**Schedule Requirements for Events in Western Australia and Template**

the event schedule will be dependent on the type of event to be run.

the schedule should be prepared well in advance of the event (suggested minimum four weeks) and made publically available to competitors in a timely fashion taking into account the closing date.

competitions offered in the schedule should reflect the type of event, expected competitors & venue.

event organisers must refer to the Current EA Dressage rules (Section 1 Conditions of Entry & Section 3 Dressage Events) prior to finalising the event schedule.

Young Horse event organisers must refer to the Current EA Dressage rules (Section 5).

Australian/State and FEI Sanctioned Events organisers must refer the Current EA Dressage rules (Section 8).

When holding para-equestrian competitions organisers must refer the Current EA Dressage rules (Section 13) for schedule requirements.

The schedule must include the following minimum information:

name of organization running event

venue address

status of event Official/Associate etc

list of competitions being offered

entry fees

other fees such as stables/admin fees

closing date for entries

address for entries to be sent

phone contact details for organiser

email address for organiser

prize schedule

any special conditions

type of arena surface

EA web address link to current tests

Organisers web address

Callers permitted or not permitted

The following statement must be included in event schedules:

‘the event will be held in accordance with the current EA dressage rules (as amended)’ - this covers all rule changes

***Template Event Schedule for 2013 Organisers (Over type or copy/paste)***

**Your Logo and name of organisation running event**

**Venue address:**

**Status of event Official/Associate etc**

This event will be held in accordance with the current EA dressage rules (as amended)

**List of competitions being offered:**

e.g. Prep 2, 1A, 2A, 3B, 4B, 5A, PSG, Inter I, Inter II, Grand Prix, Para

**Entry fees:**

Events held at the States in WA in 2012 had the following rates and DWA would expect local competition not held at similar venues to be lower and not exceed the following rates:

Official EA: $40 per test plus DDF Levy of $7 for one test or $12 per day

FEI: $50 per test plus DDF Levy of $7 for one test or $12 per day

Para Equestrian: $40 per test plus DDF Levy of $7 per test or $12 per day

Associate: $30 per test plus DDF Levy of $7 per test or $12 per day

Training Level Tests: $25 per test plus DDF Levy of $7 per test or $12 per day

**Other fees such as stables/admin fees**

**Closing date for entries: XX/XX/2013, XXam/pm**

**Draw Available: XX/XX/2013, and will be available (email/website/etc)**

*(Preferably at least 1 week prior to event and forwarded to* [*members@equestrianwa.org.au*](mailto:members@equestrianwa.org.au) *to ensure horses and riders are correctly registered and forwarded to judges preferably one week prior for conflict of interest. Also upload to Dressage WA website. The draw should include the name/s of the judges for each competition.)*

**Address/website/email for entries to be sent:**

**Phone contact details for organiser:** Note that this is a requirement of the rules and must be included

**Email address for organiser:** Note that this is a requirement of the rules and must be included

**Prize schedule:** Organising Committees that intend paying prize money should make this intention known in the schedule (Rule 3.20), you must also state if no prizes or rosettes are offered. Note that the fee schedule for the State Dressage Championships also includes prizes that the requirement level for championship events.

**Any special conditions:** e.g. where you require that Official Horses are not able to compete Associate you must state it in your schedule.

**(Recommended) Scratching/Withdrawal Policy:**

a competitor may withdraw any or all of the horses that he/she has entered at no penalty or proof, apart from processing charges (e.g. web bank changes), where the withdrawal is prior to the close of entries.

As per the Australian Dressage Rules a refund may only be made if documented proof (i.e. veterinary or medical certificate) is produced within 24 hours of the completion of the event to the event secretary. Where this is the case at least 50% of the entry fee will be refunded, and no helper fee refund, except where a rider undertakes their helper job they will receive their helper deposit refunded.

**Type of arena surface:** e.g. Well maintained turf with little to no divots. Warm up areas are a mirror of the competition surface.

Note that this is a requirement of the rules and must be included, a good description of the surface is strongly recommended as well as practice and warm up area surfaces.

**EA web address link to current tests:** <http://www.equestrianwa.org.au/default.asp?MenuID=Sports%2F14220%2F0%2CDressage%2F14225%2F9482%2CDressage%5FRules%7E%5FTests%5Fand%5Fkey%5Fdocuments%2F14248%2F0%2F>

**Organisers web address:**

**Whether Callers permitted or not permitted**