



# EQUESTRIAN NORTHERN TERRITORY

## Interschool Handbook



## Contents

Introduction .....	3
SECTION ONE – INDIVIDUAL ROLES & RESPONSIBILITIES.....	4
Team Manager .....	4
Assistant Team Manager .....	4
Coach(es) .....	4
Team Captain .....	5
Team Members .....	5
Parents .....	6
SECTION TWO – PRIOR TO SELECTION .....	7
SECTION THREE – POST SELECTION.....	8
Getting to the Event .....	8
Discipline Rules.....	8
SECTION FOUR – AT THE EVENT.....	9
On Arrival .....	9
Rules of the venue.....	9
Horse and Rider presentations.....	9
Compulsory Team Uniform .....	9
Official .....	9
Horses .....	9
Riders .....	10
Pool & Borrowed Horses.....	10
SECTION FIVE – HANDY TIPS .....	11
For more information .....	11

## Introduction

The Interschool Handbook (the 'Handbook') has been put together to provide clarity around the roles and responsibilities for all involved in the NT Interschool team – from the squad through to the selected team at the national competition.

Rules on the competition are on the EA website.

Specific rules for the competition and venue for the year will be issued by the OC.



## SECTION ONE – INDIVIDUAL ROLES & RESPONSIBILITIES

### Team Manager

The Team Manager (TM) is a voluntary role. The TM has a role from the time the squad applications are received, until the team returns from the competition. The role is responsible for:

- Ordering and organising official team uniforms for the team members and supporters;
- Providing accurate information to the Treasurer for invoices to be produced;
- Being the single point of contact between the team and the OC prior to, during and after the competition;
- Ensuring the team complete their entries and stabling requirements on time;
- Ensuring a pool horse applications are submitted correctly, on time and liaising with OC on pool horse allocations;
- Attending all TM meetings during the competition or ensuring a suitable representative can attend and providing updates to the team from these meetings;
- Lodging any appeals, grievances, queries with the OC;
- Arranging team meetings and information sessions prior to and during the competition;
- Providing information to the team about the competition;
- Ensuring team are aware of the specific competition handbook issued by the OC;
- Arranging a roster for compulsory volunteer positions at competition- eg pencilling, marshalling – and providing this to the team supporters prior to competition; and
- Ensuring team departs themselves with proper decorum during the competition and act as ambassadors for ENT.

### Assistant Team Manager

The Assistant Team Manager (ATM) is a voluntary role. An ATM will be appointed, depending on the size and complexity of the team (the number of riders in different disciplines). The ATM will assist the TM in all the above duties.

### Coach(es)

The coach role is a paid role.

Coaches will be appointed by the ENT board for jumping and dressage through the “Expressions of Interest” (EOI) form. Only EA level 1 and above coaches are eligible for appointment.

Squad members will be notified by the TM, on appointment of the coach.

The role and duties of the coach are:

- To be the sole official coach, for their discipline, for the team during the competition;
- Dressage coaches will also coach show horse competitors;
- To organise team coaching sessions for the team during the competition; and
- Be on hand to prepare team immediately prior to their class/ event.

Coaching sessions may be arranged by the ENT board or TM prior to the event, however this should not be a given. Riders are encouraged to arrange private sessions with the appointed coach(es) prior to the competition to establish a bond and relationship.

## Team Captain

The Team Captain (TC) will be appointed by the team selection panel.

A Team Captain (and often a Vice Team Captain) is required for each state/ territory and must be a riding member of the team.

The role is responsible for:

- Maintaining good team spirit and encouraging appropriate team member conduct;
- Reading the Riders' Pledge at the opening ceremony if requested by OC;
- Co-ordination of the team stable decoration;
- Support to TMs and fellow team members;
- Conduit between team members and TMs and/ or coaches;
- Interaction with other TCs from other states/ territories; and
- Being an ambassador for ENT.

## Team Members



All team members are Ambassadors for ENT and are expected to conduct themselves in a manner appropriate for a national championship at all times.

Good team morale and supportive attitude is evident to all other competitors and officials, and greatly enhances the experience of these events.

Inappropriate or poor behaviour will not be tolerated and could result in exclusion from the competition.

Team members' roles are to:

- Show an appropriate level of support and encouragement to all fellow team members, including sideline support whenever possible;
- Abide by the Equestrian Australia Code of Conduct;
- Be punctual at all events. This includes ridden components (warm up and practice sessions) and non-ridden components (team dinners, team meetings, educational sessions) - considering the possibility of riding ahead of draw times;
- Be responsible for the preparation and presentation of their own horse to a standard required at a national competition;
- Be responsible for maintaining a clean & tidy stable and tack/ feed area;
- Assisting other team members to ensure entire team stabling area is always clean and tidy; and
- Not post any negative or abusive comments about the competition, officials, competitors on social media.

## Parents

Appropriate behaviour and conduct of parents at an event such as this is essential. Parents of members are expected to conduct themselves in a manner appropriate for a national championship, exactly as is required for the team members.

Each team member is required to have a parent/ guardian in attendance. Responsibilities and expectations of a parent/ guardian are:

- Responsible for their own child - including ensuring they are on time for their class/ event;
- Abide by the Equestrian Australia and the event Code of Conduct;
- To be supportive of the team;
- Attend all scheduled team meetings;
- Available for scheduled volunteer duty (requirement by all teams at the event) and make sure they know when they are rostered to attend;
- Contactable by email prior to and leading up to the event;
- Contactable by phone/ text/ messenger during event;
- Arranging any required transport and accommodation for themselves and their child/ children; and
- Arranging horse transportation - e.g. truck or float.

In addition for the rider to accept the selection of being an NT Team Member, the rider must nominate a person responsible for them at the national event who must be over 18 years of age and be a member of ENT (any category).

*We are all ambassadors for the NT.*

*Equestrian NT Supports the national Let Kids Be Kids campaign*



## **SECTION TWO – PRIOR TO SELECTION**

Selection squad members are required to maintain adequate records of their performances for the selection period. Squad members should also consider the following:

- Fundraising is at the squad's own discretion - this is not an ENT responsibility;
- Attendance at ENT scheduled clinics and events is strongly encouraged;
- Must be available for team photos as required;
- Record results in a legible manner - completing all information required; and
- Retain copies of dressage test sheets for any results that are to be submitted for consideration in the selection process.

## SECTION THREE – POST SELECTION

Once the team has been selected to represent the NT at the national event, parents will receive an increased amount of emails as there is a lot of information to keep abreast of. It is important to read all information supplied – it's a good idea to keep all interschool related emails in a separate email folder for ease of reference.

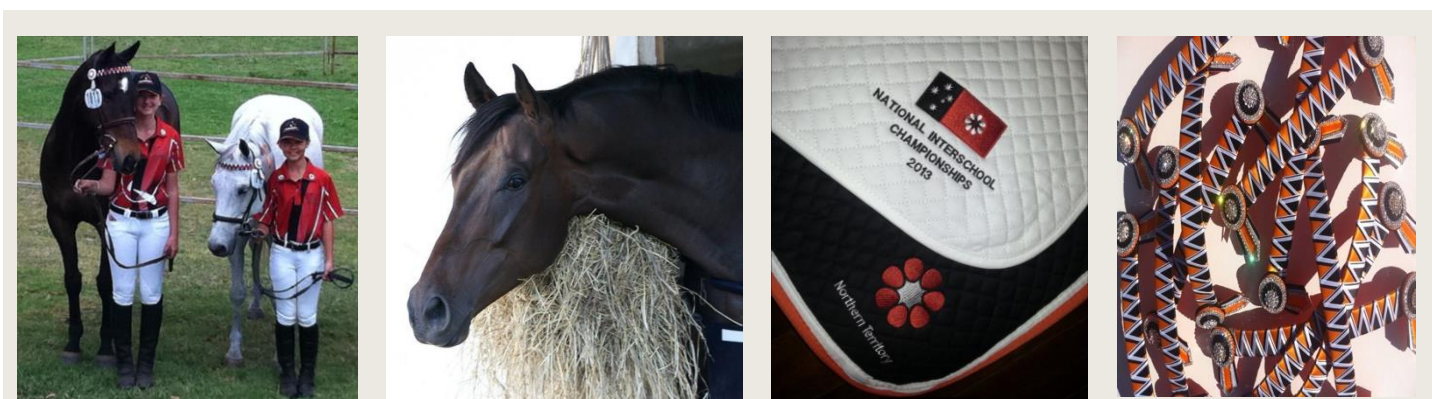
Although the Team Manager will try to keep as much information flowing as possible, parents (and senior riders) should take an active interest in keeping themselves informed. A lot of information is and will be available on the EA and/ or ENT website. Some things to consider are:

### Getting to the Event

You must make your own arrangements to get yourself and your horse to the event. The host state will issue information relating specifically to the venue, which will include dates of when horses can start arriving, and what health or bio security measures need to be taken care of e.g. if Hendra vaccination is required. Generally, horses that are not competing at the event are not able to stay at the venue. If you are travelling with additional horses, you will need to find alternative agistment/ stabling for them.

### Discipline Rules

It is essential that you are familiar with the EA rules that relate to the discipline that you/your child is competing in, as well as the National Interschool Rules. All current rule books can be accessed via the EA website (<http://www.equestrian.org.au/rules>). It is highly recommended that you have a printed hard copy of the relevant rules with you at the event.





## SECTION FOUR – AT THE EVENT

### On Arrival

- Ensure you know when your horse will be allowed to arrive at the venue;
- Present your horse to the venue's designation area for a vet/ health check;
- You must have your horse's EA registration papers on hand;
- Supplied horse identification card must be displayed on stable door; and
- Horses must always have their competition number on both sides of either their halter or bridle when outside of the stable (numbers are issued by the organisers prior to the event, but you are required to supply your own number holder). Having a set of numbers for your halter and bridle is recommended.

### Rules of the venue

Each venue will have its own rules around what areas you are allowed to use for general exercise, lunging, grazing etc. It is important that you familiarise yourself of these rules.

Each state/ territory will be allocated an area for those that are staying onsite e.g. caravans, horse trucks, etc. You will be directed to your allocated area by the venue. You must only stay in your allocated area.

OC will make every effort to stable and camp states/ territories together, however this is not always possible.

### Horse and Rider presentations

Each state/ territory will have its own set uniform for both horses and riders. The NT uniform is listed below, however is subject to some change. The TM will advise if there are any changes made. At all times, team members and supporters are expected to present themselves in a manner that is appropriate for a national championship.

### Compulsory Team Uniform

- Warm up saddle cloth - team branded;
- Competition saddle cloth (except show horses) – team branded;
- Team Polo Shirt x 2;
- Cap;
- Jacket;
- Rug; and
- Stock/ tie/ ratcatcher – depending on discipline.

### Official

- White long sleeve shirt;
- Black pants or black skirt; and
- Territory tie or scarf.

### Horses

- Saddle cloths are a part of the team uniform - except show horses;
- Team saddle cloths are compulsory in competition and warm up;
- Individual sponsor's logo cannot be on the team saddle cloths;
- Team ear bonnets will be available however these are not compulsory and the use of ear bonnets must comply with relevant discipline rules;

- Horses must be kept clean, neat and tidy at all times;
- Plaiting is compulsory for dressage and show horse, however is optional for jumping;
- If not plaited, manes must be neat and tidy with a maximum length of 10cm;
- Tails must be banged/ level at the bottom. Plaiting of tail is optional;
- False tail or fillers are optional. Refer to sports for use of weights;
- Team brow bands must be worn at all times during the event with the exception of show horse in competition only;
- Hoof black and make-up is optional; and
- Boots must be brown, black or white in colour.

### Riders

- Jackets must match colour of helmet with exception of show horses;
- All jackets must carry the NT representative badge;
- Gloves as per the sport rules;
- Jodhpurs/ breeches for competition must be white with the exception show horses;
- Beige or white jodhpurs/ breeches are allowed for warm-up/ practice sessions;
- Team polo shirts are to be worn during warm-up/ practice sessions;
- Whilst riding, riders are to have their shirts tucked in and wear a black or brown belt;
- All long hair must be secured, neat and tidy, hair nets must be worn in competition;
- No jewellery or nail polish;
- Make up is to be tasteful and kept to a minimum;
- Boots must black or brown; and
- Chaps/ gaiters must match colour of the rider's boots and must comply with relevant discipline rules.

### Pool & Borrowed Horses

Pool horses may be available, this is at the host state's discretion, however the availability of a suitable pool horse is never guaranteed. For further information please refer to interschool selection policy.

Refer to the interschool selection policy for information and requirements on borrowed horses

Any pool horse or borrowed horse must be treated with utmost care and attention and the owners wishes are to adhered to at all times.

There is a fee for pool horses which will be set by the OC.

Borrowed horses are arranged by the individual team members with the horse's owners. Team members are strongly encouraged to set-up a contract with the owner if they arrange their own private agreement to borrow a horse. The OC, TM and ENT are not involved in a borrowed horse arrangement.

## SECTION FIVE – HANDY TIPS

Below are some handy tips that can help you to prepare for the event:

- Get your horse used to a vet check and trot up;
- Start grooming/ learning how to present your horse from this point on – locals are available to help;
- Talk to your vet about horse nutrition welfare requirements for travel and climate changes;
- A farrier will be available at the event;
- A vet will be available at the event;
- Familiarise yourself with where the local feed and saddlery suppliers are;
- Ensure you take adequate items to easily feed/ groom at the event e.g. enough feed buckets/ feed scoop/ rake and grooming items;
- Storage of tack is your responsibility and is recommended to be securely stored with you at your accommodation or campsite;
- Consider how you will store your feed - most venues will have a small area available to store feed, however it is often not able to be locked;
- Consider what agistment requirements you have leading up to the event;
- If you are using a pool horse, contact the owners early and arrange to ride the horse prior to the event; and
- Arrange accommodation early - it is easier to cancel a booking than make a last minute one!

### For more information

- <https://www.nt.equestrian.org.au/sports/interschool>
- Email or phone ENT General Manager [sports@ent.org.au](mailto:sports@ent.org.au) mobile 0497 303 535

**ENJOY THE EVENT!!!**

