

# Springston Trophy

Website: [www.springston-trophy.org.nz](http://www.springston-trophy.org.nz)

## 2011

**Hosted by The  
Kaikoura Pony Club**

**ORGANING COMMITTEES HANDBOOK  
UPDATED 2011**

### **Notes**

**1 the material contained in this handbook has been approved by the Springston Trophy Guardians and must not be added to without their consent.**

**2 It will be the responsibility of the organising committee Secretary to include any updated information received from the Guardians in this handbook.**

**3 This handbook is to be read in conjunction with the rules of the Springston Trophy Competition, the Rules and Regulations for New Zealand Pony Clubs Horse Trials Teams Championships and the ESNZ Eventing Rules.**

**If you require further information do not hesitate to contact the Convener of Guardians for your event contact details can be found in this handbook.**

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# NZPCA Mission Statement

To promote and improve the quality of riding and horse management coaching for young riders and their coaches throughout New Zealand

## OBJECTIVES:

In pursuing this mission, our objectives are:

- To promote and encourage the Pony Club's Fair Play Charter cultivating respect, loyalty and strength of character and self-discipline in all members along with the proper care and welfare of their horse.
- To foster a pleasant learning environment for young people to expand their equestrian knowledge and skills by providing regular coaching of all levels in riding and horse management, encouraging enjoyment in all pursuits and activities related to their horse.
- To provide a Training Programme of integrated levels to encourage Coaches to improve their teaching ability and knowledge and gain a recognised coaching qualification.
- To provide and promote healthy competition.
- To provide a platform from where levels of achievement will ensure young people can move forward to achieve national and international recognition.

# Section 1

## Overview

1. This handbook is to assist the Organising Committee to organise Springston Trophy
- 2 The Relationship between the Organising Committee and the Guardians is one of a partnership.
- 3 All persons associated with the running of Springston Trophy **should be** fully conversant with the rules of Springston Trophy Competition, the Rules and Regulations for the NZPCA Horse Trials Teams Championship and the ESNZ Eventing Rules.
- 4 The following notes are to be read in conjunction with these rules.
- 5 Periodic reports are to be given to the Convenor of Guardians by the Organising Committee Secretary. The Annual Meeting of Delegates will confirm no later than two possibly three years prior to the event the acceptance of the Club/Branch to host the event.
- 6 The Guardians consider the relationship between them and the Organising Committee to be a partnership, ie we all work together towards the same goal – ‘running a successful and enjoyable Springston Trophy Event’. To achieve this good and open communication is essential.

## The Aim of the competition

The aim is to provide a South Island competition on similar lines to the NZPCA Horse Trials Teams Championship, but to cater for teams from Branches. This will enable riders, who may never attain sufficient ability to gain Area selection, to participate in a team competition, thus stimulating team spirit and interest in riding as a sport and recreation. (**Definition:** The term Branches refers to Branches of a Club, or to a Club with no Branches)

## Rules and form of the Competition

- 1 The Teams Competition will take the form of a Horse Trial, comprising Dressage, Cross Country and Show jumping, run in that sequence and run over three days.
- 2 The Teams competition will provide a test requiring courage, determination and all round ability appropriate to the age group of the classes and the fact that it is a team’s competition.
- 3 A Wooden Spoon Competition, comprising of the Dressage and Show jumping will be held for those teams eliminated in the Cross Country Phase.
- 4 The Competition will be four days in duration inclusive of the Teams reception, Dressage, Cross Country, Show jumping competition and the presentation of Trophies.
- 5 There will be three classes:
  - a. **Senior:** Riders 20 years and under, a maximum of two riders in each team.
  - b. **Intermediate:** Riders 16 years and under, a maximum of two riders in each team.
  - c. **Junior:** Riders 13 years and under, a maximum of two per team.

## Role of the Patron

The position of Patron is conferred upon a person who has given exemplary service to the Springston Trophy Event. The Patron doesn’t play an active role in the running of the annual event. If present the Springston Trophy Patron(s) should be extended the courtesy of being asked to assist with the presentation. If they wish to make a critical comment on some aspect of the Springston Trophy Event, then the comment should be made to one of the Guardians.

### **Role of the Guardians**

1. To support the organising committee of The Springston Trophy, i.e. Partnership.
2. To provide support on interpretation of the rules to the organising committee.
3. Ensure the spirit of the event is maintained.
4. To assist in resolving any issues which the organising committee may raise. See appendix for procedure for resolving any issues raised by Member Clubs/Branches.
4. Confirm appointment of the Technical Delegate within two months of the host Branch being confirmed to host next years Springston Trophy Event.
5. Confirm the appointment of the Chairperson for the Annual Meetings of Delegates by 1<sup>st</sup> July.
6. Confirm with the Patron(s), to ensure they wish to continue for a further twelve months by the August 1<sup>st</sup>.
7. After confirmation from Patron(s), ensure that the organising committee has sent a written invitation to the Patron(s) inviting them to attend Springston Trophy and that they be given a complimentary programme and weekend pass.
8. Ensure that the Annual Meeting of Delegates minutes and a full report have been completed and circulated to the appropriate people.
9. It will be the responsibility of the Guardians to update this handbook at the conclusion of each Springston Trophy Event.

### **Role of the host Club/Branch Committee.**

The key role of the Club/Branch Committee is to establish, 2-3 years out, an organising committee for the specific purpose of running Springston Trophy. This committee shall be known as the “20?? Springston Trophy Organising Committee”. Once the organising Committee has been established, they will be responsible for all matters pertaining to the running of Springston Trophy. Organising conveners may included:

- |   |   |
|---|---|
| 1. Chairperson                                    | 2: Event Secretary                        |
| 3. Treasurer                                      | 4. Scorer(s)                              |
| 5 Fundraising/Sponsorship Convener                | 6 Public Relations/ Marketing Convener    |
| 7 Programme Convener                              | 8 Cross Country Convener                  |
| 9 Dressage Convener                               | 10 Show Jumping Convener                  |
| 11 Accommodation/Hostess Convener                 | 12 Parade/Presentation Convener           |
| 13 Hospitality/Catering Convener                  | 14 Ground and Spectator Services Convener |
| 15 Secretary for the Annual Meeting of Delegates. |   |

*(Note: Where manpower is scarce, a person may hold more than one convnership 8-10 people would make form a good committee)*

**Please send a list your committee personal with addresses, positions, ph and email addresses to the Convener of Guardians as soon as your committee has been confirmed.**

### **Role of the Organising Committee**

- Confirm date of event
- Record Organising Committee Minutes
- Event administration including the appointment and confirmation of all officials
- Send newsletters to Clubs/Branches
- Have good lines of communications and public relations with the Clubs/Branches, sponsors of the event and the convener of guardians
- Book and confirm facilities
- Responsible for printing of programme
- Building of the Cross Country Course
- Teams Parade
- Ensure that there is sufficient funding for hosting Springston Trophy
- Keep the Springston website [www.springston-trophy.org.nz](http://www.springston-trophy.org.nz) updated on a regular basis

## **Section 2**

### **Responsibilities of the Guardians before, during and after the Event**

Leading up to and during the Springston Trophy, the Guardians will have a “behind the scenes” role rather than an “up front” role. It is one of a partnership and support with the Springston Trophy Organising Committee.

The Convener of Guardians will make him/herself available to attend a meeting of the Organising Committee if requested leading up to the event. (*Organising Committee will meet their travel expenses*) Any matters which require clarification are to be directed, Via the Secretary, to the Convener of Guardians in writing, preferably by email for a quick response. A list of the organising committee meeting dates is to be sent to the Convener of Guardians as soon as they are known.

The Guardians will confirm the following officials on the recommendation from the Organising Committee.

- Confirm the appointment of the Technical Delegate within two months of the host Club/Branch being confirmed to host a Springston Trophy.
- Confirm the appointment of the Secretary for the “Annual Meeting of Delegates” on recommendation from the Organising Committee by the 1<sup>st</sup> July in the year of competition.

### **Responsibilities of the Organising Committee**

All persons associated with the running of the Springston Trophy Event **SHOULD BE** fully conversant with the Rules of the Springston Trophy Competition, the Rules and Regulations for the NZPCA Horse Trails Teams Championship and the ESNZ Eventing Rules.

### **Springston Trophy Website**

Keep the Springston Trophy website updated on a regular basis-  
[www.springston-trophy.org.nz](http://www.springston-trophy.org.nz)

### **Setting Date of the Event**

The event will normally be run during the School holidays at the end of the third term.  
The Organising Committee will confirm to the delegates meeting the year before their event.

### **Minutes of the Meetings**

Full minutes will be taken of all meetings. A copy of these minutes are to be forwarded direct to the Convener of Guardians. The Organising Committee Chairperson is to ensure a brief report of the event is written giving an over view of the event. This report is to be submitted to the Guardians or direct to the Springston Trophy Website. This report is to be added to the ongoing history of the event. This report should be done by the 31<sup>st</sup> December.

### Newsletters to Clubs /Branches

Generally, Four newsletters are sent to Clubs/Branches during the previous 12 months prior to the event. The Organising Committee will advise in the newsletters how responses are to be made. Electronic means may be used, but must not be the only means of response. Some Clubs/Branch personnel may not have access to a computer therefore information must still be produced and mailed out. Form and response are shown in an example below.

The host branch will normally issue four newsletters concerning Springston Trophy hosting:

Newsletter	To	When	Purpose
<a href="#">No 1</a>	All branches/clubs	At or soon after the preceding event	Invitation to attend their event
<a href="#">No 2</a>	All branches/clubs	Early in the year of their event	Advise outline of event Date branch/club nominations close
<a href="#">No 3</a>	Participating branches/clubs	About three months prior to event	Advise closing Date team entries, Delegates meeting and other details.
<a href="#">No 4</a>	Participating branches/clubs	After entries close	Confirmation of detail and schedule

Optional Host Confirmation      Each entered Branch /Club      shortly before Competition Starts      Returning of each participating team to check the teams requirements are understood

### A Participating Branch/Club will respond to the host Branch/Club as follows

<a href="#">No 1</a>	All branches/clubs	Decide on participation At the event	Invitation to attend their event
<a href="#">No 2</a>	All branches/clubs	Submit a <u>team entry nomination</u> form to the host	Indicate interest in attending, a fee is Required with the nomination
<a href="#">No 3</a>	Participating branches/clubs	a. Submit a <u>team entry</u> eform to the host b. Submit a <u>team information</u> form to the host	a. confirm intention to attend, a further fee is required with the entry b. provide background detail of their Team for the programme purposes
<a href="#">No 4</a>	Participating branches/clubs	a. respond to the host branch host confirmation sheet if issued. B. submit a team confirmation form	a. for the team manager to check the host branch has the team requirements are correct. b.confirmation of team detail and travel

### Public Relations

- Every effort should be made to obtain the best possible coverage throughout the media, locally and nationally.
- Arrangements should be made for access for genuine invalid spectators transport.
- Look after the sponsors and trade display people.

## **Book and Confirm facilities**

- The Technical Delegates will visit all facilities in conjunction with the organising committee to formalise the initial plans.
- The TD will approve the selection of arenas, courses, and all facilities required to run the event.
- All facilities should be designed and built for the worst possible weather conditions.
- The TD and Cross Country course planners shall bear in mind that the course, while providing sufficient test, should be fair and suitable for the ages groups intended and not susceptible to poor weather conditions and shall be willing to change or delete jumps when there are indications of danger.
- Where spectator seating is provided for the Dressage phase, this must be at least twenty-five metres from the arenas. Do not place the judges cars directly in front of load speakers.

## **Dressage/Cross Country/Show Jumping Conveners**

- The above conveners must work with the TD at all times.

## **Cross Country**

- **Team Managers Walk.** One team Manager and one team Coach from each team will walk the cross country with the Cross Country Designer/Builder and the Chief Cross Country Judge. The organising committee Cross Country Convener will conduct this inspection of the course.
- A suitable venue should be provided where discussion can be held following the completion of this coarse inspection.
- **Team Walk.** The team walk is open to team members and one Team Manager and one Team trainer only. They will inspect the course and the jumps on foot only, at the discretion of the Organising Committee, but the course must be open to them at least 24 hours before commencement of the event.
- The course will be open to the general public at the discretion of the Chief Cross Country Judge and Organising Committee.

## **Annual Meetings of Delegates**

- The Annual Meeting of Delegates will take place on the evening prior to the XC phase.
- Based on the previous years attendance, need to allow up to 100 people at the Delegates Meeting. (Preceding this meeting will normally be the briefing of the XC fence judges. Need to allow for up to 100 people)
- The Guardians will confirm the appointment of the chairperson for the Annual Meeting of Delegates to the Organising Committee no later the 1<sup>st</sup> July in the year of the competition.
- The Organising Committee will make the following arrangements for the annual Meeting of Delegates.
- To arrange a suitable meeting venue for the Delegates Meeting.
- To prepare a nomination form for the election of Guardian(s) to be sent to member Branches/Clubs.
- To send a copy of all remits to the convener of Guardians once remits have closed to check grammar etc.

- To prepare an agenda in consultation with the Convener of Guardians, Ready for the Organising Secretary to send to Branches/Clubs. See appendix for agenda layout. (Note: a copy of the agenda and remits, if any, must be sent to the Guardians, Patron(s) and Chairperson)
- To ensure that the Patron(s) have personally been invited to attend the Springston Trophy after August 1<sup>st</sup>.

#### **The Secretary for the Annual Meeting of Delegates will.**

- Meet with the Guardians & Chairperson for the AGM on the day of the Dressage to finalise the business for the Annual General Meeting.
- Attend the Annual General meeting of Delegates and record the minutes of the meeting ready for checking by the Convener of Guardians.
- Ensure that the minute book is up to date from the previous years meeting and is taken to the Annual Meeting for the Chairman to sign.
- Ensure that the minutes of the meeting, once confirmed by the Convener Guardians, is pasted into the minute book ready next years meeting.
- Ensure red and green voting papers are issued to each voting delegate and Guardians

#### **The Organising Secretary will**

- Send the following to the Convener of Guardians for checking before being posted out.
- Immediately after closing date for the Remits a copy of all remits.
- Agenda for the Annual Meeting of Delegates.
- Ensure the minute book is sent to the Secretary of next years Organising Committee. To be posted by Courier to ensure it does not get lost or passed on by hand.
- Ensure a copy of the minutes is forwarded to all Branches/Clubs (Note: This will normally be done by next years Organising Secretary with Newsletter 2.

#### **Printed Programme**

- The programme **MUST** have printed in it “neither the organisers nor any person acting on there behalf accept any liability for loss, damage, accidents, injury or illness to any pony, horse, rider or other persons or property whatsoever”
- The printed programme must include team colours and the full names of Managers and Trainers and each team member and their mounts.
- Starting time for each phase, including the three sections of the cross-country and show jumping phases should be printed.
- Each team Manager is to be provide with a complementary copy of the programme.
- The printed Programme must have printed the previous years winners and venues.
- The programme must include a list of officials by name. See appendix

#### **Catering**

There are two categories of catering

- Officials
- Public

Where possible, catering for the public could be done by PC Branches but due to the size of the event, commercial caterers may also considered. They should be made aware of the magnitude of Springston Trophy and the scale of the service required. The Oragnising Committee is responsibility for catering for the Officials

#### **Scoring**

The scoring headquarters should be clearly marked “Scorers Only” Scoring can be done manually or by a computer. Experience has told us that a manual or second computer system is required to back up a computerised system at Springston Trophy Event.

Stationary for manual scoring system must be available if a computer scoring is being used.

### **Gear Inspection**

Suitable areas will be provided in close proximity to the start of each phase to enable gear inspections to carry out their tasks.

### **Emergency Services**

Please refer to NZPCA Policy on Emergency Care and Services at Pony Club Events.

### **Announcer(s)**

- Public address announcers should be made aware of the magnitude of Springston Trophy Event and the scale of the service required.
- Public address announcements or commentary should **NOT** be made in vicinity of occupied Dressage Arenas.

### **Dress and Teams Parade**

Prior to the presentation there will be a parade of competitors, mounted and dressed in team colours, in a space with adequate viewing for the spectators. During the parade and presentation the comfort and well being of tired horses and riders should be of prime consideration of the Organising Committee.

All Trophies and sponsors products will be presented in accordance with the “Presentation Ceremony Format” from the previous year. Persons appointed to present trophies will at the discretion of the Organising Committee. If present the Springston Trophy Patron(s) should be extended the courtesy of being asked to assist with the presentation.

The Trophies can be taken home by the recipients after the presentation. Engraving of the trophies will be the responsibility of the Club/Branch from which the recipients has represented.

The Captain of the winning team is expected to make a speech no other competitors are to speak without the express prior approval of the Guardians

### **Springston Trophies**

- The **Springston Trophy**, Presented by Mr. and Mrs. J Foster, will be awarded to the winning team.
- A Silver tray, Presented by MacQueens Jewelers of Blenheim, will be awarded to the Runner-Up.
- Wooden Spoons, suitably inscribed will be presented to the Winners of the Wooden Spoon Event.
- Team Sashes to be presented to 6<sup>th</sup> Team Ribbons to tenth there should be **7 per team** allowing for 1 sash for the clubrooms. Prizes may also be presented to place getters. Participation ribbons for all competitors is encouraged but is optional
- No other presentations are to be made without the express permission of the Guardians and will generally not be allowed.

### **Procedure for the Organising Committee to Request assistance from the Guardians**

Occasionally, the Secretary will receive written correspondence (either by mail, email or fax) which requires additional input in order that a suitable and an appropriate reply is made to the writer.

### **The following procedure should be implemented:**

- 1: If someone enquiries by phone about a particular matter which would require a response in writing, please ask them to put the matter in writing then it will be actioned.
- 2 Convener of Guardians for information for you to reply. If not you reply to the letter accordingly?

3. If the Guardians assistance is required, then send a copy of the correspondence to the Convenor and ask them to provide you with the necessary information.
4. Once you receive the information from the Convenor, reply to the letter.

**Note: All correspondence MUST go through the secretary.**

If you are unsure, **ASK!!**

### **General**

- Competitors back numbers are provided by the organising committee. These are usually borrowed from another local organization. The organising Committee are to return the back numbers in clean and dry condition at the conclusion of the event. Lost back numbers will be replaced by the host committee at a cost to the Club/Branch team concerned.
- Transportation will be provided on the cross-country course for medical assistance, Technical Delegates and the Chief Cross Country Judge and fence repair teams.
- Crowd control and course stewards wearing distinctive identification should be appointed to keep the cross country clear of spectators. These stewards should be additional to the fence stewards.

## **Section 3**

### **Appointment of Officials**

The Organising Committee will be responsible for the appointment of their Committees, Convenors and Judges. The appointment of the Appeal Committee, Ground Jury, Chief Cross Country Judge and assistants, the Chief Show Jumping Judge and assistant(s) and the Dressage Judges are all made by the Organising Committee. (See Appendix and refer to Rules of the Competition.)

### **Appointment of the Technical Delegates**

The Organising Committee will recommend The Chief TD to the Guardians for confirmation within two months of being confirmed as a Host. One or Two Assistants TD's should be appointments.

### **Appointment of the Show Jumping Judges**

The Organising Committee will appoint the position of Chief Show Jumping Judge. There will be a Senior Show Jumping Judge for each Arena plus an Assistant Judge for each Arena.

### **Appointment of the Dressage Judges**

- The Organising Committee will appoint twelve people to be Dressage Judges.
- There will be 2 Judges per Senior Ring, 2 per Intermediate Ring and 2 per Junior Ring there will be rings per level.
- Dressage Tests are announced at least 28 days (4 weeks) prior to the 1<sup>st</sup> day of Competition and a copy of the Dressage tests are to be sent to each of the Judges.
- Dressage scoring blocks for the Judges for the Dressage Competition will be provided by the Organising Committee.
- A loud Common signal will be used to control the Dressage Phase.

### **Standard of dress for officials**

TD's and XC judges on coarse walk to be dressed in trouser, shirt and tie.

Dressage day TD's Dress - trousers, shirt and tie..

XC day XC Judges Dress trousers, shirt and tie TD's a little less formal.

Show jump day TD's Dress Trousers Shirt and tie.

Jackets optional

Dressage and Show jumping Judges to be smartly dressed.

The Organising Committee to ensure Officials are aware of the standard.

### **Cross Country Fence Judges**

- There will be a briefing for all fence judges held on the day before the XC phase. This briefing will be conducted by the Chief XC Judge with the Chief TD and other TD's and XC judges present. The organizing committee will arrange for this briefing.
- They are to be instructed to report to the Chief Cross Country Judge for a final briefing at least 30 minutes before the phase commences if necessary.
- Fence judges should wear distinctive coloured coats and should be provided with score card marking device which is not easily obliterated or smudged. Plastic bags for score cards should be available in case of bad weather.
- The Organising Committee should check the previous evenings that all fence judges will be ready at the appointed time.
- Fence judges must be equipped with stopwatches and whistles for the cross-country phase of the championship.
- The Organising Committee are requested to organise a place for fence judges to assemble immediately on completion of the cross-country phase, for a period of at least half an hour, so queries can be quickly dealt with. It is suggested a cup of tea is provided.

### **Travel and Accommodation for judges Officials and Guardians**

If necessary, it will be the responsibility of the Organising Committee to make the necessary travel and accommodation arrangements as required and notify the judges Officials and Guardians.

It is recommended that at least one month prior to the event, contact be made to ensure that each of the judges and officials are still available and a reporting time be given to all judges and officials including reserve Dressage Judges.

## **Section 4**

**Appendices – see contents page 2 for list of appendices.**

## **The Guardians & Patrons**

### **Guardians:**

- Anne Atkins 67 Lakewood Drive Christchurch  
03 383 6425  
Email [anneatkins@xtra.co.nz](mailto:anneatkins@xtra.co.nz)
- Mary Adams 87 Gap Road East RD.1 Winton  
Phone / Fax 03 216 8045  
Email [h.dave.adams@farmside.co.nz](mailto:h.dave.adams@farmside.co.nz)
- Lester Truman C/- Totoro Flats P.O. Grey Valley  
Greymouth  
Phone / Fax 03 732 3714  
Email [l.truman@netaccess.co.nz](mailto:l.truman@netaccess.co.nz)
- Euan Muirson 377 No 10 Road RD6 Rangiora  
Phone 03 312 6641 Fax 03 3126633  
Email [Cheryl.Euan.M@xtra.co.nz](mailto:Cheryl.Euan.M@xtra.co.nz)

### **Patrons:**

- Noel Griffin [noeleleri@xtra.co.nz](mailto:noeleleri@xtra.co.nz)  
Invercargill 03 216 8045
- John Lavender 498 Thames Highway, Oamaru  
Phone / Fax 03 437 0003

## **BRANCH SECRETARIES**

Rather than including a list of Branch Secretaries in this handbook it is recommended Organising Committees contact.

THE EXECUTIVE OFFICER  
N.Z. PONY CLUB ASSN  
P.O.BOX 8626  
HASTING

PHONE / FAX 06 873 5464  
Email [nzpony@xtra.co.nz](mailto:nzpony@xtra.co.nz)

And ask for a list of names and addresses of all South Island Branch Secretaries and also the names of Club Secretaries of Clubs without branches.

## List of Officials for printed Programme

Printed Programme must have the following Officials listed by name:

List of Officials which **MUST** include the following

- Patrons
- Guardians
- DC, President Vice President of the host Club/Branch
- Event Chairperson
- Event Secretary
- Event Treasurer
- Secretary – Annual Delegates Meeting
- Technical Delegate
- Assistant Technical Delegate
- Appeals Committee
- Ground Jury
- Chief Cross Country Judge
- Assistant Chief Cross Country Judge
- Dressage Convener
- Cross Country Convener
- Show Jumping Convener
- Show Jumping Course Designer
- Dressage Judges
- Senior – Arena 1
- Senior – Arena 2
- Intermediate – Arena 3
- Intermediate – Arena 4
- Junior – Arena 5
- Junior – Arena 6
- Show jumping Judges
- Senior Ring 1
- Intermediate Ring 2
- Junior Ring 3
- Scorer(s)
- Emergency Services
- First Aid
- Doctor
- Farrier
- Veterinarian
- Announcers
- Grounds and Spectators Service Convenor

**Layout of Agenda for the Annual Meeting of Delegates**

**SPRINGSTON TROPHY**  
**Annual Meeting of Delegates**

**Agenda**

**Venue:**

**Time:**

**Date:**

- 1. Welcome**
- 2. Apologies**
- 3. Adoption of Standing Orders**
- 4. Confirmation of Minutes from previous meet**
- 5. Matters Arising from the Minutes**
- 6. Correspondence**
- 7. Business Arising from Correspondence**
- 8. Appointment of Patrons**
- 9. Election of Guardian(s) – an election, ballot papers required and scrutineers to be appointed**
- 10. Confirm of Entry Fees**
- 11. Notice of Motion**
- 12. Remits**
- 13. Amendments to the Rules**
- 14. Approval of next years venue**
- 15. General Business**

## **Standing Orders for Springston Trophy Delegates Annual General Meeting**

1. These standing orders shall be applicable to all Annual Meetings of Delegates at Springston Trophy.
2. Meetings shall start at the time set out in the notice of meeting, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. Any Delegate desiring to speak shall raise his or her hand and when called upon by the Chair shall address the Chair. If two or more delegates raise their hand simultaneously the Chair shall call upon the delegate who first caught the eye of the Chair.
4. No Member other than the Proposer and Secunder of the motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a Secunder shall not be recorded in the minutes.
5. The mover of a motion or an amendment may speak for up to four minutes. The Secunder may speak for up to three minutes. Any delegates may only speak to the motion or amendment once except for the mover of a motion (but not of an amendment), who will have a right of reply which shall close the debate.
6. A motion or amendment shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while an amendment is being discussed or after any amendment has been adopted.
7. If required to do so by the Chair, the Proposer of any motion or amendment shall submit it in writing.
8. A motion or amendment before the chair may be reworded by the mover, subject to the leave of the meeting.
9. An amendment shall constitute a separate question from the original motion and from any other amendment.
10. A delegate moving a motion or amendment shall be deemed to have spoken to it unless the motion is moved and seconded before any delegate spoke to it. A delegate seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.

11. When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair is disposed of.
12. The Chair must rule promptly on any points of order and unless challenged the Chair's ruling is final.
13. On equality of voting, the Chair shall declare the question resolved to maintain the status quo.
14. Any non delegate attending who wishes to speak to any motion or amendment must obtain leave of the Chair to speak such leave may be refused without a reason being given.
15. Alterations to these standing orders can only be made at an Annual Meeting of Delegates.
16. Voting must only be done by branch delegates who have registered with the organizers prior to the meeting. They will be issued with red and green voting papers as will the Guardians