

# DS75 – What is Expected of a Team Manager

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British Riding Clubs run seven national championships throughout the year covering a variety of disciplines. In order to compete at these championships, teams and individuals must qualify at their area qualifier.

This booklet has been designed to assist Team Managers (Chefs D'Equipe) in managing their teams and helping to ensure a smooth run through pre-entries, all the way through to the championships should you be successful at the qualifiers. Team managers are expected to be a point of contact for both competitors from their club and BRC HQ to liaise regarding any entries to qualifiers and championships. Team managers must be organised and able to stick to a deadline as late entries in the office have a knock-on effect on the organisation and running of championships.

Please note that any references to rules are up-to-date at the time of publishing, please ensure that you check the BRC Handbook for any changes.

## Before the Qualifier

### BRC Handbook

Always ensure that you have a copy of the current BRC Handbook. The Handbook runs from January to December each year, five copies are sent to your club secretary free of charge, if you need to purchase one then please visit the BHS shop: <https://www.britishhorseshop.com> or download a soft copy from the BRC website: [www.britishridingclubs.org.uk](http://www.britishridingclubs.org.uk)

Also make sure that you check the website for any rule amendments through the course of the year due to misprints or changes to the Handbook since printing.

### Interested team riders

Get details of all your members interested in competing for your club during the year ASAP, specifically, you will need:

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

### Qualifiers

Find out the dates of your area qualifiers from your area representative or on the BRC website and jot down the closing date for both area and pre-entries as they are likely to be different dates. The pre-entry closing date will always be 21 days before the qualifier. The closing date for area entries should be on the relevant form, seek advice from your area representative if you cannot find this information.

### Schedules

Host clubs or the area secretary will forward schedules to all clubs in their area. They may post on their website or social media as a downloadable document; if you are unable to find the schedule, you will need to contact an area official.

### Pre-entries

Pre-entries must be with BRC HQ 21 days before the area qualifier. Details of the horse and rider are not necessary when making a pre-entry – this information will need to be put on the area entry (see below for information on area entries).

To make an online pre-entry, see the following link, create an account and then you will be able to make the entry and future entries on that login.

<https://brc.bhs.org.uk/login?referral=%2F>. A confirmation email will be automatically sent – if you do not receive this please contact BRC on: 02476 840518.

Your declaration sheets will then be sent by BRC – check these as soon as they arrive and if you have any queries, contact the BRC office ASAP.

Late pre-entries may be accepted, if agreed by the area organiser, subject to a late fee (£10 per individual/pair, £20 per team). Once you have confirmation from the organiser, this will need sending to BRC HQ in writing; an email is sufficient.

### Area Entries

Area entries must be submitted by the closing date stated in your area schedule, the address to send these to should be in the schedule – if it is not, you will need to contact an area official. Entry fees will also be detailed in the schedule - please ensure area entries are sent to the organiser of the competition, not the BRC office. Details of the horse and rider will be necessary for area entries so please ensure you have this information.

### Eligibility

All riders entered in an area qualifier must have been members of your club at the close of pre-entries made to the BRC Office (BRC Rule G5.3 applies). Team managers should check that all riders competing are a member of the current year before entering them into the qualifier. All riders at an area qualifier must produce their current BRC membership card if requested. Check your horses' and riders' against the eligibility table in the BRC Handbook. If a horse or rider is found to be ineligible they will be disqualified and if they are not a drop score in a team, this could potentially disqualify the rest of the team and no refund will be given. If this is the case, you will receive a phone call from the BRC office and a confirmation letter via email of the disqualification.

As Team Manager, it is useful to remind your team of the rules, however, ultimate responsibility falls on the rider to ensure they meet all the current eligibility requirements which can be found in the current BRC Handbook.

### **Flu Vaccinations**

The onus is on the rider to ensure the horses flu vac record is completely up to date and in line with BRC rules. As team manager, you may be expected to collect photos of the records and send them to the relevant people when requested (this will potentially be the entry secretary for both qualifiers and championships). These photos need to be legible and also include the full record, not just the boosters.

Also ensure that all of your riders are aware that they must have original certificates/passports at a qualifier as they will potentially be checked against the horse/pony. Always remind your riders **NOT** to have their horse vaccinated on the day of competition or 6 previous days prior to a qualifier or championship as this will result in disqualification. It is a legal requirement to travel horses with their passports present so riders should be aware of this.

If you have any queries about flu vacs, please contact your BRC area representative (their number is in the BRC Handbook), or the BRC office. Some areas have set up their own database to aid the checking of vaccinations. There is a handy flu vac checker available on the downloads page of the website to check the vaccinations against.

### **Hats & Body Protectors**

Please advise your team members that hats and body protectors must meet the standards in the current BRC Handbook and on the BRC website. Hat tagging will take place and any rider with a hat that doesn't meet the required standard will not be allowed to use it to compete. Body protectors must be of correct standard where they are a mandatory requirement.

### **Information**

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

### **Volunteers**

In some areas, clubs may be required to provide volunteers to assist at the qualifier, please ensure that you are up to date with the arrangements within your area. If a team qualifies for the championships, a team volunteer will be required to fill in a time slot allocated by BRC (see below under championship invitations for further information).

### **The Qualifier**

Make sure you get to the event promptly as your role is to ensure that everyone is in the right place at the right time. You will also need to have the declaration forms you received from BRC HQ filled in to hand to the organiser if you haven't already sent these over prior to the qualifier.

### Declaration Forms

These forms are very important and they must be completed in full and handed to the organiser or secretary either before the competition or on the day - make sure you familiarise yourself with the protocol in your area. Failure to present the declaration form prior to the start of the class could result in the team or individuals being eliminated.

Any changes must be made before the start of the relevant competition – cut off for any changes should be detailed in the area schedule so ensure you read this carefully. Please enter all winnings clearly and accurately on the declaration form and ensure that the names of both horse and rider are spelt correctly and that the writing is clear – illegible writing may result in the wrong spelling being made on championship invites and therefore championship merchandise.

Ensure that your details as Team Manager are up-to-date on the declaration form as this is the information we will use to contact you regarding qualification for the championships. If this information changes between the qualifier and championships, ensure you let the BRC office know.

### Championship Invitations

If your club qualifies for a championship, you will receive an invitation via email from the BRC office which will detail who has qualified, in what class and what you need to fill in and send back. Please ensure that you meet the deadline stated on the relevant championship entry form. If you are accepting the invitation please complete the form fully and return it on time, with full payment as per the entry form to the BRC competitions team preferably by scanning and emailing [brcentries@bhs.org.uk](mailto:brcentries@bhs.org.uk). Payment options will be detailed on the entry form.

If you are declining the invitation, please return the form marked “decline” as soon as you can in order that the invitation can be passed to the next team or individual in the qualifying competition. Alternatively, you can send an email stating the individual or team in question, club and what class they qualified in and that they are declining. Failure to decline may result in the club being charged for the entry fee.

If a team qualifies for the championships, the club must provide a team volunteer to assist at the championships - failure to do so could lead to the team being eliminated. A volunteer form will be provided in the invitation pack and this must be returned with your entries, entries sent without this form will not be processed until the volunteer information is given.

If one of your team members who have qualified for a championship subsequently has to withdraw or if you need to put a reserve into the team, please download a reserve form from the website or email one of the competitions team at [brcentries@bhs.org.uk](mailto:brcentries@bhs.org.uk) and we can send you one. Changes cannot be taken over the telephone and must be in writing and must be accompanied by a ‘fit to compete’ form also available to download from the BRC website. You are permitted two changes per team. Individuals are only able to be changed with a vets’ certificate sent to BRC HQ. Details of rules on reserves can be found in the BRC Handbook.

### **Championship Times**

Times and relevant competitor information will be available on the BRC website approximately one week before the championship. If there is a clash of times for any of your riders, please ensure that you liaise with the collecting ring stewards on the day and they will do their best to accommodate a change.

### **Championship Stabling**

With your invitation, you will receive stabling instructions on how to book your stables. If you have any special requirements, such as horses that need to be next to one another, horses that must be apart etc. then please ensure that these are written in the notes section on the booking as it helps the Stable Manager when allocating the stables.

If you have to make changes to your teams that affect the stabling requirements, then please let the Stable Manager know by contacting the BRC office. Entry to championship stables must be before 7pm, please ensure that your riders are all aware that they need to let the Stable Manager know if they are likely to be late or if they change their plans; i.e. if they have booked a stable for Friday night but are now planning to arrive early Saturday morning. At the Championship, please ensure that stabling instructions are fully complied with and stables are left as instructed. Failure to do so will result in a club fine and possible restriction on your club stabling in the future.

### **Arriving at the Championships**

Details on what to do upon arrival at a BRC championship will be published in the Competitor Information document which will be released with the times. Ensure all your riders have read this document as it will have information on where to go and what to do.

### **The role of the team manager at the Championships**

Your primary role as team manager is to support your team and to ensure that they are in the right place at the right time. If you are not able to attend the championships, it would be your responsibility to ensure there is someone there to stand in your place.

### **Withdrawals**

If any of your riders have to withdraw just before the championships, please let BRC know immediately in writing – an email is sufficient. If you wish to use any reserves you can declare these up to 60 minutes before the start of the class (90 minutes for Lincoln National Championships). Refunds are not given on any championship entries.

### **Disputes**

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

### **Veterinary Treatment**

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

### **Dope Testing**

If any of your riders are selected for a random drug test you would assist them and

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### **Parking**

For safety reasons, we cannot allocate or save parking spaces. If clubs wish to park together it is advisable to travel in convoy, or to meet up a short distance from the championship venue so that you can enter the site together. Above all, enjoy your time at the championships! Our rules are there to try and ensure that all our members enjoy a safe and fair competition. The camaraderie of the teams always adds to the championship atmosphere.

### **Additional Reading**

See BRC Handbook, Rider Magazine, and BRC eNews.

### **BRC Contact Details**

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

BRC General Enquiries Tel: 02476 840518

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

BRC Entries Website: <https://brc.bhs.org.uk/login>

BRC Entries E-mail: [brcentries@bhs.org.uk](mailto:brcentries@bhs.org.uk)

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

BHS Safeguarding: 02476 840746

BHS Membership Tel: 02476 840506

BHS Horse Passport Line: 02476 840574

BHS Welfare Tel: 02476 840517

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