



DRESSAGE PROCEDURES MANUAL



Compiled and Approved by
Dressage Queensland
October 2008

FOREWORD

Welcome to the 3rd edition of the Dressage Queensland Procedures Manual.

The concept for this manual was developed by Julie Peterson-Smith in 2001 and first came into being in January 2002.

Since then there have been many changes with the introduction of a new EFA dressage rule book in 2004 along with new dressage tests and a further new rule book now in 2008. Hence a review of the original document and the 2nd edition has been necessary.

This manual has been revised to make it more user friendly by improving the layout of the information and to assist Organisers, and offers brief excerpts taken from the EFA Dressage Competition Rules (hereinafter referred to as EFA Dressage Rules), together with practical advice on the procedures set up by Dressage Queensland to ensure those events meet the EFA requirements.

It should be noted that the following are no longer included in the EFA Dressage Competition Rules:

- Guide for Organising Committees
- Guide for Competitors
- NOAS Training and Accreditation Rules and Policies for Judges

The above can be downloaded from www.equestrian.org.au

If organisers have any questions about the conduct of events, please contact the EFAQ office, whose staff may be able to answer the question or who will direct the queries to the appropriate person on the committee of Dressage Queensland.

It is important that all involved in the sport know the rules under which they compete. As well, organisers or volunteers must be aware of their responsibilities and entitlements. This handbook will be a key source of that knowledge.

Dressage Queensland welcomes feedback on the content or expression of the handbook, and hope that this manual will promote a more user friendly guide to dressage in Australia.

A sincere thank you to Lesley Sullivan for reviewing this document for Dressage Queensland.

Karen Herald
President Dressage Queensland

October 2008

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SECTION 1 – CONTACT DETAILS

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SALUTE Magazine

Editor – Kristen McAuslan
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1.2 EFA NATIONAL OFFICE

EFA NATIONAL OFFICE

Postal:

PO Box 673, Sydney Markets, NSW, 2129

Physical:

1st Floor, 7 Underwood Road, Homebush, NSW, 2140
Phone: 02 8762 777
Fax: 02 9763 2466
e-Mail: info@efanational.com.au
web: www.equestrian.org.au

1.3 EFA STATE BRANCHES

QLD

Postal

EFA (QLD Branch)
PO Box 1358
COORPAROO DC QLD 4343

Physical

EFA (Old Branch), Sports House, Level 2, 866 Mains Rd, Woolloongabba Qld 4102
Phone: 07 3891 6611
Fax: 07 3891 3088
e-Mail: efaqadmin@efaq.com.au
Web: www.efaq.com.au

NSW

Postal

EFA (NSW Branch)
PO Box 7077
WETHERILL PARK NSW 2164

Physical

Sydney International Equestrian Centre, Saxony Road, Horsley Park, NSW, 2530
Phone: 02 9629 2660
Fax: 02 9620 2260
e-Mail: louise@efansw.com.au
Web: www.efansw.com.au

VIC**Postal**

EFA (Vic Branch)
PO Box 616
WERRIBEE VIC 3030

Physical

Werribee Equestrian Centre, K Road, Werribee
VIC 3030

Phone: 03 9974 0511
Fax: 03 9974 0577
e-Mail: paula@efavic.com.au
Web: www.efavic.com.au

SA**Postal**

EFA (SA Branch)
PO Box 1177
MARLESTON SA 5033

Physical

6 Frederick Street, Richmond, SA, 5033

Phone: 08 8234 2700
Fax: 08 8234 2672
e-Mail: reception@efa-sa.org
Web: www.efa-sa.org

TAS**Postal Only**

EFA (TAS Branch)
PO Box 306
KINGSTON TAS 7051

Phone: 03 6239 6314
Fax: 03 6239 6314
e-Mail: administration@efatas.com.au
Web: www.efatas.com.au

WA**Postal & Physical**

EFA (WA Branch)
State Equestrian Centre
303 Cathedral Avenue
BRIGADOON WA 6069

Phone: 08 9296 1200
Fax: 08 9296 1194
e-Mail: admin@efawa.com.au
Web: www.efawa.com.au

NT**Postal Only**

EFA (NT Branch)
PO Box 1244
PALMERSTON NT 0831

Phone: 08 8988 1170 ah
e-Mail: ntefa@bigpond.com
Web: www.users.tpgi.com.au/users/efant

1.4 STATE DRESSAGE AUTHORITIES

QLD

Dressage Queensland
EFA Dressage Sub Committee
See EFA QLD details on previous page.

Salute is the Official magazine of Dressage Queensland which is published every 2 months

VIC

EFA Dressage Sub Committee
See EFA VIC details above

The Public Arena is the Official magazine of Dressage Victoria which is published monthly

SA

EFA Dressage Sub Committee
See EFA SA details on previous page

Moving Forward is the Official Magazine of Dressage SA which is published every 2 months

NSW

Dressage NSW
PO Box 372
RICHMOND NSW 2753

Phone: 02 4571 4901
Fax: 02 4571 2908
e-Mail: admin.dressagensw@equestrian.org.au
Web: www.dressagensw.com.au

The Centreline is the Official magazine of Dressage NSW which is published 10 – 12 times a year

TAS

Dressage Association of Tasmania
Secretary – Mrs Sandra Sloane
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WA

EFA Dressage Sub Committee
See EFA WA details on previous page

SECTION 2 – DRESSAGE RULES

2 DRESSAGE RULES

- 2.1 Organising bodies that wish to conduct Official and Associate Events or Competitions in Queensland should ensure that they have copies of the following books, which are available from the EFAQ office for a nominal fee.
- EFA Dressage Competition Rules (Effective 1st January 2008)
 - EFA Dressage Tests (Effective January 2004)
 - EFA Freestyle Tests (Effective January 2008)
 - EFA Preparatory Tests (Effective January 2006)
 - FEI Rules for Dressage Events (Effective January 2006 + amendments)
 - FEI Dressage Tests (Effective – various)
- 2.2 The EFA Dressage Competition Rules (referred to hereinafter as the Rule Book) contain the current rules for competitors and for the conduct of Official competitions, as well as very useful advice for organisers for conducting Official events.
- 2.3 All Official and Associate events must be run under the EFA Dressage Rules so that organisers and competitors have clear guidelines for correct conduct of an event.

SECTION 3 – DRESSAGE EVENT CALENDAR

3 DRESSAGE EVENT CALENDAR

- 3.1 By the end of September of each year, the Calendar Co-ordinator will contact all groups requesting dates for their Official and Associate events in the following year.
- 3.2 The Committee reviews these dates to try to prevent clashes of official events on the same day and limits each group to **4 Official** days each year.
- 3.3 Events are then listed in the Dressage yearly calendar *Salute*.
- 3.4 Dates are subject to change.
- 3.5 Hot Weather Policy:**
- It is suggested that in the months of January and February OCs should only hold dressage events/competitions in the late afternoon when the weather conditions are cooler
 - Dressage events/competitions are to be cancelled if the weather report on the ABC 7pm News the night before the event/competition predicts a forecast of 35C degrees or higher for the area where the event is being held
 - If there is high humidity experienced, as on the East Coast, the OC should consider cancelling the event/competitions
 - OCs are also reminded that Rule 2.7 allows for riders to remove their coats in hot weather conditions, at the discretion of the OC

SECTION 4 – EVENT CLASSIFICATION AND SITE REQUIREMENTS

4. EVENT CLASSIFICATION

4.1 Events will be classified and weighted by Dressage Queensland. The weighted scores will be used in selection of State Squads and in calculation of the annual trophy winners.

4.2 Classifications:

Rating	Description	Weighting of Percentages
	Official Day	x 1.00
*	One Star (formerly trophy day)	x 1.02
**	Two Star – Regional Championships	x 1.04
***	Three Star – State Championships	x 1.06
****	Four Star – CDI and National Championships	x 1.08

4.3 For an event to be approved by Dressage Queensland as a **Championship or Title Event (one star status)**, and for it to appear in the official calendar as such, the event needs to meet the following requirements:

- all levels from Preliminary to Grand Prix must be offered in the schedule
- the arenas must be of a suitable quality as per 4.6.1 below
- warm up arenas must be provided as per 4.6.2 below

4.4 For an event to be approved as a **Regional Championship (two star status)** allocated by Dressage Queensland, the competition must comply with the following:

- the competition must be a two-day event
- all levels from Preliminary to Grand Prix must be offered in the schedule
- prize money for Official competitions is to be offered
- associate competitions should not be included
- pony dressage and young horse competitions should be included where possible
- there must be two tests at each level
- champions must be awarded as per EFA Rule Book 8.9
- the arenas must be of a suitable quality as per 4.6.1 below
- warm up arenas must be provided as per rule 4.6.2 below
- a Technical Delegate must be appointed as per Section 8.1 of this manual

4.5 For an event to be approved as a **State Championship (three star status)** allocated by Dressage Queensland, the event must comply with the requirement of 4.4 above plus the attached guidelines that have been developed to assist affiliated clubs hosting the Old Dressage Championships.

4.6 SITE REQUIREMENTS FOR OFFICIAL COMPETITIONS

4.6.1 The surface of the arenas is vital to the safety and performance of the horses competing.

The following rule from the Dressage Rules and Procedures applies:

1.10 Arena Requirements

Arenas should be set out to the dimension shown in the diagrams in Notes for Dressage Event Organisers – Annex 1.

The arena/s as per rule 3.5:

- should be level and separated from the public (including photographers and video operators) by a distance all round of 15 metres if possible but at least 10 metres
- must consist of a low continuous fence about 0.3 metres high
- are to be placed at least 10 metres apart, preferably 15 metres if room permits
- should be positioned where judges are not facing the sun

Not permitted in the construction of an arena

- driven in stakes
- unbreakable rope
- unbreakable chain
- unbreakable tape
- line marking or rope on the ground
- thin poles on the ground e.g. jumping rails

The letter/s

- placed around the arena should be clearly visible to the riders and judges and be placed about 0.5 metres outside the arena fence
- 'A' is to be placed in line (not offset) with 'C' at least 10 metres (preferably 15 metres) back from the arena to allow horses a straight track to enter the arena

Dressage Queensland suggests using 50mm PVC pipe on freestanding stands. This is also being done to comply with legal Duty of Care and Insurance requirements.

- 4.6.2 Designated warm up areas with a surface similar to the competition arena must be provided. This area should be cordoned off and only competitors and their grooms/trainers should be allowed access. Organisers must ensure that dogs, children, prams etc. are kept out of this area to allow the horses to work safely. The size of the area provided should be 60m x 20m and ideally one such area should be made available for each two arenas in the competition – e.g. if there are 4 competition arenas ideally there should be 2 warm up arenas.
- 4.6.3 Safe stabling and/or yard facilities and also adequate wash bay facilities should be provided for all horses. Electric fencing is **not permitted** amongst car/float parking or camping areas. The FEI standard for stabling is 3m x 3m.
- 4.6.4 A clear public address system, which extends to the stables, camping, parking and warm up areas should be used.

Note: See attachment Guidelines for Organising Committees (OCs) of Queensland Dressage Championships

SECTION 5 – OFFICIAL, ASSOCIATE & PONY DRESSAGE COMPETITIONS

5.1 Hot Weather Policy:

- It is suggested that in the months of January and February OCs should only hold dressage events/competitions in the late afternoon when the weather conditions are cooler
- Dressage events/competitions are to be cancelled if the weather report on the ABC 7pm News the night before the event/competition predicts a forecast of 35C degrees or higher for the area where the event is being held
- If there is high humidity experienced, as on the East Coast, the OC should consider cancelling the event/competitions

OCs are also reminded that Rule 2.7 allows for riders to remove their coats in hot weather conditions, at the discretion of the OC

5.2 OFFICIAL COMPETITIONS

- dressage events are composed of one or more competitions between individual mounted competitors, performing specified Dressage Tests.
- Official and Associate events and competitions are conducted under current EFA Dressage Rules. They are sponsored by, or run on behalf of the EFA. Refer to the Rule Book – Section 1
- competitions, which are restricted in any way, cannot be classified as Official, e.g. Juniors only or members only of the Constituent Group only etc. EFA & FEI level Freestyle tests are Official but placegetters do not attract grading points.
- affiliated clubs must be current financial members of the EFA to be able to conduct Official or Associate Events. If the club is not a financial member at the time of the event, then **all scores and grading points** from this event will not count towards upgrading, trophies and State Squad selection.
- for an event or competition to be classed as Official by the EFA, the organisers must indicate their intention in writing to Dressage Queensland **before** the date of the event or competition. (This would normally be done through the declaration of dates for the Calendar at the end of September of each year.)

5.3 ASSOCIATE COMPETITIONS

- EFA endorsed tests (including FEI) can be used by constituent clubs to conduct Associate events/competitions. Refer to rule 1.18.
- an Associate competition may be conducted at any level. (Preliminary to Grand Prix)
- riders must be a full Senior or Junior or Associate member of the EFA **OR** a member of the EFA constituent club conducting the competition.
- there is no restriction on age of rider.
- horses need not be registered with the EFA, nor do they need a performance card or bridle number.
- there is no restriction on the height of the horse.
- if a horse is EFA registered and graded, then it must compete at its graded level, or HC at a lower level.
- performances in Associate competitions do not attract grading points.
- associate competitions must be judged by NOAS accredited judges. Refer to rule 3.20 for details of what level judges can judge and the number of judges required.
- associate competitions may be held at the same event as Official competitions except at two star and above events.

5.3.1 THE ASSOCIATE COMPETITION ADVANTAGES

- **these competitions provide a starting point into formal EFA regulated competition without competitors having to go to the expense of registering their horse or obtaining a performance card or bridle number.**
- all tests conducted at Associate competitions run by EFAQ Constituent groups will be under the jurisdiction of the EFA and will be judged by trained and accredited dressage judges.

- there will be standard insurance cover for all competitors in these tests. (If clubs hold un-official competitions using their own tests, they will need to arrange insurance cover for competitors, as they presently do for non-EFA members).

Note - If constituent clubs wish to hold 'unofficial competitions' (i.e. catering for riders who are not members of their group or the EFA, or using non-accredited judges) then they are not able to use the current EFA Dressage Tests. Where an EFA Test is used it is either an Official or an Associate competition conducted under current EFA Rules.

5.4 PONY DRESSAGE COMPETITIONS

- organisers of Pony Dressage must refer to the EFA rule book.
- all competitions are open to ponies – refer to the rule book

SECTION 6 – DRESSAGE & FREESTYLE TESTS

6.1 DRESSAGE TESTS

- dressage tests are reviewed regularly by the EFA and FEI, and revised books are issued. Please check with the EFAQ office for the latest issue. EFA Dressage Competition Rules (effective 1st January 2008) contain the current tests at all EFA levels from Preliminary to Advanced, which must be used in Official and Associate competitions.
- EFA Freestyle Tests for Novice (Associate only), Elementary, Medium and Advanced are effective 1 January 2008
- EFA Official tests are the EFA tests approved by the Australian Dressage Committee and the current FEI tests as adopted by the EFA.
- current FEI level tests are in the FEI Rules.
- all these tests also may be obtained from the EFA National Office as separate sheets, which can be used for actual judging.
- all tests are also available for downloading from the following website: www.equestrian.org.au (click on Rules & Regulations then Dressage)

6.2 FREESTYLE TESTS

- freestyle tests can be exciting spectator events and encourage skills of individuality and flair in riders. They are ridden to music designed to complement the test that the rider arranges. Freestyle tests include compulsory movements but these can be ridden at any point in the test that fits in with the overall design.
- each rider composes the test with accompanying music and brings his/her own CD (preferred) or tape to the competition. The organising body must provide suitable equipment to play the music for the competitor and for the Judges and spectators to hear. It is a good idea to test the equipment on the day before the tests begin! Tests have a limited time and special requirements from judges to mark technical merit, originality and choreography, and harmony with the music.
- freestyle competitions are Official but do not attract grading points for placegetters. Refer to 1.13 of the current rule book.
- freestyle competitions can still be conducted as Associate competitions.
- comprehensive information about Freestyles and compulsory movements at each level can be found in Section 6 of the Rule Book.

6.3 PREPARATORY TESTS

- Preparatory Tests (Walk/Trot), effective from 1 January 2006, have been developed by the EFA and are available for use by clubs and can be downloaded from www.equestrian.org.au website. Dressage Queensland would suggest that these be called Club competitions or Club tests, and that the term 'unofficial' not be used. Insurance issues over these types of competitions would need to be considered carefully by the clubs.

SECTION 7 - JUDGES

7 JUDGES

- 7.1 For a competition to be classified as Official, it must be judged by judges chosen from the National Judges List of Dressage Judges. This list is maintained and updated by Dressage Queensland. Copies can be obtained from the EFAQ or the EFA National Office. If the judges used in the competition are not on this list, then the competition will not be classified as Official and the competitors will not gain official scores and grading points.
- 7.2 The judges appointed for the event are known collectively as the Ground Jury.
- 7.3 One judge of at least F (Novice) level is required for Official Preliminary. A D (Medium) level judge can judge up to and including Official Novice on their own and a C (Advanced) level judge can judge up to and including Elementary on their own. Two judges are required for all competitions up to and including Advanced level, and three judges for all FEI levels, However, as it is often very difficult for organisers to engage enough judges the rules have been relaxed and Organisers should refer to Rule 3.20 that is a chart indicating the number of judges required for Official and Associate at each level. For the position of the judges around the arena refer to the EFA Notes for Dressage Judges.
- 7.4 All judges MUST receive a copy of the draw at the same time as the competitors. The Judges names should (wherever possible) also appear on the draw. This will help in eliminating possible conflicts of interest e.g. pupil judging. We all know that judges do change but the judges appointed at the time of the draw going out must be included in the draw.
- 7.5 Each judge needs a writer to write the judge's marks and comments on the test sheet. Each writer needs a clipboard as support for writing, pens and a copy of the draw for their test. Writers must ensure that they mark the position of the Judge clearly on each sheet and ensure that the judge initials any corrections and signs the completed test sheet.
- 7.6 Writers should be briefed on their role if they do not have prior experience.
- 7.7 A full copy of the final results must be given to each Judge at the end of the competition for the purposes of "friendly" discussion with other Judges and also for dealing with rider questions, comments or complaints.
- 7.8 The Chief Judge must sign and note the time on the final result sheet as the time is important in relation to defining the complaint period of 30 minutes.
- 7.9 The judges travelling allowance of \$0.40 cents per kilometre for the round trip is payable to each judge.
- The judging honorarium is \$10.00 per hour for time spent judging with a minimum amount of \$20.00 to be paid. Organisers should ensure Judges receive drinks and meals during the competition.
- 7.10 Organisers should recognise that judging requires concentration and a clear head if impartiality is to be maintained for the benefit of the riders. Therefore, judging for long periods or without a break for relaxation and some sustenance is very tiring. Organisers will need to add time for such breaks into their programme, perhaps also leaving a lunch box at the car for these breaks.
- 7.10 Organisers should note that judges should not be required to judge more than 40 horses in a day.
- 7.11 If a judge has more than a 2 hour drive to the venue and is commencing judging before 10am the OC should offer, and the judge has the right to request, over night accommodation the night before. If a judge does not complete their judging until after 6.30pm then the OC should offer, and the judge has the right to request, over night accommodation.

7.12 Where a judge has agreed to be billeted such accommodation is not to be with a competitor in the event.

7.13 Protocol for OCs Securing Judges:

If you intend contacting judges early in the year re their availability for your competition dates, please follow the procedure below:

- Secure an early indication from each judge as to which dates throughout the year he/she may be available
- OCs to acknowledge your response
- AT LEAST 4 to 6 weeks prior to each competition date, re-contact those judges who indicated their availability to confirm that they are still available
- Once the OC has a final list of competitors entered this should be forwarded to the judges to check for any conflicts of interest and reconfirm their availability

SECTION 8 – TECHNICAL DELEGATE

8 TECHNICAL DELEGATE

8.1 It is recommended that one of the official judges or one of the organisers familiar with the EFA Dressage Rules be appointed for the event as Technical Delegate. The duties of the Technical Delegate are detailed in Section 4 of the Rule Book. Although it is not a requirement of normal Official events, it is a requirement for two star and three star events - Regional and State Championships.

8.2 The Technical Delegate is required to provide a written report to the organising committee in relation to Regional Championships and to Dressage Queensland in relation to the State Dressage Championships. A format copy of the report is included in this Manual.

Note: See attachment Technical Delegate Report

SECTION 9 – APPEAL COMMITTEE

9 APPEAL COMMITTEE

An Appeal Committee should be appointed to settle any protests, which may be submitted, to deal with Rule infringements, or to hear appeals against decisions of the Ground Jury (the judges). Refer to Section 4 of the Rule Book.

SECTION 10 – CONDUCTING THE EVENT

10 CONDUCTING THE EVENT

- 10.1 The actual conduct of an event is at the discretion of the organising body, as long as the current EFA Dressage Rules are observed. It is useful to appoint an Event Director or Chief Steward who ensures the smooth running of the event, accepts objections, and takes care of complaints.
- 10.2 EFA – Guide for Organisers is a very useful section of the current Rule Book that can be used as a checklist for the jobs that need to be done.
- 10.3 Please consult the current Rule Book for:
- arenas Rule 3.5
 - eligibility of horses Rules 1.14 & 1.15
 - judges Notes for Judges
- 10.4 Protocol for entering the arena in exceptional circumstances

Note – This is Judge/OC/TD decision and NOT a Rider Decision

It is the recommendation of the Queensland Judges Sub Committee that if the area surrounding the competition arena is unsuitable for riding on, the Chief Judge, in consultation with the OC, will make a decision as to whether it is permitted for that competition to allow the competitors to undertake their final circling of the arena inside the arena. Such decision MUST be announced at least 30 minutes prior to the commencement of the competition.

If such approval is given the competitor is to enter the arena and only ride on straight lines or large circles. When the bell has been rung (car horn sounded) the competitor is required to come down the centre line at A (via the shortest route) and judging commences once the rider is on the centre line.

The next horse in the competition can enter the arena as soon as the previous horse leaves the arena at A.

Judges should ensure that each competitor has equal time in the arena prior to their test.

This is a Judge/OC/TD decision and NOT a rider decision

SECTION 11 – FIRST AID REQUIREMENTS

11 FIRST AID REQUIREMENTS

Accidents can and do happen at Horse Sports Events. If they do, they have the potential to expose organisers to risk and liability if it can be shown that a competition was permitted to proceed in sub-standard conditions, weather, footing etc. or if the first aid procedures in place were insufficient and therefore contributed to the severity or complications of an injury.

From a public liability standpoint and to protect the Club and its members, the Organising Committee should have specific guidelines in place for deciding who is to render medical care. This is not an issue that can be set in stone, rather guidelines that should be followed.

The EFAQ General Branch By-laws requires the following to be carried out:

- an approved standard of First Aid equipment (a First Aid Kit) is available on the Grounds.
- a Veterinarian should be on-call for the duration of the event.
- ambulance should be advised of the event and access arrangements should be in place.
- at least one qualified Red Cross, St Johns, registered nurse or Sports Medicine First Aid provider to be in attendance for the duration of the event
- appropriate Emergency Procedure and Emergency Contact details are readily available at the event organiser's office.
- the above contact details (Vet, Ambulance, etc.) should also be displayed in several locations around the grounds such as on the scoreboard, near the stables/yards etc.
- event organisers shall ensure that an accurate record is kept of all incidents requiring First Aid Treatment and that this record is kept by the Club for a minimum of five years as required by Federal Legislation.

Note: See attachments: Injured Person/Incident Form
Committee Member Statement

SECTION 12 - ENTRIES

12.1 ENTRIES

Section 1 – Conditions of Entry, and

Section 3 – Dressage Events in the current EFA Rule Book refers

- all competitions are open to ponies
- competitors in Official competitions for horses over 148cms may compete from the beginning of the year in which they turn 12, must be members of the EFA and their horses registered with the EFA
- competitors in Official competitions for horses not exceeding 148cms may compete from the beginning of the year in which they turn 10, must be members of the EFA and their horses registered with the EFA
- horses must exceed 148cms without shoes or 149cms with shoes in height
- ponies must not exceed 148cms without shoes or 149cms with shoes
- horses/ponies competing in Official competitions must hold a current dressage performance card
- competitors in Associate competitions must be either a member of the EFA of at least Associate level or a member of the affiliated club conducting the event
- club competitions may include Preparatory (Walk/Trot) Tests or any other competitions where the competitions are restricted e.g. junior, members only etc. Conditions of entry are at the discretion of the organising body. If the conditions are different from the EFA rules, then these should be stated in the programme for the benefit of possible competitors
- entry fees and prize money are calculated at the discretion of the organising body, however, in Official competitions if an entry fee is charged, then prize money or goods in kind should be given to at least three places
- the value of the lowest prize awarded must be no less than the entry fee
- where a competitor withdraws from a competition/event a refund may be made providing a medical certificate or veterinary certificate is produced within 24 hours of the completion of the event to organising committee. A minimum of at least 50% of the entry fee should be refunded

12.2 INSURANCE/DAY MEMBERSHIP

EFA affiliated clubs are eligible to take advantage of the EFA Club Insurance arrangements. The insurance covers clubs for the events that they conduct. Participants of these events must be members of the insured club, members of another EFA insured club or an EFA member. Any queries re insurance can be directed to the EFAQ office. Full details of EFA Insurance can be found at www.equestrian.org.au under EFA Services.

12.3 WAIVER FORMS

Waiver forms for members and non-members are available from the EFA website – www.equestrian.org.au

SECTION 13 – SCHEDULE AND ENTRY FORM

13 SCHEDULE AND ENTRY FORM

- 13.1 The schedule or program for the event should give details of the venue, the competitions available along with any restrictions for entry, the tests and numbers, entry fees, the disclaimer and any other details. It is recommended that the schedule or the programme of the event OCs include the FEI Code of Conduct, which is strongly supported by the EFA. Schedules with entry forms may be printed in *'Salute'*, and one third of a page free of charge.
- 13.2 The standard entry form includes details such as name of horse, registration number and bridle number, name of rider and membership number, number of grading points, entry fee, name and address of the competitor. Additional details required by the organising body, such as stabling request, may be added.
- 13.3 EFA members are provided with labels with all necessary information that should be affixed to your entry form. This is required to ensure accurate recognition of performance points.
- 13.4 In relation to Official competitions the affiliate club conducting the event should contact the EFAQ once entries have closed to check that the rider is a current EFA member, the horse/s are currently registered, hold a current Dressage performance card and to also confirm their current grading. Many people shorten the name of a horse or record it incorrectly, and the registration number is unique for identifying a horse correctly. This is also vital for the EFAQ office to record grading points correctly when results are sent in.
- 13.5 Entries should be checked to ensure that competitors have entered the correct test level according to the number of grading points they have at the closing date of entries, and that all details requested are provided.
- 13.6 Riders should notify Event Organisers immediately on receipt of the draw of any possible conflict of interest e.g. instructor judging pupil etc.

SECTION 14 - DRAW

14 DRAW

- 14.1 The number of competitors per competition up to an including Prix St Georges has been increased to 35. Where this number is exceeded the competition must be divided or a reserve list established.
- 14.2 A **timed draw** must be prepared for the event with each competitor's time for each competition indicated. The test sheets indicate approximate draw time per test.
- 14.3 OCs should not change horses in a draw unless extenuating circumstances necessitate such a change.
- 14.4 Where a competitor enters **two horses in the same competition** there needs to be at least 45 minutes between rides in EFA level competitions and at least 1 hour between rides in FEI level competitions. The draw is to be strictly adhered to and riders with two horses entered in the same competition must not swap them.
- 14.5 Where a competitor enters the **same horse in two or more competitions** there needs to be a break of at least 45 minutes, if possible, between the rides in EFA level competitions and at least 1 hour between rides in FEI level competitions.
- 14.6 The draw must be posted to each competitor and judge prior to the event to give ample time for competitors and judges to notify the organisers if there is a conflict of interest. The names of the judges for each competition should be listed on the draw.
- 14.7 Where there is a conflict of interest between the competitor and the judge it is the organisers responsibility to arrange for another judge to judge the competition. The competitor is **not** able to ride H/C nor should the competitor be required to scratch from the competition.
- 14.8 **Note:** Remember to place breaks for the day's draw for morning and afternoon tea (10 minutes) and for lunch (3/4 to 1 hour). Judges and writers cannot keep going indefinitely, nor can scorers, and all need time to relax from their concentration.

ORDER OF THE CONDUCT OF COMPETITIONS

- 14.9 OCs must schedule the conduct of competitions in such a way that the requirements of 14.4 and 14.5 can be adhered to.
- 14.10 FEI level competitions should not be conducted consecutively especially when there are only a few (and often the same) competitors in each. Interspersing FEI level competitions with an EFA level competition is one way to allow enough time for riders.

SECTION 15 – JUDGES SHEETS

15 JUDGES SHEETS

One test sheet per judge per rider will be needed, with some spare copies for the judges e.g. for a Preliminary competition with 35 riders and two judges you will need 78 copies of that test.

The Official EFA tests must be used for Official and Associate competitions. These can be downloaded from the website – www.equestrian.org.au and copied.

SECTION 16 – SCORERS, RUNNERS & POSTING RESULTS

16 SCORERS AND RUNNERS

- 16.1 At least two or more people are needed as scorers, per three arenas, one to score and one to check. Most groups use mature people with mathematical ability for this task, but some groups have prepared computer programs to do the tedious adding up of the marks, and allocating percentages. The scorers should have a table set aside, away from interruption. Competitors and any other people who are not of the organising body are to be banned from this area. Scorers must take particular care that results are consistently assigned to each judge.
- 16.2 The scoreboard **must** be updated on a regular basis. After every three horses is ideal. Organisers must arrange to have results displayed publicly with judges' names indicated in each column. The International Standard for the order of arranging the scores is **E H C M B**. This works even for 2 or 3 judges. Result sheets should indicate judges' names over each column not just judge 1 or Judge C etc.
- 16.3 Scores are to be shown in **percentages only** (NOT total marks) and preferably to three decimal places. Scores are not to be displayed showing total marks. Where possible each judges ranking should also be displayed.

Here is an example of how scores are to be displayed:

Horse	Rider	Error/s of Course	Judge at E M Brown	Judge at C P Smith	Judge at M A Bloggs	Final Av %	Final Place
Fred	M Smith	0	76.123 (2)	78.329 (1)	79.193 (1)	77.882 (1)	1

- 16.4 At the conclusion of each competition all tests sheets and the results for that particular competition must be presented to the Chief Judge of the competition for approval. If the Chief Judge of that particular competition is judging the results must be taken to that judge to sign off in between judging horses, alternatively, if a TD has been appointed the TD may be asked to approve the results. Once the results have been signed off by the centre line judge a copy of the signed results sheets is to be posted immediately on the scoreboard. Once this is done the competitors are able to have access to their test sheet/s. In any case the competitors must have access to their test sheets within 30 minutes of the final results of that particular competition being posted. A copy of the results template is available at www.equestrian.org.au under dressage rules.
- 16.5 Tests sheets are **confidential** between the judge and the rider.
- 16.6 Where the Chief Judge notices a marked difference in the scores between judges those test sheets, if possible, should be copied so that the judges may confer at a convenient time. The original test sheets should not be held and should be made available to the competitors as soon as the results have been approved by the Chief Judge.
- 16.7 It is essential that the time of signing the final result by the Chief Judge be noted on the Official Result sheet when it is posted as this is the time from which the 30 minute period for any appeal being lodged begins.
- 16.8 A full copy of the final results must be given to each judge at the end of the competition for the purposes of 'friendly' discussion with other Judges and also for dealing with rider questions, comments or complaints. Where possible a quiet area should be set aside by the organisers so that the judges and/or judges and riders can sit to have a confidential discussion about a particular competition/test. If tea/coffee facilities could also be available that would be much appreciated by judges and riders.

- 16.9 Runners will need to be appointed to collect the test sheets from the judges and bring them as soon as possible to the scorers to assist them in getting the scores added and the results out as soon as possible. Runners should be aware that the test sheets are confidential and should not be viewed by either runners or anyone else before they reach the scorers. One runner per two arenas is recommended. Runners must also be reminded of the correct protocol e.g. not interrupting the Judge or moving too close to the arena while a test is in progress.
- 16.10 The OC needs to make sure that the scoring team is capable of getting results out very quickly and correctly, especially at the end of the day so as to allow horses, riders and judges to leave for home as soon as possible.

SECTION 17 – GEAR CHECK

17 GEAR CHECK

- 17.1 The organisers must appoint a Gear Steward, who checks each competitor before he/she enters the arena. This steward must be familiar with the EFA Dressage Rules (Refer to Section 2 of the Rule Book) pertaining to dress and equipment used by the rider. The Gear Steward should meet with the Technical Delegate or Chief Steward before the event commences to receive any specific instructions.
- 17.2 It is the **responsibility** of the competitor to comply with the current EFA Dressage Rules as far as saddlery and riding equipment is concerned.
- 17.3 The Gear Steward shall not touch the horse at any time. If the bridle needs to be touched, then it is the responsibility of the competitor or groom to do this. However the steward may touch the spurs to ensure that if there are rowels that they rotate freely.
- 17.4 The Gear Steward will carry out a visual gear check before the test to see that all the equipment is correct and may ask questions of the competitor about their equipment, particularly about the bit. If the Gear Steward is satisfied that all the gear is correct, the check is then complete. After the gear check, no more physical contact from the groom, trainer or team member is permitted.
- 17.5 The Gear Steward has the authority to instruct the competitor (or groom) to demonstrate to the Gear Steward that the bit is satisfactory, either by gently opening the horse's mouth or by asking the competitor (or groom) to remove the bridle. If any other piece of equipment is doubtful, then this must also be demonstrated as being satisfactory by the rider/groom.
- 17.6 If the Gear Steward rules that the equipment used by the competitor is illegal or suspect, it is the competitors' responsibility to either change the equipment so that it is legal or scratch from the competition.
- 17.7 Any query in relation to the legality of equipment must be referred to either the President of the Ground Jury or the Technical Delegate, if one has been appointed, for clarification.

General Information:

- Riders must follow instructions given by the Gear Steward/s.
- Riders warming up must keep a minimum distance of 15 metres from arenas while tests are in progress.
- Allow riders into the arena area prior to tests at consistent time intervals (e.g. 2 minutes). This is particularly important for riders immediately after breaks. Riders must not ride between arenas before their time. Delay entry **to arena area if arenas are running behind time.**
- **BRIDLE NUMBERS** – **Two** bridle numbers **must** be clearly displayed - not just ONE. They must be displayed on either the saddle cloth or the bridle – one on each side so that they are clearly seen regardless of what direction the horse is going.
- **BANDAGES, BOOTS ETC** – These must be removed before the gear check can take place.
- **DRESS** – Some riders will ask for a gear check before they are dressed – **this is not permitted.**

Gear Stewards should refer to the graph in the current Rule Book (rule 2.16) and the diagrams of permitted bits.

SECTION 18 – RESULTS

18 RESULTS

- 18.1 A large scoreboard or prepared result sheets must be on public display for the results as they are finalised. Scores should be regularly added to the scoreboard (i.e. after every three competitors if possible). Results should be recorded in full for each competitor, i.e. each judge's individual percentage (with judge's name), the average percentage of all the judges, any Errors of Course and the percentage of the total marks received. Percentages should preferably be shown to three decimal places. Judges marks are to be shown in percentages only.
- 18.2 *It is vital for the EFAQ office and Dressage Queensland to have accurate and full results of all Official events so the competitors' grading points records and trophy point records are correct.* Therefore, full results must be sent into the EFAQ office **within seven days of the event**, to record the grading points for registered horses, and to provide records for selectors to choose interstate team representatives.
- 18.3 **Note** - The scoresheets should show the venue and the date of the competition, have results of **all** the horses in the competition, and **must** include the registered names, registration numbers and bridle numbers of the horses, the names of the judges, the position from which they judged and the allocated placings - including HC entry. *All Errors of Course* must also be noted. Competition organisers are required to provide all the above information to the EFAQ office therefore it is in their best interest to ensure that riders provide them with all this information. Incomplete or incorrect entries should be sent back for correction.
- Entries with pending bridle numbers and membership numbers must be listed and faxed to the EFAQ office for checking to ensure that the EFAQ has actually received the applications. This will eliminate the possibility of **unregistered/uninsured** horses/riders competing.
- 18.4 **Note** - Some of the organising bodies have not been sending in results to the EFAQ office within the required time. This causes delays in recording grading points on performance cards and can disadvantage riders who may be in line for selection for interstate competitions. Therefore, if results are not sent into the EFAQ office within **seven days**, the event may be declared unofficial. **A sample result sheet is appended to this manual - it may be photocopied for your events.**

SECTION 19 – RISK MANAGEMENT

All affiliated clubs should have a risk management plan in place.

SECTION 20 - ATTACHMENTS

Guidelines for Organising Committees (OCs) of Queensland State Dressage Championships

In early October each year the Queensland Dressage Championships are conducted and Dressage Queensland (DQ) seeks expressions of interest from affiliated clubs interested in conducting this event with DQ providing support and assistance as required by the OC. Regional clubs are encouraged to apply.

Any profit made by the affiliated club conducting the State Championships will be retained by the affiliated club.

Affiliated clubs interested in conducting the Queensland State Championships are required to comply with the following:

- Submit formal proposal in writing to DQ at least six months, (preferably nine months) before the Championships detailing the following:
 - Proposed date
 - Venue
 - Draft programme
 - Details of arenas for competition e.g. number, sand, grass etc.
 - Details of arenas for warm-up e.g. number, sand, grass etc.
 - Stabling information – on site/off site
 - Camping facilities/commercial accommodation
 - A budget
 - Other items of interest e.g. special awards, tourist information
- On notification of successful proposal by DQ, the OC must sign DQ/OC agreement.
- The OC is responsible for the funding of the Championships with the following exception:
 - DQ will provide air fare funding for two interstate judges
 - DQ will provide travel funding for the Technical Delegate to and from the venue for the event only.
- The OC must consider existing DQ, *Salute* & EFA sponsorship arrangements when approaching sponsors. Details of existing arrangement can be provided by DQ.
- Traditionally the Queensland Dressage Championships have been treated as a warm-up for the National Championships and rules for National Championships have been adopted where possible. Exceptions to the national rules include those relating to the number and composition of the judges (too expensive for most organising committees).
- DQ recommends that the tests for the State Championships be the same as those for the National Championships being held in the same year.
- DQ selects and invites the judges.
- DQ also allocates the judges to particular competitions.
- DQ selects and appoints the Technical Delegate.
- Tests from Novice to Grand Prix must be offered. Preliminary classes may be offered at the discretion of the OC.
- The OC may add other competitions to the programme if they wish e.g.. if competitions are oversubscribed, *consolation classes* for reserve listed combinations are sometimes put on, promotional

classes for young horses or classes for Pony Dressage, Freestyle classes. These additional classes are at the discretion of the OC.

- The OC is responsible for setting the entry fees and the prize money/prizes. Rule 3.18 and 3.19 of the EFA rule book apply regarding prize money/prizes.
- The **final schedule** to be presented to DQ in time for review at least one month before the schedule is to be printed in the *Salute* Magazine which is published bi-monthly (even months e.g. April, June, August etc).

Note: *The DQ Committee meets on the second Wednesday of each month. Salute closing date is the 25th of the month prior to the month of issue (odd months e.g. May, July, September etc). therefore if the entry form is to go in the June issue of Salute, OCs should have the final Schedule & Entry Details to DQ before the April or at the latest, the May DQ meeting.*

- DQ will publish the **Championships Schedule & Entry Forms** free of charge in the *Salute* magazine. It is recommended that runs of the schedule be printed for distribution to other states. The schedule should appear early enough to allow competitors enough time to plan for the event and to get in entries by the closing date.

Note: *A digital copy of the previous Championships schedule can be provided by DQ Secretary*

- The schedule will be posted on the EFAQ and DressageIT web sites
- Editorial copy in *Salute* is available to assist with promotion of the event
- Balloting for oversubscribed competitions must take place (Refer EFA Rule 8.2)
- **Normal EFA Rules apply** including those that relate for State Championships events. (*one example is the whip rule for State Championships*)
- **Champions** are decided using the rules for National Championships (Refer to EFA Rule 3.18 and 8.9)
- **Swabbing** for prohibited substances must take place as per the EFA Horse Medication/Swabbing Policy. This is available for download from www.equestrian.org.au Random swabbing is normally undertaken. EFAQ Medication Control Officer appoints a swabbing steward for the event and also pays reasonable expenses in relation to this person. EFAQ will cover the cost of three swabbing kits and the analysis of such swabs. The OC is responsible for the cost of any additional swabs unless prior arrangements are made with DQ.

OFFICIALS & APPOINTMENTS

- An **Appeal Committee** is required for State Championships. Refer Rule 4.2 (page 39) EFA Rule Book.
- DQ selects and invites the **Technical Delegate**. The TD must be appointed at least 3 months prior to the event so that he/she can be of assistance to the OC in the lead up to the event. DQ is responsible for the travel expenses of the TD to and from the venue for the event only. The OC is responsible for other expenses e.g. accommodation, meals etc.
- **Liaison:** DQ will appoint a liaison person as a point of contact between the OC and DQ. This person may be the same as the TD above. The OC should also identify a person as the initial liaison person. This person, where possible, should attend the monthly DQ Committee meetings (at least three to four months prior to the event) to give a verbal progress update on the organisation of the event and where necessary seek assistance from DQ.
- **Judges:** DQ Judges' Subcommittee selects, invites and allocates the judges. The OC is responsible for all judges accommodation, meals, mileage allowance and honorarium etc. The OC must ensure that sufficient meal break times are taken into account when doing the draw.
- The OC is responsible for appointing other officials not already mentioned and the Championship Committee.
- **Show Vet:** It is advisable to have a Show Vet either on the grounds at all times or at least on call with the ability to attend to emergencies if they occur. The appointment of a Show Vet is an OC responsibility.
- An experienced **Gear Steward** must be appointed by the OC.

FACILITIES

Arenas

- Three to four sand arenas are required, one of which is to be used as a warm-up arena. The total number of arenas is dependant on the competition programme offered.
- Sand arenas should be offered to all classes from Novice to Grand Prix. Grass arenas for the lower level competitions may be an option provided that they are level, the going is good and the arenas are not hard.
- It is recommended that an expert or someone who has experience with arenas be asked for an opinion before OCs make final arrangements for the arenas. A trial competition with at least one of the proposed Championships arenas being used is recommended so that any problems can be rectified before the Championships.

Stables

- Approximately 100-140 stables will be required if OCs expect to stable all competitors on the grounds. However, a minimum of at least 75 must be available on the grounds and preference should be given to competitors travelling long distances, those staying for longer periods and for FEI horses and stallions. Stables can be either permanent or temporary stables. ALL stables must be safe and meet the required standard. Additional day stalls are an asset if available. All competitors entered must be offered some form of stabling whether on or off the grounds.
- A list of stabling in the local area should be made available to competitors.

OTHER

- Camping facilities required on the grounds including, access to power and water
- Amenities such as showers and toilets must be provided at the venue
- Truck/float parking areas must be provided
- Suitable catering facilities must be supplied_for competitors and spectators and judges

SUMMARY

The EFA Dressage Rule book provides information and handy hints for organisers of dressage competitions.

Summary of critical dates: QLD Dressage Championships

These dates are based on the Championships being held early October.

DQ meets monthly on the second Wednesday of each month.

Item	By Whom	Due Date	Comments
Expression of interest to hold Championships to DQ	OC	November DQ meeting	
DQ to approve/decline offer to host the Championships	DQ	December/January DQ meeting	
Detailed submission to DQ	OC	1 March	Include, venue information, draft competition programme, arena & stabling information, budget, other items of interest. (Refer guidelines)
DQ to approve final submission	DQ	March DQ meeting	
DQ to appoint a Technical Delegate (TD) and a OC/DQ Liaison person	DQ	March DQ meeting	TD and Liaison person can be the same
OC Liaison person to attend DQ C'tee meeting to provide verbal progress report	OC	April DQ meeting	Include financial situation and other relevant information
OC Liaison person to attend DQ C'tee meeting to provide verbal progress report	OC	May DQ meeting	As above
Final schedule submitted to DQ	OC	1 June	
DQ to approve final schedule	DQ	June DQ meeting	Need to advise OC immediately
Approved schedule submitted for printing in <i>Salute</i> (July issue)	OC	15 June	
DQ to advise the OC details of judges for inclusion in programme	DQ	1 July	
OC Liaison person to attend DQ C'tee meeting to provide verbal progress report	OC	1 July	
OC Liaison person to attend DQ C'tee meeting to provide verbal progress report	OC	August DQ meeting	
OC to submit final program for approval by DQ	OC	15 August	Need to advise OC immediately
OC Liaison person to attend DQ C'tee meeting to provide verbal progress report	OC	September DQ meeting	
Written post evaluation report to DQ	OC	30 November	Include financial outcome

Agreement to Conduct the Queensland Dressage Championships

on behalf of Dressage Queensland, a Sub-Committee of the Equestrian Federation of Australia (QLD)

We, _____ (Organising Committee)

acknowledge that we have read and understand the guidelines for conducting the Queensland Dressage Championships.

We acknowledge and agree to the time lines that have been set for us to provide information back to Dressage Queensland (DQ).

We agree to conduct the event under the current *The Equestrian Federation of Australia dressage competition rules and procedures*.

We acknowledge that if we are not be able to meet the agreed deadlines or are not able to conduct the event within the set guidelines and expected standards, then DQ has the right to reconsider allowing us to conduct these Championships.

Signed: _____

(OC Club President)

Signed: _____

(OC Club Honorary Secretary)

Signed: _____

(DQ Honorary Secretary)

DRESSAGE QUEENSLAND
TECHNICAL DELEGATE REPORT

Competition:			
Venue:			
Date:			
Technical Delegate:	Print Name	Signature	Date

TOPIC	DESCRIPTION	COMMENT	ACTION/S
Schedule Programme Administration			
Draw When posted Posted to judges			
Competition arenas/surfaces (CL marked)			
Warm-up arenas/surfaces (1 per 2 comp arenas)			
Wash Bay Stabling (3mX3m)			
Scoreboard Results posted Test sheets			

TOPIC	DESCRIPTION	COMMENT	ACTION/S
Incident Report			
Gear Check Parking Camping Spectator area Loudspeakers Others			

OTHER COMMENTS:

Please return completed form or other written report, within 14 days of the completion of the event, to either the organisers if a two** star event or to Dressage Queensland plus a copy to the organisers, if State Championships.

Injured Person Incident/Accident Report Form

Incident Date:	Incident Time:
Incident Location:	

Name of Person Injured:			
Date of Birth:		Age in Years:	
EFA Member No:			
Address:			
Phone – Home:		Phone - Work	
Name of Parent/Guardian:			
Address of Parent/Guardian			
Was an Ambulance Required:	YES	NO	
Was Medical Treatment Required:	YES	NO	
Details of the actual injury:			
Name of Medical practitioner:			
Address of Medical Practitioner:			
Name of Hospital Injured Person Admitted to:			
Name of any other persons injured as a result of this incident: (please complete a separate form for each person)	1. _____ 2. _____ 3. _____		
Name of Witness:			
Address of Witness:			
Phone No of Witness			

(Attach details if more than one witness)

This form was completed by: _____ Date: _____

Description of the Incident:

Please attach a diagram of Incident (exact location of the incident and the injured person).

In my opinion the possible cause and/or contributing circumstances to the incident are:

The following further follow up action by the Committee will be undertaken:

Signed: _____ Date: _____

Print Name: _____