

Interschool NT Handbook

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1. Getting Started on Your Adventure

Welcome! As a squad member and parent, you are front and center of this handbook. We hope it contains everything you need to navigate your Interschool journey.

1.1. 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 Australian Championship (the 'event').

The Handbook does not address specific rules for the competition and venue. This information will be provided by the hosting state Organising Committee (OC) closer to the time of the event.

National and Interschool discipline rules and guidelines can be found on the Equestrian Northern Territory (ENT) website www.nt.equestrian.org.au/sports/interschool

2. Individual roles and responsibilities

2.1. Subcommittee

- Order and organise official team uniforms for the horses, team members and supporters,
- Assess Interschool NT squad/team applications for completeness,
- Provide selection recommendations to the Equestrian NT (ENT) Board for ratification,
- Provide support to the squad/team throughout the competition year,
- Work with team to complete their competition entries and stabling requirements on time,
- Work with team to ensure pool horse applications are submitted correctly and on time,
- Liaise with the organising committee about pool horse allocations, and
- Work with the National Interschool Committee, ENT and the event OC

2.2. Voluntary Team Manager (Chef D'Equipe)

The Team Manager is a voluntary position however their transport, accommodation, and living away from home allowance for the duration of the event is provided. The Interschool NT will advertise 'Expressions of Interest' for Team Manager when the Interschool Squad is determined.

The manager is responsible for co-ordinating the team and will:

- Act as a point of contact and representative for the NT Team with the Interschool Sub-Committee (Interschool NT), the OC and event management team.
- Organise a pre-event meeting and a post-event team meeting.
- Provide a written brief to the Interschool NT within two (2) weeks post event detailing team outcomes, behaviour and feedback.
- Ensure all requirements are met for the team to attend the Championships.

- Work with the Interschool NT and team to ensure uniforms and merchandise is organised and ready for event,
- Assist parents/riders to complete competition entries and stabling requirements on time,
- Arrive at the venue no later than the day prior to the first day of the event commencing and remain at the venue for the duration of the event, (may be accommodated off site)
- Support the team with stable allocations and grounds familiarisation,
- Ensure team is presented in team and horses are presented in team uniforms,
- Attend all Chef D'Equipe meetings before, during and after the event,
- Manage team participation in required meetings, practice sessions, and competition events,
- Appoint a state based representative to supervise all team training sessions,
- Collate and disseminate practice and competition draws to team
- Ensure team actively enrolls and participates in volunteer duties at the event,
- Ensure team and parents are aware of their responsibilities under the EA Code of Conduct,
- Act as the media liaison officer, in conjunction with the Interschool NT and/or ENT,

Notify Interschool NT as soon as is practicable, of

- any protest is lodged on behalf of, or against a team member,
- any behaviour that may reflect poorly on the team, or
- any injuries or emergencies.

Complete incident report form for any injuries and/or emergencies.

2.3. Coaching

Coaching is not automatically provided, the appointment of a team coach or coaches is dependent on the availability of funds to provide transport, accommodation, living away from home allowance and where applicable, remuneration fees.

ENT may, or may not, provide funds towards coaching. Other funding sources for coaches may include team sponsorship, team fund raising, and or team/parent contributions.

The Interschool NT will advertise for 'Expressions of Interest' for Coaching when the Interschool Squad is determined. This will allow for interested coaches to submit their availability and costings early to assist in budgetary considerations and decisions on funding sources.

In addition, it will identify where to seek local squad coaching opportunities throughout the season whilst working towards qualification.

Any coach working with the Interschool Squad and/or Team must hold a current Working with Children Card.

Where one coach is selected for the team, the coach must be a current Equestrian Australian (EA) General Coach, Level 1 or above.

Should more than one coach be selected for the team, then all coaches must be a current Equestrian Australian (EA) Level 1 or above, and between the coaches they must be qualified to coach both Show Jumping and Dressage so that all riders can be supported at the event.

Coaches will work with the Interschool NT and/or Team Manager prior to and at the event.

If desired, Team riders can seek approval from the Interschool NT to organise and engage a Private Coaches at their own expense. Private Coaches must be a current Equestrian Australian (EA) Level 1 or above and hold a current Working with Children Card.

2.4. Team Captain

A Team Captain (and if required Vice Team Captain) is required for each state/ territory, they must be attending secondary school and a riding member of the team.

Interschool NT will appoint the Team Captain and, if necessary, Vice Team Captain.

Riders can submit an 'Expression of Interest' outlining their interest in being Team Captain and why they should be selected for the role when they submit their qualifications for selection to the team.

The Team Captain and/or Vice Team Captain is expected to be an ambassador for ENT and is responsible to:

- maintain good team spirit and to present and encourage appropriate team member conduct
- plead the Riders' Pledge at the opening ceremony if requested by OC
- co-ordinate the team stable decorations, team chant and opening ceremony song
- support to TM, Coaches and fellow team members
- be a conduit between team members and TMs and/ or coaches
- interact with other Team Captains from other states/territories
- attend other team members classes when it does not conflict with own competition requirements

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 behavior (including online behavior) will not be tolerated and could result in exclusion from the competition.

2.5. Team members

Team 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 www.equestrian.org.au
- be punctual, if not early, to all ridden and non-ridden events
- understanding of the events you have entered the rules associated, and the requirements of those events
- be responsible for the preparation and presentation of their own horse to a standard required at an Australian Championship
- be responsible for maintaining a clean and tidy stable and tack/ feed team areas
- Use social media, relating to the competition, officials, and competitors appropriately.

2.6. Parents

Appropriate behavior 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 an Australian Championship, exactly as is required for the team members.

Each team member is required to have a parent/ guardian who is a current member of ENT (any category) and aged 18 years or older in attendance at the event.

Responsibilities and expectations of a parent/ guardian are:

- be responsible for their own child - including ensuring they are on time for their class/ event and know the rules of the class/event
- ensure that their child is aware of the correct EA rules relating to the discipline they are riding in
- abide by the Equestrian Australia and the event Code of Conduct www.equestrian.org.au
- acknowledge and sign the Equestrian Northern Territory Interschool Team Code of Conduct
- to be supportive of the whole team
- to attend all scheduled team meetings
- to be available for and attend rostered volunteer duty (requirement by all teams at the event)
- to be contactable by email or virtual means prior to and leading up to the event
- to be contactable by phone/ text/messenger during the event
- to arrange any required transport and accommodation for themselves and their child/ children
- to arrange any horse transportation - e.g. truck or float
- to ensure all costs associated with the event for their child/children and animals are paid.

3. Prior to selection

Squad members are required to maintain adequate records of their performances for the selection period.

Squad members should also consider the following:

- Attendance at Interschool NT or ENT riding clinics is strongly encouraged
- Must be available for Squad/Team photographs as required
- Must record results in a legible manner
- Must retain copies of dressage tests used for qualification

4. Fundraising

All team/squad and/or team members must be committed to fundraising for the team throughout the competition year. The following table outlines the fundraising options

To be divided between the whole team

- Australia wide grants
- NT and AG team grants

- Political donations
- Industry Team specific industry sponsorship (eg Saddleworld NT, Stockfeed shop etc.i.e. businesses providing sponsorship in return for publishing logos on uniforms etc
- Other corporate sponsorship
- Team fundraising for uniforms, coaching etc. i.e. raffles, BBQ's, events.

To be divided between individuals

- Individual or small group fundraising (raffles etc to be divided among those who attended/worked for it). i.e. raffles, BBQ, events
- Industry specific donations (egi.e. TRNT)
- Individual grants i.e. NT and AG Grants for competitors
- School donations
- Pony Club donations
- Individual sponsorship or donations (eg local business)

5. Post Selection

Once the team has been selected to represent the NT the Australian Championship communication with parents will increase.

There will be a lot of information to keep abreast of. It is important to read all information supplied, and keep it in an easily accessible place for reference.

Parents and/or senior riders should take an active interest in keeping themselves informed.

In addition to emails from the TM, information will be available on the organising states website, the EA website and/or the ENT website.

Some things to consider are below.

6. 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 i.e. vet checks and 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.

7. Discipline Rules

All members of the team shall accept and be bound by the rules of EA, ENT and Interschools NT.

Competitions in each discipline are conducted in accordance with the EA General Regulations and the EA Discipline Rules with some additional rules as set out in this Handbook.

All participants have a responsibility to abide by any sport specific Rules and Regulations. Riders need to be familiar with the rules that apply to the particular discipline/s in which they intend to participate.

Please refer to the current versions online as these rules are regularly updated. Current rules can be found at www.equestrian.org.au Refer to the EA Interschool Rules and EA website for Codes of Conduct, protection policies and information regarding disciplinary procedures and yellow cards.

Any abuse, either by a rider, parent or members of the rider's entourage, aimed at a volunteer acting as an official at any event will not be tolerated and may be subject to disciplinary processes as per the EA Rules and Regulations.

It is compulsory for all Interschool riders to have their helmets tagged regardless of the discipline they are competing in.

8. At the event

On Arrival

- You must have your horse's EA registration Certificate available
- 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
- Display an identification card on your stable door
- Horses must always have their competition number displayed on either both sides of their halter or both sides of their bridle when outside of the stable

Bridle numbers are issued by the OC prior to the event. You supply your own set of numbers to display on both sides of your horse. It is recommended you take more than one set of number holders.

9. 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.

10. Horse and Rider Presentation

10.1. Compulsory Team Uniform

- warm up saddle cloth - team branded
- competition saddle cloth (except show horses) – team branded
- team Polo Shirt x 2
- team cap
- team jacket

- team socks
- rug
- stock/ tie/ ratcatcher – depending on discipline.

10.2. Horses

- saddle cloths are a part of the team uniform - except for Show Horse
- team saddle cloths are compulsory in competition and warm up
- individual sponsor's logo cannot be on the team saddle cloths
- ear bonnets are not compulsory, however can be used and must comply with the relevant discipline rules. If used it must form part of the team uniform and therefore colour scheme must be agreed upon and match
- 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 may be allowed by OC. This will need to be checked before the event

10.3. Riders

- jackets must comply with the relevant discipline rules
- all jackets must carry the NT representative badge
- gloves as per the sport rules
- jodhpurs/ breeches must comply with the relevant discipline rules
- 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 belt
- all long hair must be secured, neat and tidy, hair nets recommended be worn in competition
- make up is to be tasteful and kept to a minimum boots must black or brown
- chaps/ gaiters must match colour of the rider's boots and must comply with relevant discipline rules

11. Pool and Borrowed Horse

Pool horses may be available, 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 owner's wishes are to be 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. ENT, subcommittee, TM or OC are not involved in a borrowed horse arrangement.

If you are considering the use of a pool horse throughout the qualification period, it is recommended to obtain video footage of your child riding as this will be required as part of your pool horse application.

12. Handy tips

Learn from our past experiences, 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, the event organisers and/or event veterinarians may request this
- 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
- familiarise yourself with the venue. Most national venues have maps on their websites
- 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
- arrange accommodation early - it is easier to cancel a booking than make a last minute one!

13. For More Information

ENT Website www.nt.equestrian.org.au/sports/interschool

Email Interschool NT Subcommittee interschool@ent.org.au

14. Useful Resources

Interschool NT Information www.nt.equestrian.org.au/sport/interschool

Equestrian Australia National Discipline Rules www.equestrian.org.au/rules

NT Measuring dates www.nt.equestrian.org.au/sport/measuring

NT Helmet Tagging dates and contacts www.nt.equestrian.org.au/content/helmet-tagging

Accredited Coach search www.equestrian.org.au/members/search/coach

Moving livestock out of the NT www.nt.gov.au/industry/agriculture/livestock/moving-and-exporting-livestock/moving-livestock-out-of-the-nt