

Saturday September 28th_ Vaulting National Championships

| | Music | Public Address | Penciller at A | Penciller at B | Penciller at C | Penciller at D | Timekeeper | Gear Steward | Marshall | Runner | Catering Assist | Scoring Room | First Aid |
|----------------|---------------------|---------------------------------|----------------------|-----------------|----------------|----------------------|------------|---|--------------------------|-----------------------|-----------------|--------------|-----------------|
| 12.30 PM Start | Grant OHare Equiste | Mike Manning & Angela Schindler | Anna Betts Fassifern | Andrea Ryan SVG | NEQC | Louise Loveland HVVT | MEV | Eloise Tate & Zoe Caddis HVVT | Rob Dore Wellington Park | GLEN IDA | Capriole | | Natalie Hertier |
| 3.30 - 5.00 | Grant OHare Equiste | Mike Manning & Angela Schindler | Anna Betts Fassifern | Andrea Ryan SVG | NEQC | Louise Loveland HVVT | MEV | Sabine Osmotherly & Poppy Loveland HVVT | Wellington Park | Adam Fuss Van Someren | | | Natalie Hertier |

| | AM | PM | No. of vaulters |
|-------------|----|----|-----------------|
| REVA | | 1 | 1 |
| Neqc | | 1 | 1 |
| Equiste | | 2 | 2 |
| SHVT | | 1 | 1 |
| SVG | | 2 | 2 |
| HVVT | | 1 | 2 |
| WP | | | 1 |
| Van Someren | | | 1 |
| Quicksilver | | | 2 |
| Fassifern | | 1 | 1 |
| Glen Ida | | 1 | 6 |
| Capriole | | 1 | 4 |
| BAD | | | 1 |
| The Ranch | | | 3 |
| Kingfisher | | | 7 |
| MEV | | 1 | 1 |

Notes

PLEASE MEET AT SECRETARY'S DESK 15 MINS PRIOR TO PROGRAM START TIME

*It is **recommended** that all volunteers undertake "Safe Equestrian Induction Tutorial" found in the link below:

http://www.gowgatessport.com.au/equestrian/?page_id=41

*Incidents involving volunteers, officials or competitors should be recorded on the EA standard Incident form

*All volunteers should be aware of the Code of Conduct detailed at Part B of the link below:

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*Changes or issues with this schedule should be raised with the Secretary's Desk

Sunday September 29th_Vaulting National Championships

| | Music | Public Address | Penciller at A | Penciller at B | Penciller at C | Penciller at D | Timekeeper | Gear Steward | Marshall | Runner | Catering Assist | Scoring Room | First Aid | AM | PM |
|---------------|---------------------|-----------------------|----------------------|-------------------|---------------------|----------------------|-------------------------|-----------------------|-------------------|----------|-----------------|-----------------------------|-----------------|----|----|
| 9.00 AM Start | Grant OHare Equiste | Angela Schindler SHVT | Anna Betts Fassifern | Kate Orchard HVVT | Jamie Mclaughlin WP | NEQC | Sue Newland Star Struck | HVVT | Mike Manning SHVT | Capriole | Quicksilver | Catrina Cruickshank Equiste | Natalie Hertier | | 1 |
| | | | | | | | | | | | | | | | 1 |
| | | | | | | | | | | | | | | 2 | 2 |
| | | | | | | | | | | | | | | 2 | 2 |
| | | | | | | | | | | | | | | 1 | |
| 1.00 PM Start | Grant OHare Equiste | Angela Schindler SHVT | Andrea Ryan REVA | Jane Koerner NEQC | Louise Caddis HVVT | Anna Betts Fassifern | Karen Mitchell Capriole | Noelene Davis Equiste | Mike Manning SHVT | SEVT | The Ranch | Marion Pratley SEVT | Natalie Hertier | | |
| | | | | | | | | | | | | | | | 1 |
| | | | | | | | | | | | | | | 2 | 1 |
| | | | | | | | | | | | | | | 1 | |
| | | | | | | | | | | | | | | | 2 |
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Notes
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|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|---|
| REVA | | | | | | | | | | | | | | | 1 |
| Neqc | | | | | | | | | | | | | | | 1 |
| Equiste | | | | | | | | | | | | | | 2 | 2 |
| SHVT | | | | | | | | | | | | | | 2 | 2 |
| SVG | | | | | | | | | | | | | | 1 | |
| HVVT | | | | | | | | | | | | | | 2 | 1 |
| WP | | | | | | | | | | | | | | 1 | |
| SEVT | | | | | | | | | | | | | | | 2 |
| Quicksilver | | | | | | | | | | | | | | | 1 |
| Fassifern | | | | | | | | | | | | | | | 1 |
| Glen Ida | | | | | | | | | | | | | | | 1 |
| Capriole | | | | | | | | | | | | | | 1 | 1 |
| BAD | | | | | | | | | | | | | | | |
| The Ranch | | | | | | | | | | | | | | | 1 |
| Kingfisher | | | | | | | | | | | | | | | |
| MEV | | | | | | | | | | | | | | | |
| Van Someren | | | | | | | | | | | | | | | 1 |
| Star Struck | | | | | | | | | | | | | | | 1 |

Monday September 30th_Vaulting National Championships

| | Music | Public Address | Penciller at A | Penciller at B | Penciller at C | Penciller at D | Timekeeper | Gear Steward | Marshall | Runner | Catering Assist | Scoring Room | First Aid | AM | PM |
|---------------|---------------------|-------------------|----------------------|----------------------------|--------------------|--------------------|------------|--------------------|-----------------------|--------|-----------------|--------------------|-----------------|----|----|
| 9.00 AM Start | Grant OHare Equiste | Mike Manning SHVT | Anna Betts Fassifern | Nat Miskelly SVG | Wellington Park | NEQC | BAD | Quicksilver | Noelene Davis Equiste | REV | Glen Ida | Paula Clark SEVT | Natalie Hertier | | |
| | | | | | | | | | | | | | | | |
| 2.00 PM Start | Grant OHare Equiste | Mike Manning SHVT | Christine Tate HVVT | Catrina Cruikshank Equiste | N/A Barrel Classes | N/A Barrel Classes | SEVT | N/A Barrel Classes | Wellington Park | MEV | Fassifern | Dodi Rogan Equiste | Natalie Hertier | | |

Notes

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| | | | | | | | | | | | | | | | |
|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|---|
| REVA | | | | | | | | | | | | | | | |
| Neqc | | | | | | | | | | | | | | 1 | |
| Equiste | | | | | | | | | | | | | | 2 | 3 |
| SHVT | | | | | | | | | | | | | | 1 | 1 |
| SVG | | | | | | | | | | | | | | 1 | 1 |
| HVVT | | | | | | | | | | | | | | 1 | 1 |
| WP | | | | | | | | | | | | | | | |
| Van Someren | | | | | | | | | | | | | | | |
| Quicksilver | | | | | | | | | | | | | | 1 | |
| Fassifern | | | | | | | | | | | | | | 1 | 2 |
| Glen Ida | | | | | | | | | | | | | | 1 | |
| Capriole | | | | | | | | | | | | | | | |
| BAD | | | | | | | | | | | | | | | |
| The Ranch | | | | | | | | | | | | | | | |
| Kingfisher | | | | | | | | | | | | | | 1 | 1 |
| MEV | | | | | | | | | | | | | | | 1 |
| Star Struck | | | | | | | | | | | | | | | 1 |
| REV | | | | | | | | | | | | | | 1 | |

Tuesday October 1st_Vaulting National Championships

| | Music | Public Address | Penciller at A | Penciller at B | Penciller at C | Penciller at D | Timekeeper | Gear Steward | Marshall | Runner | Catering Assist | Scoring Room | First Aid |
|------------------------------|---------------------|-------------------|----------------------|----------------------------|--|-----------------------------------|-------------------------|---------------------|--------------------------|-----------|-----------------|----------------------|-----------------|
| 8.30 AM Start | Grant OHare Equiste | Mike Manning SHVT | Anna Betts Fassifern | Catrina Cruikshank Equiste | Christine Tate HVVT | NEQC | Sarah Kelly Van Someren | Sharna Kirkham HVVT | Rob Dore Wellington Park | Fassifern | MEV | Kim Spary Kingfisher | Natalie Hertier |
| 1.00 PM Start | Grant OHare Equiste | Mike Manning SHVT | Nat Miskelly SVG | Rachel Davey NEQC | Karen Mitchell Capriole CVI PDD only | Anna Betts CVI PDD only | REV | Wellington Park | Rob Dore Wellington Park | GLEN IDA | Quicksilver | Equiste | Natalie Hertier |
| Pack Up Matt Clark & helpers | | | | | | | | | | | | | |

AM PM

| | | | |
|-------------|--|---|---|
| | | 1 | |
| REVA | | | |
| | | 1 | 2 |
| Neqc | | | |
| | | 2 | 2 |
| Equiste | | | |
| | | 2 | 1 |
| SHVT | | | |
| | | 1 | 1 |
| SVG | | | |
| | | 1 | 1 |
| HVVT | | | |
| | | 1 | 2 |
| WP | | | |
| | | 1 | |
| Van Someren | | | |
| | | | 1 |
| Quicksilver | | | |
| | | 2 | 1 |
| Fassifern | | | |
| | | | |
| Glen Ida | | | |
| | | | 1 |
| Capriole | | | |
| | | | |
| BAD | | | |
| | | | |
| The Ranch | | | |
| | | 1 | |
| Kingfisher | | | |
| | | 1 | |
| MEV | | | |
| | | 1 | |
| REV | | | |

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Codes of Conduct as per Attachment A of the EA Member Protection Policy

The EA Code of Conduct for Officials

In addition to the EA General Code of Behaviour, the following requirements are imposed on EA Officials during any activity held or sanctioned by EA, or as an official appointed by the organisation or one of its affiliates:

- Respect the rights, dignity and worth of others
- Be fair, equitable, considerate and honest in all dealing with others
- Use facilities and equipment for their proper purposes and care for and maintain such facilities and equipment correctly
- Refrain from anything which may abuse, intimidate or harass others
- Provide a safe environment for training and competition
- Place the safety and welfare of the riders/participants above all else
- Abide by the principles of the FEI Code of Conduct for the Welfare of the Horse
- Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition
- Accept responsibility for all actions taken
- Be impartial
- Avoid any situation which may lead to a conflict of interest
- Be courteous, respectful and open to discussion and interaction
- Value the individual in sport
- Preserve and protect the standing and reputation of the organisation
- Understand the repercussions if you breach, or are aware of any breaches of the EA Member Protection Policy.

EQUESTRIAN AUSTRALIA GRATEFULLY ACKNOWLEDGES THE SUPPORT
PROVIDED BY ITS PRINCIPAL SPONSOR, THE AUSTRALIAN SPORTS COMMISSION

AUSTRALIAN EQUESTRIAN TEAM SPONSORS



EVENT SECRETARY

Task Description

- Preparation of event Schedule
- Daily control and command of the event
- Communication with O/C and ground Jury regularly
- Management and communication of changes
- Maintain and communicate draw
- In larger event would need assistants

Competency

- Knowledge of vaulting competition management
- Risk management & WHS
- Radio communication procedure

Equipment

- Accurate copy of final draw
 - Computer access for amendments
 - OR hard copies of all relevant documents
 - 2way Radio
-

SHOW SECRETARY

Task Description

- Dispersment of competitor arm bands & horse numbers
- Collection of horse papers
- Collection of other items as necessary
- Adjustment & circulation of Draw throughout event
- Posting of results during event
- Management and communication of issues arising in consultation with Chief Steward and Event o/c

Competency

- Knowledge of vaulting competition management
- Risk management & WHS
- Radio communication procedure

Equipment

- Accurate copy of final draw
 - Computer access for amendments
 - OR hard copies of all relevant documents
 - 2way Radio
-

PUBLIC ADDRESS

Task Description

- Act as announcer and overall event compare
- Make safety announcements as required
- Communicate changes as required
- Make other commercial or sponsor announcements as required
- Work in conjunction with music player

Competency

- Comfort with the systems provided. OJT should suffice

Equipment

- Accurate copy of draw
 - PA equipment
-

MUSIC CO-ORDINATOR

COMPILATION & EXECUTION

Task Description

- Arrange suitable music equipment for the event (back-up equipment is essential)
- Organise setting up and testing the equipment prior to the competition
- Receive all competitor music by submission date (via information noted in event schedule)
- Check all music is working and correctly formatted (as per schedule instructions)
- Compile music onto VNSW laptop using appropriate software
- Playing of submitted music throughout event
- As scheduled, allow Team managers to check team music prior to day of classes
- MUSIC CHANGES ARE NOT TO BE MADE UNLESS AUTHORISED BY TEAM MANAGER FOR THEIR TEAM

Competency

- Knowledge of signals and requirements from arena
- Familiarisation of AVR rules for music requirements (pages 7 & 26)
- Ability to operate music equipment and computer (Excel software or similar)
- Technical knowledge of Excel is useful yet not mandatory
- Speak with music compiler to understand how it has been formatted
- Good knowledge of a variety music formats, as changes are usually necessary

Equipment

- Update copy of draw
 - Music storage/ VNSW laptop
 - Backup storage/laptop
-

SCORER CO-ORDINATOR

Task Description

Pre-Event -

Scorer should be involved to ensure the following:

- the list of classes is appropriate with criteria (as per schedule)
- the list of any trophies/awards has adequate criteria appended such that it is readily apparent as to how the trophy/award is earned (as per Schedule)
- split classes with clear criteria as to the method to be used (as per Schedule)
- Scoring spreadsheet should be prepared using current Australian scoring system (AusScorers direction)
- Ensure that back-up copies of the spreadsheet are kept and regularly up-dated.
- Assist the Event Secretary with the preparation of the score sheets using mail-merge
- Manipulate data and produce score sheets from final draw
- Preparation & Print score sheets
- Prepare the judges' folders

During Event -

- Ensure printer is operational with computer
- Receive score sheets and input data
- Minimum of 2 assistants for all events

Competency

- Ability and knowledge of scoring systems (Excel or similar system)
- OJT training
- Potential for formal training if the scoring system is commercial
- Knowledge of vaulting classes and grades

Equipment

- Accurate copy of final draw
- Computer & software to host scoring system (Excel or similar software)
- Printer operational with computer

SCORING ASSISTANT – DATA CHECK

Task Description

- On receipt of the score sheets from the runners:
- Scorer's assistant - should call out the score sheet numbers for input to the spreadsheet
- Class Results to be copied for the following –
 - Results board
 - Presentation of Awards
 - Underlined to 6th place for announcer
- Scoresheets to be –
 - Sort into Clubs/Teams
- At the conclusion of a class or round the result should be printed off for –
 - the Announcer,
 - the Results Board
 - use by the Scorer
- At the conclusion of the Event –
 - Finalise any trophy/award calculations, etc.
 - Prepare appropriate spreadsheets of results for forwarding to FEI/EA, as required
 - Forward to the Event Secretary the overall completed spreadsheet for distribution to the vaulting community.
- Scoring issues - Only Event Director to advise of any changes after consultation with Ground Jury and Chief Steward.
- **Note** – the Scorer's office should be "Out of Bounds" to all but Judges, Chief Steward, the Event Director, runners and scoring personnel.

RUNNERS for SCORERS

Task description

- Several volunteers suitable for moving around the arena during the competition
- To move between Judges tables quietly
- No movement whilst horse/ vaulter are competing
- Pick up score sheets from allocated Judges and deliver to scorer

Competency

- Task explanation prior to use by Marshall
- Volunteer may be young however needs to be responsible & reliable

Equipment

- Hi-vis vest or identification as runner

JUDGES TABLES

PENCILLING

Task Description

- 2nd person required for all Judges tables
- Prior to class check Judges folder on behalf of Judges - all classes & competitors match competition draw
- Complete scores sheets as per Judges instructions
- Check competitor arm number matches score sheet for each class
- If known, verify horses is as per score sheet
- Check Judge signs off each score sheet for each class
 - Attentive to competition arena
 - Experience with current score sheets

Competency

- Formal training or significant OJT
- Most competent volunteer positioned at Judge A table

Equipment

- Draw
 - Scoresheets
 - Pens/ Pencil
 - Bell for Judge A
 - Calculator for each table
-

TIME KEEPING

Task Description

- person required on Judge A table
 - Attentive to competition arena with timing
 - Experience with a stopwatch OR smart phone

Competency

- Minimal formal training
- OJT prior to task is required
- Requirement to accurately work with numbers
- Competent with supplied timing device

Equipment

- Stop watch or equivalent
-

MARSHALL

Task Description

- Monitor safety in the arena
- Schedule warm up areas firmly and fairly
- Strong personality to maintain control of arena

Competency

- Horse awareness
- Working With Children Check (WWCC)
- Working knowledge of vaulting rules
- Knowledge of specific competition procedures
- Radio communication ability

Equipment

- Copy of rules
 - Hi Vis vest for all Marshalls
 - Draw
 - Pen / Pencil
 - 2 way radio
-

GRADER OPERATOR

Task Description

- Safely drive machinery into arena from holding point within venue
- Grade competition arena in a regular direction in a safe manner
- Safely drive machinery out of arena to holding point within venue
- This is quite often the Marshall

Competency

- Authorised and proficient on the equipment supplied
- Licence details may be necessary
- Horse awareness
- Knowledge of specific competition procedures

Equipment

- Copy of draw detailing grading sessions
 - High visibility clothing/ vest
 - PPE to operate equipment as directed by venue or O/C
-

GEAR CHECK

Task Description

- Strong knowledge of gear checking requirements
- Personality able to advise and negotiate with competitors with problems
- Work with Marshal to manage flow of horses/competitors to arena

Competency

- Training required. Generally developed via OJT
- Horse awareness (formal training is available)
- WWC checked

Equipment

- Copy of rules with clip board
 - Tape measure
 - Draw
 - Pen / Pencil
-