

## BEING IN A TEAM for FDRC

### TEAM MANAGERS & ENTERING

First a call will go out with details of a competition via email & facebook for Members and will ask who wish to put their name forward for a certain competition.

The schedule should be available for viewing either on the Area 10 website and/or FRDC website.

You must inform the TM which height/level/class you are eligible to enter.

When the TM has all the names in they will sort out teams & individual riders and send in the **Pre-Entry** – this commits the Club to entering that number of teams/riders for the competition and is non-refundable and has to be submitted at least 21 days prior to the competition.

The full entries fees are paid a little nearer the competition date by the TM.

If you wish to enter an Open or Warm Up class you must pay your own entry fee and send in the entry yourself as per instructions in the schedule.

### RIDERS

#### PRIOR TO THE EVENT:

Riders can put their name forward to represent the FDRC as a team member or as an individual rider for any Area Competition or Qualifier or friendly competition

We like to encourage our Members represent the club as a team member or individual rider in all disciplines and to enjoy a day out competing with fellow Club Members.

Doing well is a bonus and enjoyable for all those concerned but as they say – it's the taking part that counts. Being in a team is open to ALL club members who wish to take part.

Team Events are listed on the our Facebook page & the website under the **EVENTS TAB** and is updated as necessary - as they appear on our calendar a notification that we are seeking Team Members for an event will be sent round by email and placed on our Facebook page - **please respond to these if you wish to be in a certain team.**

Before putting your name forward you will need to make sure you fulfil the criteria laid out in the schedule eg. points/winnings/age etc. and are available on the competition date.

Schedules are available on our website or on the BRC website

Agreeing to be in a team is a commitment both to fellow team members and to the Club and should not be agreed to unless you fully intend to go to the competition and compete as entry fees paid by the Club can be hundreds of pounds so when entry fees are submitted you should be committed. We ask each competitor to pay £10.00 for each class entered to help cover entry fees / helpers expenses.

For Area 10 Competitions you will need to submit an up to date copy of your horses passport to the team manager before the Preliminary entries go in to the BRC. -

The pages **must include:**

Page with the horses full name

The record of **ALL** vaccinations on the passport (from earliest to most recent)

The horse's microchip number

As soon as the teams and individual riders are sorted out the Team Manager will contact you and publish on facebook all the details. If it is possible we might organise a some team training if required.

**ON THE DAY** of the Competition, especially if it is an Area 10 Competition you must arrive in time to present to the Secretary:

(a) Your hat & body protector (if you are wearing one) for checking & tagging

(b) Your horses passport for checking against date chart and BRC data base.

Leave plenty of time before your riding time as there is sometimes a long queue for this procedure.

Your Team Manager for the day will arrive in time to declare the team before any of the riders are due in the arena and will be on hand to assist you during the day.

Obviously if competing with other club members it is good if you can get together to give each other company & support. This is not always possible if some are riding early AM and others late PM but usually there is a crossover and it helps everyone to have team back-up. The Team Manager will do their best to achieve team communication on the day.

For all the up to date info & rules about on hats/body protectors/vaccination etc. checks go to our website Links Page or to the BRC downloads page

## HELPERS

At Area 10 Competitions and some others, when the Club submits an entry they have to supply one/two named half day/full day helpers (as stated in the schedule) per team and one half /full day helper per two individuals who are each committed to help even if the team drops out.

Clubs can send more than one name to cover the Club's allocated slots per team/individual and therefore the more helpers who come forward - the less time they actually have to help on the day. Helpers are essential as without the requisite number of helpers the riders will not be allowed to compete

**Helpers are hard to find and in 2019 we trialled a scheme where all riders paid £10 per class to go towards helpers expenses.** This proved successful and in 2020 we amended it to the **TEAM & HELPERS CHARTER** and the riders subs will go towards the pre-entries and helpers travel costs.

### THE TEAM & HELPERS CHARTER

- 1. All designated FDRC Helpers for Area Team Competitions organised by another club may claim travel expenses of 45ppm if they so wish up to a cap of £20.00.**
- 2. All FDRC team members and /or individual riders competing at an area competition organised by the BRC or another club will pay a sub of £10.00 per class which will go towards the helpers/club expenses. This can be paid by using <http://clubentries.com/favershamrc/>**
- 3. Should a rider be able to provide a helper e.g. parent/partner/friend/relation the helper may claim the travel allowance and that rider will not have to provide a sub for one class**
- 4. All team members should put their name forward to help at a club run or team event at least once a year to repay the favour – we do not pay helpers expenses for any competitions organised by the FDRC**

Another possible reason for members & supporters not putting their name forward that they do not know exactly what the jobs they may be asked to do involve. So to that end we have put together a sheet which outlines briefly what you might be expected to do. See below.

## .SUPPORTERS

Teams are always happy to have Club supporters at a show - so feel free to come along and cheer on your team or do it while being a helper.

So in conclusion, we would love you to compete in a team and have an active policy in this club of giving everyone who would like to be in a team a chance to represent the Club and not keep it to the elite few. But we do need you to make sure before you say you will do a particular team competition that you are free on that day, have transport, an up to date passport & and can keep the date clear.

### **BRIEF JOB DESCRIPTION SHEET for HELPERS AT AREA COMPETITIONS**

All Teams competing in an Area Qualifier have to send the requisite number of HELPERS per team / individual riders for the day. This can vary depending on the event as some disciplines take more helpers than others. If your club can not supply the right amount of helpers for the day the team or teams will not be allowed to compete.

The usual is two helpers per team or per two individual riders entered. Each helper is expected to give up their time for the whole day, though in some cases it may only be half a day.

On the helpers form which has to be sent in by the team manager the following information must be filled in: Club name / Helpers name / contact number(s) / Past relevant experience / Preference for AM/PM

All this helps the organisers place you ideally in a job you feel comfortable doing at a time you will find convenient. Despite what you fill in there is no guarantee that you will be allocated the job or time slot you request and you must be willing to cover any time requested by the organiser as they have a lot of places to fill. You can also put a note – such as “travelling with competitor in Class 3” or “just had operation – sitting down job please” but again there are no guarantees but most organisers try to be accommodating.

On the day you need to arrive in good time for the start of your slot and report to the secretary to collect your equipment and instructions. You usually get free refreshments during the day. During 2019 you may claim travelling expenses at .45ppm from the FDRC if you wish to – up to a cap of £10.00.

**LIST OF JOBS THAT YOU MIGHT BE ASKED TO DO** – this is meant a guide not a definitive list.

JOB ALLOCATED	DESCRIPTION
Car/Box Parking	You would be told where the organisers expect everyone to park and you will direct boxes & cars to the correct area. You will probably be in charge of keeping the gate shut. Usually done with at least one other person.
Declarations	You would be given details of all teams entered and you would check off those arrived .
Passport / Flu Vac Checker	You would be in the Secretary's area – you would check each horses passport against the entry and the computerized register Guidelines will be given. Usually done with a second person.
Hat Tagging/ Body Protector Checker	You would be given the latest chart for acceptable hat & body protector standards and you would check off each riders hat/body protector against it and tag it as necessary.
Warm Up Arena Steward	You would be given a list of competitors for an arena and you would tick them off as they arrive at your arena. You might call them through to compete at the appropriate time.
Tack Checker	You would be given a chart of permitted tack for whatever event you are at and you would have to check that each horse & rider in your allocated warm up arena only has permitted tack & equipment .
Arena Steward	You would be given a list of competitors for your arena and would have to make sure they go into the arena in the correct order and keep the judge informed if a competitor goes out of order or does not arrive.
Judges Writer	Dressage – you would write down the judge's comments & score for each movement Show Jumping – You write down the judge's scores for each obstacle
XC Jump Judge	You are normally briefed by the chief steward before being placed at your obstacle who will explain the marking system etc. Good idea to take a chair – sometime you can take your car. You would mark each rider as they come to your obstacle.
Score Sheet Collector	You would go round at intervals to collect score sheets from certain judges at regular intervals and take them back to the scorer.
Arena Party	Show Jumping – you would be helping to change courses and pick up poles & rebuild fences after a knock down.
Tea Run	You would make sure judges got regular refreshments.