



# Team Manager Guidelines



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



# Team Manager Guidelines

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BRC Contact Details - See Back Cover



# Team Manager Guidelines

British Riding Clubs run six 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 Handbook

Always ensure that you have a copy of the current BRC Handbook. Our Handbook runs from January to December each year, five 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, online at: [www.britishhorse.com](http://www.britishhorse.com), or download it from the BRC website: [www.britishridingclubs.org.uk](http://www.britishridingclubs.org.uk)

## Interested team 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
- Passport Number

## 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. Closing dates for preliminary entries are three weeks before the qualifier.

## Preliminary Entries

All preliminary entries (cheques made payable to British Riding Clubs) must be with the BRC Office 21 days before the Area Qualifier.



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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.

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. Late preliminary entries may be accepted, if agreed by the Area Organiser, subject to a late fee. Please call the BRC Office for further details.

## 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.



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## 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 fee 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 entry 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 table in the BRC Handbook. If a horse or rider is found to be ineligible they will be disqualified along with the rest of the team and no refund will be given.

Whilst Team Managers should make riders aware, and may even assist in checking riders are compliant with the rules regarding eligibility, flu vaccinations, hats and body protectors, it is ultimately the riders responsibility to ensure they are prepared and compliant.

## Flu Vaccinations

Check that the horse's flu vac history is correct, there is an online Flu Vac Checker on the BRC website. If you would like a personal copy please email the BRC Office.

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 any of the six previous days prior to a qualifier or entry to championship stabling.



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If you have any queries about flu vacs please contact your BRC Area Representative (their number is in the BRC Handbook), or the BRC Office.

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 Handbook. 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. Body protectors will be checked for all cross-country phases.

## 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. The area can decide when alterations may be made and will be outlined in the schedule. Failure to present the declaration form prior to the start of the competition could result in the team or individuals being eliminated.

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



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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 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, horse trials, dressage to music and style jumping.

Any team and/or individual who qualifies for a championship and is subsequently compelled to decline the invitation, must inform the BRC Office immediately when they know that they will not be able to compete. This must be done in writing either by email or return of the invite form marked 'decline'.

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

Changes, withdrawals and declines cannot be taken over the telephone.

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. A volunteer form will be provided and this must be returned with your entries. Team volunteers will be entered into a prize draw for each half day helped at a championship. See Volunteer information sheet for more details.

## **Times**

Please look at championship schedules as these provide a provisional timetable, which will help in decisions such as whether to stable overnight. Times and relevant information for competitors will be available on the BRC website approximately one week before the championship.

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## Championship Stabling

With your invitation you will receive Stabling Instructions on how to book your stables.

Closing date is strictly as per the schedule. After this date a late stable booking page on the website will be uploaded. A £10 late fee will be incurred, per stable, per night. No special requirements will be accepted after the closing date.

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 application as it helps when allocating the stables.

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

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.

At the championship, please ensure that stabling instructions are fully complied with and stables are left as instructed. Failure to do so will result in a club fine and possible restrictions on your club stabling in the future.

## Arriving at the Championships

At a BRC Championship ensure that all your riders know that they must declare as soon as they arrive on site, to the Stable Manager/Declarations marquee. Horses must be presented in a bridle to the Flu Vac Checker along with the passport/flu vac record. 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 Declaration's know immediately. If you wish to use any reserves you can declare these up to 30 minutes before the start of the class.

### • Reserves

Teams may use up to two reserves. Reserves can be made up to 30 minutes before the start of the class. See G11 of the BRC Handbook.

### • 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 Official Steward. 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 Official Steward 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 Handbook, Rider Magazine, and eNews.

## BRC Contact Details

**See the BRC Rulebook for your Area Rep contact details**

BRC General Enquiries Tel: 02476 840518

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

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

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

Tel: 02476 840513

BHS Membership Tel: 02476 840506

BHS Horse Passport Line: 02476 840574

BHS Welfare Tel: 02476 840517

SEIB Tel: 01708 850000 or online: [www.seib.co.uk](http://www.seib.co.uk)

BRC Event Phone: 07808 141004  
(Championship weekends only)



**British Riding Clubs**

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

Part of The British Horse Society

For more information please Tel: 02476 840518

email: [brccompetitions@bhs.org.uk](mailto:brccompetitions@bhs.org.uk)

Abbey Park, Stareton, Kenilworth, Warwickshire CV8 2XZ

V5 Jan 2017