must not hold up proceedings on the day.
- e.** After the start of competition, if the riders

wish to change height classes, the rider will then compete HC in subsequent classes and be ineligible for points or placing.

- f.** Ribbons/Rosette prizes are usually presented at the conclusion of each phase at the ring.

### 8.3.2 Scoring system

- g.** In each phase the first placed rider/horse combination will get 35 points, second will get 34 points, and third will get 33 points and so on down to 35th horse receiving 1 point. If there are more than 35 riders in a class, they receive no points beyond 31st place. The total points earned across the three phases will determine the championship placings. Classes with more than 35 riders at State Championships may have points awarded in the two divisions.

### 8.3.3 Jumping class definitions

#### a. Phase 1 – One Round Table A (Article 238.2.1)

Athletes with equality of penalties are placed in accordance to the time taken to complete the round. In the event of equality of penalties and time for first place, there may be a jump-off over a shortened course over obstacles, which may be increased in height and/or spread in accordance with the provisions of the schedule. Please note this is only if faults and times are exactly the same so it is very rare that this second round jump off is ever run.



8.3.3 Jumping class definitions continued

b. Phase 2 – 274 2 – Special Two-Phase Competition under Table A

This competition comprises two phases run without interruption, each at an identical or different speed, the finishing line for the first phase being identical with the starting line for the second phase.

The first phase is a course of five to seven obstacles with or without combinations. The total number of obstacles in both phases is a minimum of 11 and a maximum of 13 obstacles. The second phase may include one combination.

Athletes completing the first phase may continue in the second phase.

The second phase finishes after crossing its finishing line. Placing is according to the

aggregate penalties in both phases (faults on obstacles and penalties for exceeding the time allowed in both phases) and, if necessary, according to the time of the 2nd phase.

c. Phase 3 – One round with Jump Off under Table A (Article 238.2.2)

This is a competition not against the clock, but in the event of equality of penalties for first place, there will be one jump-off against the clock. Other athletes are placed according to their penalties and time in the first round. All riders who jump clear in the first round will be invited back to compete in the second round at a raised height (approx. 5cm).

TABLE 2

CLASS	COMPETITION	STATE	NAT'L
Primary 45cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	No
Primary 60cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	No
Primary 70cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Primary 80cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Primary 90cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Secondary 70cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	No
Intermediate 80cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	No
Senior 80cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	No
Intermediate 90cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Senior 90cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Intermediate 100cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Senior 100cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Secondary 110cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes
Secondary 120cm	Phase 1-238 2.1 , Phase 2- 274.2, Phase 3 – 238.2.2	Yes	Yes



### 8.3.5 Jumping levels to be offered in the VEIS series

See Table 3 Page 29

Primary students are able 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 ranking.

Secondary riders may ride in Freshman; however, if a specific secondary class is not offered, they are deemed to compete HC (“hors concours”). No placing is awarded and therefore no points are accrued.

The scoring to determine places at VEIS show jumping events is as follows:

- a.** In the One Round Table A class, 1st scores 35 points, 2nd 34 points, 3rd 33 points and so on down to 1 point for 35th. In the Grand Prix the points will be doubled.
- b.** Points over the two classes are aggregated to determine places in the Championship. In the event of an equality of points, points earned in the Grand Prix is used as the count back method.

### 8.3.6 Jumping class definitions

#### One Round Table A - (Article 238.2.1)

Athletes with equality of penalties are placed in accordance to the time taken to complete the round. In the event of equality of penalties and time for first place, there may be a jump-off over a shortened course over obstacles, which may be increased in height and/or spread in accordance with the provisions of the schedule. Please note – this is only if faults and times are exactly the same so it is very rare that this second round jump off is ever run.

**“Grand Prix” Article 273.3.3.1 Competition over two rounds.** This competition comprises, with the same speed, two courses, identical or different, either in track or in number of obstacles or in the dimensions of the obstacles. Each Athlete must participate with the same horse. Athletes who have been eliminated or retired during the first round, may not take part in the second round and may not be placed. All the athletes go forward to see the second round according to the conditions of the schedule. The second round may be in reverse order of penalties in the first round; athletes retain their drawn order in case of equality of penalties. The second round is the Jump Off. There is no extra jump off.





**TABLE 3**

Class	Year Level	Class		Max. Heights
<b>Freshman</b> <i>Not a National Class</i>	Primary Only	AM2 238.2.1		50cm
		Grand Prix: Art. 273.3.3.1	1st Round	55cm
			2nd Round	60cm
			No Jump Off	
<b>Encourage</b> <i>National Class Primary 70cm</i>	All	AM2 238.2.1		65cm
		Grand Prix: Art. 273.3.3.1	1st Round	70cm
			2nd Round	75cm
			No Jump Off	
<b>Improvers</b> <i>National Class Primary 80cm</i>	All	AM2 238.2.1		75cm
		Grand Prix: Art. 273.3.3.1	1st Round	80cm
			2nd Round	85cm
			No Jump Off	
<b>Progressive</b> <i>National Class Primary, Intermediate and Senior 90cm</i>	All	AM2 238.2.1		85cm
		Grand Prix: Art. 273.3.3.1	1st Round	90cm
			2nd Round	95cm
			No Jump Off	
<b>Aspiring</b> <i>National Class Intermediate and Senior 100cm</i>	All	AM2 238.2.1		95cm
		Grand Prix: Art. 273.3.3.1	1st Round	100cm
			2nd Round	105cm
			No Jump Off	
<b>Advanced</b> <i>National Class Secondary 110cm</i>	All	AM2 238.2.1		105cm
		Grand Prix: Art. 273.3.3.1	1st Round	110cm
			2nd Round	115cm
			No Jump Off	
<b>Stars</b> <i>National Class Secondary 120cm</i>	All	AM2 238.2.1		115cm
		Grand Prix: Art. 273.3.3.1	1st Round	120cm
			2nd Round	125cm
			No Jump Off	

## 8.4 Combined Training

Organisers may choose to run a Combined Training or Dressage and Combined Training event. Currently, Combined Training has four National Team places at a number of primary and secondary levels decided at the Equestrian Victoria Interschool State Championships. The 1st to 4th placegetters in each National class are eligible for the team when there is one division, with 5th and 6th placings being team reserves. In the event that a class has two divisions, the riders placed 1st and 2nd in each division will be qualified, with riders placed 3rd in each division being team reserves.

### 8.4.1 Guidelines and rules

- a.** The Combined Training should run in accordance with EA Rules in the current National Eventing Rules, applied to dressage and jumping phases only and should be adapted for interschool competitors where necessary.
- b.** Riders/Horse combinations are only permitted to compete in one class.
- c.** The same horse and rider combination must complete both phases of the competition. Elimination from one phase involves elimination from the competition.
- d.** Eventing rider combinations cannot compete in Combined Training at a level lower than their current Horse Trials level.
- e.** Primary 35cm should be for younger, less experienced riders commencing competition. (Further event rules may apply).
- f.** As Combined Training runs under Eventing rules, riders are placed based on the number of penalties they incur over the two phases. This means that the rider with the least penalties from the dressage and jumping phases, when added, will be the winner. Dressage penalties are calculated by subtracting the average percentage from 100. The result is rounded

to one decimal point. Jumping penalties are calculated in the normal manner as per Jumping.

- g.** In the case of equal scores for placings in a class, the rider with the best dressage score (least penalties) will be the higher placed. If equality still exists, the closest to optimum time (under the time set) in the jumping element will be the higher placed. If there is still a tie, then the placings will be shared and the subsequent place not awarded.
- h.** The dressage and jumping tests, which make up a Combined Training competition, must be taken in that order.
- i.** Tests are as for the relevant Official Event level. No callers allowed at any level.
- j.** The Dressage test is judged under EA Rules
- k.** All Dressage tests are ridden in a 60m x 20m arena.
- l.** No whip is allowed in the dressage phase, however whips of no more than 75cm are allowed in the jumping phase.
- m.** The jumping test consists of one round of the course judged under the National Eventing Jumping rules (2024)



### 8.4.2 Combined Training and Dressage events

Combined Training events that run in combination with a Dressage Championship need to follow horse welfare guidelines – a maximum of two Dressage tests in one day or two Dressage tests and one Show jumping round per rider and horse combination.

**a.** Two dressage tests may be ridden – one for CT and one for Dressage with both used for a Dressage Championship.

**b.** The differences in Dressage and Combined Training rules in regard to calling of tests and use of a whip are at the discretion of organisers when running a dressage competition in conjunction with Combined Training. At state selection level no whips or calling of tests are permissible

in the Dressage phase, at any level.

**c.** The Dressage phase for a level needs to commence approximately one hour before the jumping rounds. If using one ring, show jumping rounds need to have suitable time allowed. It is a suggested maximum, if running one ring on the day, would be 100 riders to allow approximately two minutes per round and course walks at change of each height. For example, dressage tests commence at 9:00am and Show Jumping starts at 10:00am. Riders need to be aware of course walk times if dressage rings are large.

### 8.4.3 Combined Training classes

Current Interschool Combined Training classes are tabled below with examples of suitable tests:

**TABLE 4**

CLASS / SUGGESTED TESTS	SJ HEIGHT	SJ SPEED	STATE LEVEL	NATIONAL LEVEL
Primary 35cm DR Preparatory A 2020	35cm	225mpm	Yes	No
Primary 50cm DR Prelim Test 2023 Eventing Test 45/60 A/B 2020	50cm	250mpm	Yes	Yes
Primary 60cm DR Prelim Test 2023 Eventing Test 45/60 A/B 2020	65cm	275mpm	Yes	Yes
Primary 80cm DR Prelim Test 2023 Eventing Test 80 A/B 2020	80cm	300mpm	Yes	Yes
Secondary 60cm DR Prelim Test 2023 Eventing Test 60 A/B 2020	65cm	275mpm	Yes	Yes
Secondary 80cm DR Prelim Test 2023 Eventing Test 80 A/B 2020	80cm	300mpm	Yes	Yes
Secondary 95cm DR Prelim Test 2023 Eventing Test 95 A/B 2020	95cm	300mpm	Yes	Yes
Secondary 1* CCN 1*Test B 2020	105cm	325mpm	Yes	Yes
Secondary 2* CCN 2* 2019	115cm	350mpm	Yes	Yes

## 8.5 Eventing

The ISV calendar has one specific Interschool Horse Trials hosted by Tintern Schools. As per EA rules riders may enter open Horse Trials competitions in interschool qualifying levels with age restrictions as follows:

- a. CCN2\*-L or S CIC2\* Classes:** With express permission from the National Federation, an athlete may compete in Two Star classes from the beginning of the calendar year in which the rider reaches the age of 14.
- b. CCN1\* - L or S (previously EvA105) Classes:** From the beginning of the calendar year in which the rider reaches the age of 13.
- c. CNC/CCN EvA95 Classes:** From the beginning of the calendar year in which the rider turns 10. Riders under the age of 13 must have completed an EvA80.
- d. CNC/CCN EvA80 Classes:** From the beginning of the calendar year in which the rider turns 8.

### 8.5.1 General rules and information

Full Eventing Rules are available via [EA website Rules and Regulations page](#). Further information regarding Eventing can also be found on the EV website: [Eventing Explained - Understanding Eventing](#)

- a.** You must be an EV member at all levels and for levels EvA 95-2\* the horse must be registered and have an eventing license. CIC 2\* horses and riders must be registered with the FEI and the horse will need an EA Passport if it is registered with the FEI for the first time after 2016.

- b.** Competitors should enter each event individually and follow any instruction for that event regarding Interschool participation. You need to enter these events early, as organisers can only offer limited fields and Interschool riders are part of the open events, except for Tintern. Some events commence their EvA80 and/or EvA95 on Friday.

- c.** Some events have Interschool classes, either as a complete class or in the event of low numbers, as a blended competition with open competitors. Most just have open competitions in order of receipt of entries.

- d.** Competitors in 2\* need to be aware if the competition is a CIC, they must comply with [FEI rules](#) not EA Rules.

- e.** You may be asked to offer some volunteer help.

- f.** Riders should note that time penalties will be incurred for seconds over the time or under the allotted time, greater than 20 seconds. It is not appropriate to circle before the finish markers to use up time and you will be penalised for doing so.

- g.** You may be called for discussion or withdrawn from the cross-country course if you travel too fast, use bad language or use your whip excessively, in the opinion of organisers and/or TD (Technical Delegate) who observes the cross-country phase. This may result in elimination.

- h.** Some events offer EvA65. This class will be included on the Leaderboard but does not offer a Victorian Interschool Team place.



### 8.5.1 General rules and information continued

**h.** Please follow the event instructions in lodging any protest. The committee or Technical Delegate (TD) should be approached, in a respectful manner, to clarify a situation or prior to a protest being lodged.

**i.** Each event will have nominated Riders Representatives for each competition level. If you require help in understanding rules or need to contact the Technical Delegate, the Rider Representatives are able to assist you. They are senior and experienced riders – the event secretary will publish their contact details.

**j.** Please be aware of the Codes of Conduct for EA, in particular competitors, spectators, parents and guardians. They can be found on the [Rules and Regulations](#) page of this document. You can also access Member Protection and Social Media/Safety and Cyber Bullying policies from this page.

### 8.5.2 Gear and clothing

**a.** As you are competing in an Equestrian Victoria event, jackets are required in the dressage and show jumping phases. In the cross country phase you may wear a school sport top or school colours/saddle cloth. If due to hot weather jackets are made optional, your shirt must be short or long sleeved and predominantly white or of a pale colour – FEI rules apply for 2\*.

**b.** Gloves are optional in the dressage phase for EA95 and below. No whips to be carried in Dressage. You will receive penalties for carrying a whip, not elimination. No martingales are permitted in dressage.

**c.** You are required to provide your own bridle/saddlecloth number for dressage and show jumping and a personal number holder for cross country. In cross country the horse must have a bridle/saddlecloth number as well as your back number, for identification in case you fall off.

**d.** Medical armbands are not compulsory, however, athletes with a medical condition that may be relevant in the case of medical emergency, are responsible, at every event when riding, for wearing a medical data carrier or armband. Conditions that are relevant include but are not limited to; recent head injury, serious past injuries/surgeries, chronic health problems such as diabetes, long-term medications and allergies. If in doubt, the athlete should discuss this with their own treating physician.

**e.** Riders need to keep up to date with rule changes.

### **f. Back protector standards effective 1**

**January 2020 (previously 1 July 2019).** Body protectors are compulsory for Cross-Country. A body protector manufactured after 2009 and labelled as complying with one of the following standards is mandatory:

- EN13158:2009 Level 3
- BETA 2009: Level 3
- EN13158:2018 Level 3
- BETA 2018 Level 3

Protective headgear must be tagged and conform to one of the current approved safety standards:

- Current Australian standard AS/NZS 3838 (2006 onwards) provided they are SAI Global marked
- New Australian standard ARB HS 2012 provided they are SAI Global marked
- Current American Standard ASTM F1163 (2004a or 04a onwards) provided they are SEI marked
- Current American standard SNELL E2001
- Current British standard PAS 015 (1998 or 2011) provided they are BSI Kitemarked
- Interim European standard VGI (01.040: 2013-12) with or without BSI Kitemark

### 8.5.3 Safety rules

**a.** If you fall off in warm up or in competition you must report to first aid officers for clearance. This applies even if it is a simple step off etc.

**Please make yourself aware of the strict concussion rules. If you are deemed to be concussed you must gain a medical clearance before you can compete at the next competition.**

### 8.5.4 Horse welfare

**a.** Be prepared to actively cool down your horse, especially in hot conditions. Active cooling – is the process of applying cold water (ice can be added to your buckets), to the horse. The process is repeated until the water that comes off the horse is cool. The horse's temperature may rise after the completion of the cross country course. You must wait for the vet check and follow any instructions, asked of you.

**b.** If a horse has a soundness issue, in the view of a judge, you may be required to discuss this with the TD (Technical Delegate) and to present to a vet for trot up. Don't panic, the horse may be fine.

### 8.5.5 Good sportsmanship and appropriate behaviour

**a.** Please remember when issues arise or you have queries, that events are run on a volunteer basis by an event committee who give their time, over many months, to enable competitions to be held.

**b.** Equestrian competition is a demanding sport and involves a large commitment from competitors and their families, but it should be remembered to speak and behave in an appropriate manner towards other competitors, organisers, volunteers and families.

### 8.5.6 Victorian Eventing Team selection

**a.** Victorian Team places are selected according to a competitor's best three results for the season, from any recognised EA Horse Trials both within Victoria and Interstate. Results will be updated on a Leader Board which will be used for selection to the Victorian Team. Riders must register their horse/rider combinations. EV will update the Leader Board after each official event. Contact is Lynne Browne [eventing@equestrianvictoria.com.au](mailto:eventing@equestrianvictoria.com.au).

**b.** A fourth result may be used in event of equality. Selection is at the discretion of the EV Eventing Subcommittee.

**c.** Results will not be counted for inclusion in the team, if they do not meet minimum eligibility requirements (MER) in regard to penalties received. These standards apply to all three phases – Dressage, Cross Country fence penalties, no more than 75 seconds (30 penalties above the time specified in cross country), a maximum of 16 show jumping faults.

**d.** The season for inclusion of results runs from 1st October until 15th June in the year of the team selection.

**e.** To be eligible for team selection you must be a current primary or secondary student. The levels are EvA 80, EvA 95, EvA 1\*, and 2\*. EA age rules apply to specific height classes.

**f.** Four riders will be selected from each level. Each level is a significant step up and results from a lower class cannot be compared with results at the next level. If you change class level during the series, points will not carry up or down. If riders feel they may go up a level during the season or wish to downgrade they may register for two levels on the Interschool Eventing Leader Board.



# 9. Qualification for State and National Championships

There are currently three pathways through which riders can qualify to represent Victoria at the National Championships:

- 1. Equestrian Victoria Interschool State Championships in the March/April School Holidays
- 2. VEIS Series Qualifier events held between February and June. The VEIS Grand Final held in June
- 3. Interschool Eventing – Qualification events are run as part of EV Official Horse Trial Events

## Contents

9.1 Qualifying to compete at EV Interschool State Championships.....	36
9.2 Victorian Team selection.....	36
9.3 Eventing Team selection.....	37
9.4 Interstate competitors.....	37



## 9.1 Qualifying to compete at EV Interschool State Championships

To be eligible to compete at the EV Interschool State Championships held in the March/April School Holidays, rider/horse combinations must provide evidence of participation in an Interschool competition since the Championships of the year prior up to 31st March of the event year or as stated in the schedule. You do not have to compete in the discipline you wish to enter.

Qualifying participation events must meet one of the below requirements:

- a. On the ISV Calendar (including the VEIS Series)
- b. Interschool classes at the Victorian Youth Dressage Championships and any other specifically nominated competitions

## 9.2 Victorian Team selection

Australian Championships are held each year, in a different state, in the September/October school holidays.

Please see the [Equestrian Victoria Interschool website](#) for full details of selection of the Victorian Team and the nomination process for Team Captains.

The first and second place getters at the EV Interschool State Championships in Dressage and Show Jumping classes for each of the National Qualifying events

(these are marked by “Nat” in schedule) are eligible to represent Victoria at the Australian Championships. If there are two divisions at a Dressage level, the champions from each division will be selected. The first and second series place getters in the VEIS are the next eligible. If the same rider has already been selected through the State Championships the 3rd place getter in VEIS is the next accepted to the team. Whilst maintaining a balance between both team pathways, riders who place 3rd and 4th in those events may be the team reserves in Dressage and Show Jumping.

In Show Horse, competitors who place 1st to 4th overall in National Qualifying events (these are marked by “Nat” in the schedule) will be eligible to represent Victoria. Fifth and Sixth placed competitors will be the reserves.

Combined Training has four National Team places at a number of primary and secondary levels decided at the Equestrian Victoria Interschool State Championships. These are marked by “Nat” in the schedule. The 1st to 4th placegetters in each National class are eligible for the team when there is one division, with 5th and 6th placings being team reserves. In the event that a class has two divisions, the riders placed 1st and 2nd in each division will be qualified, with riders placed 3rd in each division being team reserves.

## 9.2 Victorian Team selection *continued*

In the event of qualified or reserve riders being unable to attend the Australian Interschool Equestrian Championships, the remaining places will be filled at the discretion of the ISV Interschool Committee.

Qualifications are based on the combination of horse and rider, there will be no substitution of horses or riders in qualified combinations.

At the Australian Championships, riders will be limited to competing in two classes, they may still compete on two horses, but the limitation of two classes per rider will remain. In some circumstances selected Team riders may be offered a reserve position.

## 9.3 Eventing Team selection

The qualification process for the Victorian Interschool Eventing Team Selection is as follows:

- a.** The rider/horse combination best three results from competitions between October 1st and 15th June of the following year.
- b.** All results must be from Official EA Horse Trials (no Pony Club or Unofficial Classes)
- c.** An MER must be attained in order for the score to count.
- d.** Horse Trials are open to primary and secondary riders but EA age criteria at some levels apply.
- e.** Only results at the level riders are applying for will be considered.
- f.** Equestrian Victoria publishes a [Leader](#)

[Board](#) after each competition. Riders must register their horse and level at the commencement of the selection season, to be eligible or when they commence competing as a combination. This Leader Board will be used to select the Victorian Team of four riders at each level.

- g.** The process will be overseen and verified by the ISV and Eventing Subcommittees and will not include any parent of an interschool rider.

## 9.4 Interstate competitors

Competitors from states other than Victoria are eligible to compete in the Equestrian Victoria Interschool State Championships. As these are Interschool Events, rather than general EA young rider or junior events, riders will be representing their schools and therefore will very likely have to qualify in the state jurisdiction of their school.

Parents may wish to inquire with their school, as to what their policy is if they are very close to the border. It is likely that schools have dealt with these issues before and can provide some form of clarification to parents about their policies on student representation. Interstate competitors will require a letter of permission from their school acknowledging that should an interstate competitor qualify for the Australian Championships, the competitor will represent Victoria at the Australian Interschool Equestrian Championships, and not the state in which they attend school.



# 10.Guidelines for hosting an Interschool Event

Interschool Equestrian events are predominantly run by EV, supporting organisations and host schools. These events are held a regular intervals throughout the school year. Some events are held in conjunction with the Victoria Equestrian Interschool Series (VEIS), and are used as qualifying events for the VEIS Grand Final. All Interschool competitions on the ISV calendar (unless otherwise stated) are “participation” competitions for the Equestrian Victoria Interschool State Championships.

Interschool Victoria in conjunction with Equestrian Victoria, host the annual Equestrian Victoria Interschool State Championships which are held at Werribee Park National Equestrian Centre.

Each year, a host state will run the Australian Interschool Equestrian Championships, the national event. In 2023, the event was hosted by Equestrian Victoria. In 2024 Equestrian QLD will host the Championships, and in 2025 NSW.

At all events riders must be accompanied and supervised by a parent or nominated guardian. They must not to be left unsupervised at the event at any time.

All competitions must be run to EA rules according to the EA disciplines, where applicable, and any further regulations relating to school age competitors. For the relevant rules, please see this ISV Handbook and [EA Rules and Regulations](#).

All Interschool events must abide by the [EA Child Safeguarding Policy 2021](#) in line with the National Integrity Framework, NIF.

Participating schools and parents may request relevant event documentation in order to satisfy their school’s requirements in regard to safety and compliance.

IN THIS SECTION:

10.1 General conditions.....	39
10.2 Risk and event management.....	39
10.3 Safety and security.....	40
10.4 Competition arenas and equipment.....	40
10.5 Insurance.....	40
10.5 Insurance continued .....	41
10.6 Organisation of Interschool events.....	41
10.7 Entry forms.....	42
10.8 Extra notes for organising committees.....	43
10.9 Presentations.....	43



## 10.1 General conditions

Schools and organisations intending to run an interschool event must be affiliated with Equestrian Australia through EV membership.

To be included on the Interschool calendar, organisers must submit their competition details, via jot form, for verification. Events must be on the Interschool calendar to be approved as “participation” competitions for State Championship entry.

Proposed dates for competitions for the following year will be requested in Term 3 of the school year. The Interschool Victoria (ISV) Committee will seek to manage calendar options where date clashes occur. The calendar maintains a spread of Friday, Saturday and Sunday competitions and in a variety of regions.

Final dates must be confirmed before the close of any given year in order for schools to be informed and develop their own school calendars. Events may be added to the calendar during the year but organisers need to understand the need for maintaining a balance of competitions in an already crowded schedule, especially during the first half of the school year.

The Equestrian Victoria Interschool Checklist (see at the end of this document) should be completed prior to the event.

## 10.2 Risk and event management

**a.** An appropriate Risk Assessment must be completed prior to each event. This should include a venue risk assessment, as well as

for the planned competition. Templates are available from [Equestrian Victoria](#).

**b.** Compliance with current government standards and guidelines, and a Covid plan may be needed. [View EV's Covid Resources](#)

**c.** A qualified First Aid Service or Officer must be present on the day. This should be engaged by the organising committee according to the size and elements of the event as assessed in the Risk Plan. Organisers must obtain the qualifications and equipment standards of the provider.

**d.** A First Aid sign MUST be displayed in a designated First Aid area/Office or vehicle supplied by the medical provider.

**e.** A review should be completed in the planning stage of the competition, including an assessment of the venue; this should be signed off prior to the event by the school/organising group/risk officer.

**f.** The event should be cancelled either before or during the competition if at any time the organisers deem it unsafe to continue.

**g.** Events require an Evacuation Plan and a committee Response Plan to a serious incident.

**h.** From July 1st 2023 all Judges, Stewards and external providers other than those directly related to riders, must have a current Working With Children Check.

### 10.3 Safety and security

- a.** All judges, officials, stewards engaged by the organisers must have a current Working with Children Check. The Equestrian Victoria office can assist with confirmation of current certificates.
- b.** A Child Safe contact person should be appointed and Child Safe posters displayed on the day. Please see: [ccyp.vic.gov.au/child-safety](https://ccyp.vic.gov.au/child-safety) <https://www.dhhs.vic.gov.au/publications/child-safe-standards>
- c.** A record of all entrants and a sign-in system for attendees should be included. This may be electronic.
- d.** First Aid must be made aware of the requirement to check riders after any fall before they can recommence riding. The Vicsport and EA Concussion Policy must be enforced. First Aid should document all first aid attendance and supply the organisers with a First Aid Report at the end of the competition. If concussion is suspected or diagnosed you must complete the EA Concussion Form 8.
- e.** Interschool Victoria (ISV) is affiliated with School Sport Victoria (SSV). Organisers should be aware of any extra requirements in regard to interschool sport. Organisers must consider policies including but not limited to Child Safe, Concussion, Anaphylaxis, Heat and Thunderstorm Asthma.
- f.** Photographers must be registered with Equestrian Victoria and wear a numbered high visibility vest. They have undergone a registration process, including the required WWC (Working with Children) Check and a point of sale method which is not through social media or personal emails. Organisers may also like to supply a media pass.
- g.** Photographers should contact the organisers to request permission to attend. They may provide sponsorship. If at any time organisers feel they do not meet the event standards, they should be asked to leave. A list of riders who are not permitted to be photographed must be given to any official

event photographers. Named images of riders should not be used in any promotional material or on social media.

- h.** There should be gates to the venue or from the float/horse area which can be closed in an emergency.

### 10.4 Competition arenas and equipment

- a.** The venue and competition area should be safely fenced.
- b.** Horse, parking and pedestrian areas should be kept separated, with the ability to close the main gate if required.
- c.** The competition surface must be safe for the purpose of the competition.
- d.** Dressage and jumping arenas should be correctly enclosed
- e.** All equipment should be safe and well maintained.
- f.** Electronic timing equipment should be used at show jumping events.

### 10.5 Insurance

- a.** The event must have insurance with a current Certificate of Currency. This may be through Equestrian Australia Club Insurance taken with Marsh Insurance.
- b.** The venue must have public liability insurance.
- c.** Riders must have adequate Personal Accident and Public Liability cover. Some venues carry their own insurance for all riders.
- d.** At Interschool events, EV insurance for riders is preferred. Those stating EV insurance can be checked through the EV office membership if an Excel spreadsheet is forwarded. Contact [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au).
- e.** Some events may accept PCV or HRCV insurances. Some competitions cannot accept PCV or HRCV insurance if so directed by their school management or organising committee.



## 10.5 Insurance continued

- f.** At State and National Championships EA insurance through EV competitive membership is required.
- g.** Schools may have multiple campuses for entry and insurance purposes. These campuses must come under the same Governance/Board and same Principal (Head of School). For example a school may have a Senior Campus Year 7-12, and a Primary Campus Prep-Year 6.

## 10.6 Organisation of Interschool events

- a.** 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 the organising committee, and an independent representative with no conflict of interest.
- b.** Organising groups are to provide contact name and details to [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au)
- c.** Competitor times should be published a minimum of two days prior to the event.
- d.** Officials and Marshals must be easily identifiable and have communication contacts with organisers. They should be briefed on the role including first aid and emergency response. A laminated sheet of details is recommended.
- e.** Events may run later or earlier than

advertised. Riders are expected to be aware of changes to times and report/present accordingly.

- f.** Riders who do not report in time to ride in the published draw order may be eliminated.
- g.** Scores or the link to online scoring should be posted on an accessible notice.
- h.** Organising committees may reserve the right to alter, delete any event, and refuse entry without requirement to provide explanations or reasons.
- i.** Final school scores for the competition need to be posted on the day. This may be online after the close of the competition. All scores must be posted online through the scoring system for competitor access after the event. Results in pdf format need to be forwarded to [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au) to confirm the State 'participation' requirement.
- j.** 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.



## 10.7 Entry forms

**a.** A copy of the Entry Form for any ISV calendared event should be sent to [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au) prior to broader distribution.

**b.** Schools must be aware of riders representing their school. In the case of online entries, an acceptance check box is required confirming permission from the School Principal (or the Director of Sport or the Equestrian Coordinator). A contact name and email should be included as part of the online entry process.

**c.** Late entries may incur a late fee

**d. Scratchings:** As per EA Rules. A vet/doctor certificate is required for return of entry fees. A non-refundable administration fee is advised.

**e.** Only approved Equestrian Victoria Photographers, who wear numbered vests, are permitted to take photographs of riders. The entry form needs to include a tick box to be completed – If for personal or legal reasons you DO NOT want your child to be photographed by event photographers you MUST indicate here. A list needs to be communicated to any photographers attending.

**f.** Entry forms should include a section requesting any information about attendees who may have specific medical alerts. If your child, or others attending/present, have severe medical alerts which may impact their health at the competition, you must bring any relevant medication with you and give details on entry to enable First Aid providers to be notified of possible risk situations.

**g.** Primary students are allowed to compete in higher grades – 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 in a series or championship.

**h.** Secondary riders may participate in 'Primary only' classes at the discretion of the organisers but they may be deemed to be competing HC ("hors concours") i.e., no points will accrue towards either the individual event results or the team or individual championships. Organisers may choose to run a special class e.g. Secondary Freshman Jumping with clear entry guidelines.

**i.** 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.

**j.** Riders wishing to compete with more than two horses is at the discretion of the organisers and entrants need to understand the difficulties in allowing EA regulation time between classes, especially in dressage.

**k. To be included on entry and draw:**

*All protests must be lodged by the Team Manager or rider representative to the organising committee of the event no later than 30 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 the day.

## 10.8 Extra 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:

- a.** Assistance with the organisation of an interschool event is available from Equestrian Victoria and the ISV Subcommittee [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au).
- b.** Entry Forms for any Interschool event should be sent to [isv@equestrianvictoria.com.au](mailto:isv@equestrianvictoria.com.au) prior to the event. The entry form will be checked, then be posted on the ISV calendar, Facebook Group and be communicated to riders and schools through the monthly ISV email.
- c.** It is essential that officials are familiar with Interschool rules, as well as EA rules.
- d.** First Aid must be aware of the requirement to check riders after any fall before they can recommence riding. The EA concussion policy must be enforced. First Aid must document all attendance and supply the organisers with a First Aid Report at the end of the competition.
- e.** Consideration should, if possible, be given to schools that are travelling long distances to compete, e.g. competitors from that should not be first in a draw if possible.
- f.** Draws should be prepared with random orders in accordance to EA guidelines
- g.** At most competitions the school team includes all the riders entering for the competition with the top scores being used for team placings. Some organisers may require team selection, by the school manager, on entry.

**h.** In State Qualifier events, EA judges at the correct level should be used.

**i.** 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.

**j.** It is recommended that tasks be allocated to committee members with one person holding ultimate responsibility for running the event.

**k.** Entry forms should make clear where competitors/team managers can access the draw.

**l.** The mobile phone number of a key contact person should be included on the entry draw for the competition day.

## 10.9 Presentations

**a.** Ribbons or rosettes should be awarded to at least 6th place in each class

**b.** There will usually be an overall champion for each level/section (e.g. Novice Dressage, 80cm Show Jumping etc.). This will be the aggregate of both dressage tests on the day, or all show jumping classes on the day or period of competition.

**c.** If a competitor is unable to be present for presentations, it is acceptable for someone to accept prizes on their behalf unless otherwise, clearly stated in the program.

**d.** Dressage events may have envelopes on hand so that test sheets and/or prizes can be posted. Usually a \$2 donation is requested to cover this cost. Results may also be emailed. Many events now have online access to individual results.

**e.** While teams are encouraged to remain for presentations, team prizes may be posted after the event.

## INTERSCHOOL EVENTS PLANNING CHECKLIST

<b>PRE-EVENT CHECKLIST</b>	
Equestrian Victoria Membership	
Insurance Certificate of Currency	
Risk Assessment for the Event including Child Safety Refer to: <a href="#">EV RISK MANAGEMENT FOR CLUBS AND EVENT ORGANISERS</a> and <a href="#">EV CHILD SAFE SPORT</a> .	
Risk Assessment for venue and equipment	
Emergency Response Safety Plan	
Any current COVIDSafe Plans/Requirements	
First Aid / Medical requirements considered for type and size of event and engaged	
Working with Children Check for all Judges/Stewards other than those related to riders attending. Volunteers/officials should provide WWCC number	
Agreement with 3 <sup>rd</sup> Party Procurement policy received for any external contractors or service providers if used	
Have a Child Safe Policy and Procedure in place. Reporting details and contacts in pre-event communications including handbooks, websites, social media etc. Child Safe training undertaken by key personnel. Policy links, codes of conduct, contact details for any concerns.	
Have Heat /Inclement weather policy in place	
Check EA Discipline Rules	
Check EA Interschool Rules	
Have the EA Codes of Conduct available	
Acknowledgement of Country included in formal presentations	

<b>ON THE DAY OF EVENT CHECKLIST</b>	
Event Day safety inspection on venue & equipment- Risk Officer	
COVIDSafe Officer check COVIDSafe checklist completed if needed	
Child Safe Officer and venue signage located in prominent positions	
Medical in place prior to commencement. Include any known existing medical conditions and instructions for medical concussion and reporting.	
Check in by competitors. May be online.	
Check all insurance, EA numbers on entry, PC card or any other insurance	
Instructions sheet/briefing for volunteers/stewards, include contact details for first aid, office/event director etc. (include key Child Safe messages)	
One main point of contact to handle issues, protests, changes to program. Refer to ground jury if necessary.	
Information for competitors on access to scores and results.	

<b>POST-EVENT CHECKLIST</b>	
Event de-brief scheduled	
Post-event survey may be sent to participants, parents, schools etc. (include child safe questions)	
Debrief and review findings to be incorporated into future events.	