**Notes for the Team Chef d’Equipe – it’s more than just a name!**

**Area 4**

Chef d’Equipe

Here are a few pointers – for the Chef d’Equipe, who must:

* KNOW THE RULE BOOK, especially Check rider AND horse eligibility
* Riders must be on the BRC Membership list at close of prelim entries
* Check the vaccination certificates prior to the event (in an ideal world, have photocopies filed)
* Advise RIDERS of the dress and tack code / rules
* Make sure all your riders know who their Chef d’Equipe is on the day of the competition

The Chef d’Equipe is responsible for the club competitors at the event, to be armed with a CURRENT RULE BOOK, times. It is their responsibility to lodge any protests or make any queries and sign on behalf of the club for any trophies. This role may well be divided between 2 or more people within your club. All communication on the GLOBAL EMAIL DISTRIBUTION LIST between the club and the Area will be via the named Chef d’Equipe(s). Read the TEAM MANAGER Guidelines on BRC website.

**MAKING AN ENTRY**

1. Prelim Entries – to arrive at BRC HQ no later than the Friday, 3 clear weeks before the competition.
2. Make sure your club can fill all the team and individual places (a team of 3 with a blank for later, is ASSUMED as a team of 3).
3. Making an entry to BRC, makes a binding obligation to pay the Area entry fee whether or not, your riders compete.
4. AREA ENTRIES (in most instances) should be with the Competition Secretary, GEORGINA ASHTON by the Friday, 3 clear weeks before the competition. Entries will not be accepted without PAYMENT. (For the DTM, Denise Newsome is the Competition Secretary).
5. Cheques should be made payable to AREA 4 RIDING CLUBS LIAISON COMMITTEE or bank transfer to: Barclays Bank Account: 80175846 Sort Code: 20-89-68 Reference: CLUB NAME and EVENT. A copy of the payment acknowledgement should be sent to the Competition Secretary also.
6. All riders/horses MUST BE named. Times WILL NOT be allocated to any nominees or “TBC” (to be confirmed) entries. ALL ENTRIES must be completed in FULL, no BLANKS on the form.
7. ALL ENTRIES should have the horses’s FULL PASSPORT name and passport number at time of entry.
8. NO LATE ENTRIES will be accepted. Equally, NO LATE payment.
9. CONTACT NUMBER MUST be accompanied with the entry form. This is vital for the Competition Secretary to call with any queries.
10. EVENTS WITH LIMITED ENTRIES;
    1. Novice Indoor WINTER SJ
    2. ONE DAY EVENT
    3. SUMMER SHOW
    4. WINTER 80 is a TEAM event only.

*This booklet should be read in conjunction with the BRC Rule Book – see the BRC website. The Rule Book should be followed if there are any anomalies in this booklet.*

Declarations:

* All riders and horses must be named by 5pm ON TUESDAY prior to the event.
* WITHDRAWALS will be accepted on the day of the competition. There will be no Emergency Changes form for competitions this year – instead ensure DECLARATION FORMS are a TRUE REFLECTION of the Horses and Riders who are competing on the day. Highlight any differences to the competitor’s list on the final times as sent out.
* DECLARATION SHEETS should be given in ½ hour before the first rider of the day for your club.

COMPETITORS:

* ALL competitors taking part in the Area Qualifier events must be willing to travel to the Championships providing prelim entries have been made to Head Office. If No prelim entries have been made competitors are still eligible to qualify for the Northern Regional Championships. No HC entries accepted.
* It is the responsibility of the rider to know the RULES, unintentional breaches of the RULES through lack of knowledge will be treated in the same way as a deliberate breach of the rules.
* Competitors in more than one class may have a long wait between classes. Please let the competition secretary know IN ADVANCE of any competitors travelling together in order to try and accommodate them.
* VACCINATION Certificates will be checked before a rider takes part – if the certificate is not produced or is incorrect, the rider WILL NOT be allowed to take part (regardless of the circumstances). It is a legal requirement that the certificate accompanies the horse whilst travelling.
* Check the FLU VACC requirements on the BRC website: <http://www.bhs.org.uk/enjoy-riding/british-riding-clubs/brc-handbook>
* Rosettes must be collected at the event or they will be forfeited.

#### All members must have their hats tagged before competing in any BRC Qualifier or Championship. For acceptable specifications check the Hat Standards Guidelines.

All competitors in cross-country phases must wear a BETA Level 3 (Purple Label) body protector manufactured in 2000 or later.

*For further information on competition regulations and eligibility, check the* [*BRC Rulebook*](http://www.bhs.org.uk/enjoy-riding/british-riding-clubs/brc-handbook)*.* For 2016, all members will be required to have their hats tagged with a new **ORANGE** hat tag before competing in any BRC Qualifiers or Championships. Please note, you will not be allowed to ride anywhere at that event if your hat has not been tagged, and hats which do not comply to an accepted standard will not be tagged under any circumstances.

Contact Us

Area 4 website: [www.brcarea4.co.uk](http://www.brcarea4.co.uk)

**Area 4 Officers**

* Margaret Smith, Chair, 07905692423 [smithmags@btinternet.com](mailto:smithmags@btinternet.com)
* Nicky Green, Vice Chair
* Mary Kaye, Area 4 Liaison
* Toni Tait, Treasurer
* Denise Newsome, Secretary
* Georgina Ashton, Competition Secretary, 07795071741 [georginaashton@outlook.com](mailto:georginaashton@outlook.com)
* Lisa Fieldsend, Training Officer

Useful links:

British Riding Club website [www.bhs.org.uk/enjoy-riding/british-riding-clubs](http://www.bhs.org.uk/enjoy-riding/british-riding-clubs)

BRC RULEBOOK <http://www.bhs.org.uk/enjoy-riding/british-riding-clubs/brc-handbook>

Available to download for free or current yearbook available to buy from BHS Bookshop for £6 at: <https://www.britishhorse.com/sections/bd-be-brc-bsja-rulebooks--handbooks.html>

SEE ATTACHED TIMETABLE OF QUALIFIERS:

# Winter SJ - no restriction on entries at this event. However, entries must be given early with the area fee (ONLY) so that entries can be processed before the Prelim Entries to HQ deadline on Friday 3rd February. Chef d’Equipe’s will be notified after this date so that their entries can be accepted before Prelim Entries to HQ deadline to ensure that we can accommodate all entries.

$ As the 80cm class is a NEW addition for 2017, this will ultimately mean considerably more entries in total. We will try to accommodate ALL submitted entries across the height range of classes. However, entries may be restricted if we are heavily oversubscribed at the closing date.

\*entries will be 4 ½ clear weeks before the Horse Trials competition as opposed to the usual 3 weeks so that we can agree and hopefully accept all initial entries before the prelim entry deadline to HQ which will be Friday 26th May. All clubs will be notified after 19th May so that they can finalise their prelim entries before that deadline.

\*\*likely that entries will be restricted once more as in previous years for this event. Details to be given out in early 2017.

\*\*\*closing date for all competitions for deadline to prelim entries to HQ is always the Friday 3 clear weeks before the competition. With the exception of the Horse Trials (see \*above), all Area 4 closing dates are in line with this date.

Competition Secretary: GEORGINA ASHTON, Granstable House, Biggin Lane, Little Fenton, Sherburn in Elmet, North Yorkshire, LS25 6HQ. 07795071741 / 01937557701 [georginaashton@outlook.com](mailto:georginaashton@outlook.com)

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| **EVENT** | **DATE** | **VENUE** | **SECRETARY FOR EVENT** | **ENTRY FEE** | **CLOSING DATE\*\*\*** | **TIMES PUBLISHED** | **CHANGES BY** |
| Novice / Intermediate  Team Winter Show Jumping – JUNIORS | **Saturday 25th February** | Bishop Burton College  York Road,  Bishop Burton  HU17 8QG | Georgina Ashton  Granstable House,  Biggin Lane,  Little Fenton  North Yorks,LS25 6HQ  01937557701/07795071741 | £50 per team  £13 per rider  (INDS in INTERMEDIATE only) | #Friday 20th January  *(Prelim Entries to HQ by Friday 3rd February)* | Friday 17th February | Tuesday 21st February by 5pm |
| Novice / Intermediate  Team Winter Show Jumping – SENIORS | **Sunday 26th February** | Bishop Burton College  York Road,  Bishop Burton  HU17 8QG | Georgina Ashton | £50 per team  £13 per rider  (INDS in INTERMEDIATE only) | #Friday 20th January  *(Prelim Entries to HQ by Friday 3rd February)* | Friday 17th February | Tuesday 21st February by 5pm |
| ShowCross | **Sunday 19th March** | Epworth Equestrian Centre  DN9 1LQ | Georgina Ashton | £80 per team  £20 per ind | Friday 24th February $ | Friday 10th March | Tuesday 14th March by 5pm |
| Combined Training | **Sunday 9th April** | Bishop Burton College  HU17 8QG | Georgina Ashton | £70 per team  £17.50 per ind | Friday 17th March | Friday 31st March | Tuesday 4th April by 5pm |
| Horse Trials | **Sunday 18th June** | Helen Bell’s  Breckenborough  YO7 4EL | Georgina Ashton | £180 per team  £45 per ind | Wednesday 17th May\* | Friday 9th June | Tuesday 13th June by 5pm |
| Dressage to Music | **Sunday 16th July 2017** | Manor Grange, Cridling Stubbs WF11 0AZ | Denise Newsome  24 Saxon Rise, Beverley | £20 per pair  £10 per ind | Friday 23rd June | Friday 7th July | Tuesday 11th July by 5pm |
| Summer Show | **Sat 22nd & Sun 23rd July** | Richmond Equestrian Centre DL10 7PL | Georgina Ashton | £40 per team  £10 per ind | Friday 30th June | Friday 14th July | Tuesday 18th July by 5pm |
| Summer Camp | **14-20 August** | Bishop Burton College | Margaret Smith |  |  | n/a | n/a |
| *Winter Dressage 2018* | ***Sunday 22nd October - DRAFT*** | *Richmond Equestrian Centre* | *Georgina Ashton* | *£40 per team*  *£10 per ind* | *\*\** |  |  |