



# Team Manager Guidelines



**Ride Together • Train Together • Compete Together  
• Have Fun Together •**



# Team Manager Guidelines

## Contents

Before The Qualifier	2
• Rule Book	2
• Interested Riders	2
• Qualifiers	2
• Preliminary Entries	3
• Schedules	3
• Area Entries	3
• Qualifier Competition Entries	4
• Eligibility	4
• Flu Vaccinations	4
• Hats & Body Protectors	5
• Information	5
• Volunteers	5
The Qualifier	5
• Declaration Forms	5
• Disputes	6
Championship Invitations	6
Championship Stabling	7
Arriving at the Championships	7
The role of the team manager at the Championships	8
• Withdrawals	
• Times	
• Disputes	
• Veterinary Treatment	
• Dope Testing	
• Parking	
• Additional Reading	

BRC Contact Details - See Back Cover



# Team Manager Guidelines

British Riding Clubs run seven national championships throughout the year covering a variety of disciplines. In order to compete at these championships teams and individuals must qualify at their area qualifier. When entering an area qualifier, a team must make an entry to the BRC office (known as a preliminary entry) and to the organiser of the qualifier (known as an area entry). When both of these entries have been received on time, you will be able to compete at your qualifier.

This booklet has been designed to assist Team Managers (Chefs d'Equipe) in managing their teams and helping to ensure a smooth run through preliminary entries all the way to the championships should you be invited.

## Before The Qualifier

### Rule Book

Always ensure that you have a copy of the current BRC Rule Book. Our Rule Book runs from January to December each year, two copies are sent to your club secretary each year free of charge, if you need to purchase one then just contact the BHS Bookshop either by phone 02476 840541 or online at: [www.britishhorse.com](http://www.britishhorse.com).

### Interested riders

Get details of all your members interested in competing for your club during the year, namely:

- Name of their horse (as per the passport)
- Any winnings it has with BD, BE or BS
- The competitions they would like to do
- Any horse or rider eligibility issues
- Mobile phone number and e-mail address
- A copy of the horse's full flu vac history

### Qualifiers

Find out the dates of your Area Qualifiers from your Area Representative and jot down the closing date for both area and preliminary entries.

### Preliminary Entries

All preliminary entries and fees (cheques made payable to British Riding Clubs) MUST be with the BRC Office 21 days before the area qualifier or by 30 June, whichever is sooner.



# Team Manager Guidelines

Please remember that the post can be unreliable, so an online entry is the safest way to make your entry. If you are worried, call the office to check that your entry has arrived, if you call before the closing date you can always enter online if your postal entry has been delayed.

BRC will not accept late entries under any circumstances.

To make an online entry, follow the steps below:

- go to the BHS bookshop website [www.britishhorse.com](http://www.britishhorse.com)
- click on the relevant competition
- enter the number of teams or individuals in the **"Qty"** box, add club details and follow the instructions on how to pay by credit card.
- you can also use PayPal to make entries, follow their online instructions to set up a club account. There are many pre-paid top up cards that can also be used to make payments.
- print off the payment page to act as a receipt for your club treasurer
- a confirmation email will be automatically sent.  
Your declaration sheets will follow in the post.

Should you wish to enter via the post, entry forms are available on the BRC website. It is not necessary to send in an entry form if you have entered online.

## Schedules

Organising clubs or the area secretary will forward schedules to all clubs in their area.

Do chase your area secretary if you haven't received a schedule. They are often sent via email, so ensure the secretary has your up to date email address.

## Area Entries

Area entries must be submitted by the closing date in your area schedule. Entry fees will also be detailed in the schedule, please ensure area entries are sent to the organiser of the competition, not the BRC office.

Area entry forms can be found on the BRC website.



## **Qualifier Competition Entries**

All qualifier competition entries must be sent to the appropriate club or area organiser (as per the schedule) with the appropriate entry fees made payable to the organising club. In order to assist fellow clubs can you please send a cheque or cheques for the full amount in advance of the competition.

## **Eligibility**

All riders entered in an area qualifier must have been members of your club at the close of Preliminary Entries made to the BRC Office (BRC Rule G5.3 applies). All riders at an area qualifier must produce their current BRC Membership Card if requested.

Check your horses and riders against the eligibility tables in Appendices 2 and 3 in the BRC Rule Book. If a horse or rider is found to be ineligible they will be disqualified and the team scores will be recalculated.

As team manager it is useful to remind your team of the rules however, ultimate responsibility falls on the rider to ensure they meet all the current eligibility requirements.

## **Flu Vaccinations**

Check that the horse's flu vac history is correct, there is an on-line Flu Vac Checker on the BRC part of the BHS web site. If you would like a personal copy please e-mail David Bacon, the BRC Stable Manager (dbtc@supanet.com) and one will be e-mailed back to you.

Please remember that some of your riders may have details on an old style certificate and in a passport – you will need to see copies of both and you must see the entire vaccination history.

Also ensure that all your riders are aware that they must have original Certificates/ Passports at a qualifier as they will be checked against the horse/pony.

Always remind your riders NOT to have their horse vaccinated on the day of competition or 6 previous days prior to a qualifier or championship.



# Team Manager Guidelines

If you have any queries about flu vacs please contact your BRC Area Representative (their number is in the BRC Rule Book), or David Bacon - 07850 168564.

Some areas have set up their own database to aid the checking of vaccinations. If this is something your area would be interested in, please contact the BRC office and we can offer advice on how to do this.

## Hats & Body Protectors

Please advise your team members that hats and body protectors must meet the standards in the current BRC Rule Book - Appendix 4. Hat tagging does take place and any rider with a hat that doesn't meet the required standard will not be allowed to use it to compete.

## Information

Ensure that all your riders know where to go, what times they are due to be there, what paperwork is required, tack rules for that competition, a copy of the schedule, tests involved, heights of fences and so on.

## Volunteers

In some Areas clubs may have to provide volunteers to assist at the qualifier, please ensure that you know the arrangements within your Area.

## The Qualifier

Make sure you get to the event early; your role is to ensure that everyone is in the right place at the right time; you will also need to fill in the declaration form.

### • Declaration Forms

These forms are very important and they must be completed in full and handed to the organiser 30 minutes prior to the start of the competition and changes cannot be made after the declaration has been submitted. Failure to present the declaration form prior to the start of the competition could result in the team or individuals being eliminated.

Any changes must be made before the start of the relevant competition.



# Team Manager Guidelines

Please enter all winnings clearly and accurately on the declaration form.

Please ensure that the names of both horse and rider are spelt correctly and that the writing is clear.

## • Disputes

Any disputes can be discussed with the Official Steward. Official Protests must be put in writing and you will have to pay a £20 deposit within 30 minutes of the incident or of the scores being posted.

## Championship Invitations

If your club qualifies for a championship you will receive an invitation from the BRC Office which will detail all that you have to do. Please ensure that you do meet the stated deadlines.

If you are accepting the invitation please complete the form fully and return it on time, with the correct cheque to the BRC Competitions team and enclose completed Competitors Information Slips for show jumping and horse trials.

If you are declining the invitation please return the form marked "decline" as soon as you can in order that the invitation can be passed to the next team or individual in the qualifying competition.

If a team qualifies the club must provide a team volunteer to assist at the championships, failure to do so could lead to the team being eliminated, return this form with your entries.

If one of your teams or individuals who has qualified for a championships subsequently has to withdraw or if you need to put a reserve into the team, please email the office: [j.pallett@bhs.org.uk](mailto:j.pallett@bhs.org.uk)

Changes cannot be taken over the telephone.

## Times

Times and relevant information for competitors will be available on the BRC website approximately one week before the championship.



# Team Manager Guidelines

## **Championship Stabling**

With your invitation you will receive a Stabling Application Form, please complete this fully and send it to the person shown on the form. If you send the form to the BRC office your stabling application will be delayed.

If you have any special requirements, such as horses that need to be next to one another, horses that must be apart etc, then please ensure that these are indicated on the form as it helps the Stable Managers when allocating the stables.

If you have to make changes to your teams that affect the stabling requirements then please let the Stable Manager know as well as the BRC Office.

Please ensure that your riders are all aware that they need to let the Stable Manger know if they are likely to be late or if they change their plans; i.e. if they have booked a stable for Friday night but are now planning to arrive early Saturday morning.

## **Arriving at the Championships**

At a BRC Championships ensure that all your riders know that they must declare as soon as they arrive on site, this involves having horse and passport/flu vac record ready to be checked. If these elements are correct you will be given your competitor number, and you will be deemed to have declared your entry. Your hat and body protector will also need to be checked and tagged if it has not previously been tagged at a qualifier. Please leave plenty of time to do this.





# Team Manager Guidelines

## The role of the team manager at the Championships

Your primary role is to support your team, ensure that they are in the right place at the right time.

### • **Withdrawals**

If any of your riders have to withdraw just before the championships please let the Secretary know immediately. If you wish to use any reserves you can declare these up to 30 minutes before the start of the class.

### • **Times**

If there is a clash of times for any of your riders please ensure that you liaise with the Secretary and Collecting Ring Stewards.

### • **Disputes**

Any disputes can be discussed with the Secretary or Championship Director. As at an Area Qualifier Official Protests must be put in writing and you will have to pay a £20 deposit within 30 minutes of the incident or of the scores being posted.

### • **Veterinary Treatment**

If during a competition, it is necessary to treat a pony/horse with a drug, a Veterinary Surgeon appointed by the organiser or Championship Director must be informed immediately. They will investigate the reason for the treatment given and make a report to the official steward who shall decide whether the pony/horse is allowed to continue or not.

### • **Dope Testing**

If any of your riders are selected for a random drug test it would assist them and the officials if you accompanied them to provide support.

### • **Parking**

For safety reasons, we cannot allocate or save parking spaces. If clubs wish to park together it is advisable to travel in convoy, or to meet up a short distance from the championship venue so that you can enter the site together.

*Above all enjoy your time at the championships. Our rules are there to try and ensure that all our members enjoy a fair competition. The camaraderie of the teams always adds to the championship atmosphere.*

### • **Additional Reading**

See BRC Rule Book, Rider Magazine, ENews and Secretaries' Update

## **BRC Contact Details**

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David Bacon - Tel: 07850 168564 - dbtc@supanet.com  
(Stabling and flu vaccinations)

**See BRC rulebook for your area rep contact details**

The BHS Website: [www.bhs.org.uk](http://www.bhs.org.uk)

BHS Bookshop: [www.britishhorse.com](http://www.britishhorse.com)



**British Riding Clubs**

**[www.britishridingclubs.org.uk](http://www.britishridingclubs.org.uk)**

Part of The British Horse Society

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