



LAND ROVER HORSE OF THE YEAR 2020

GENERAL CONDITIONS

ALL ENTRIES MUST BE SUBMITTED ONLINE WWW.EQUESTRIANENTRIES.CO.NZ .

The Terms and Conditions of entry were compiled through consultation with the Equestrian Advisory and Section Heads of the Land Rover Horse of the year.

As the owner/competitor of the Horse(s) or Pony(s) stated on the appropriate entry form, I understand that neither the Land Rover Horse of the Year (Hawke's Bay) Ltd, SMC Ltd (as Event Managers of the Land Rover Horse of the Year) or Equestrian Sports New Zealand (hereafter ESNZ), nor any agent, employee or representative of these bodies accepts liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, vehicles and their contents and accessories or any personal property whether caused by their negligence, breach of contract or in any way whatsoever.

SUBMISSION OF ENTRIES, IMPLIES THAT ALL COMPETITORS HAVE READ AND AGREE TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS OF THE SHOW.

BY ENTERING THE GROUNDS YOU AGREE TO ABIDE BY THE HEALTH AND SAFETY POLICY AND CONDITIONS OF THE 2020 LAND ROVER HORSE OF THE YEAR SHOW AND WILL FOLLOW THE INSTRUCTIONS OF SECURITY AND LAND ROVER HORSE OF THE YEAR STAFF.THE HEALTH AND SAFETY POLICY WILL BE AVAILABLE ON THE WEBSITE AND THE EQUESTRIAN OFFICE AT THE SHOW.

CONTENTS

1. ENTRIES & FEES	2
2. REFUNDS AND PRIZE MONEY	3
3. WRIST BANDS	3
4. STALLIONS	3
5. STABLING	3
6. STABLING REFUND POLICY	5
7. HANDLING OF HORSES OUTSIDE OF COMPETING	5
8. PARKING	5
9. CAMPING	5
10. DAY PARKING	6
11. WELFARE OF THE HORSE	6
12. HEALTH & SAFETY	6
13. GENERAL	7
14. SHOW GROUND PROHIBITED ACTIVITY	8
15. POLICIES AND REGULATIONS	9

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2020 GENERAL CONDITIONS

1. ENTRIES & FEES

- 1.1. All fees are as stated on the online entry form, and in the Land Rover Horse of the Year Schedules listed on the website. Fees are GST incl.
- 1.2. Payments are required at the time of entry
- 1.3. All competitors competing in ESNZ disciplines, including all horses/ponies, must be registered with ESNZ.
- 1.4. All Classes will be run under ESNZ rules and regulations except for the RAS Showing Classes which will run under RAS rules & Mounted Games.
- 1.5. **Entries close on 3rd February 2020**
- 1.6. For entries made after the 3rd February 2020, these entries will incur a charge of \$10 per class entered with the exception for RAS where no late entries are accepted.
- 1.7. Qualification cut off dates. Please refer to the individual disciplines conditions.
- 1.8. Where a competitor is still seeking qualification by close of entries (3 February 2020), we will allow them to enter classes in anticipation of qualifying before the necessary qualifying date (RAS classes – 21 February 2020; other classes as per individual conditions). Should the applicable qualification not be achieved by those dates, we will refund the entry fees to those relevant classes. All competitors need to check their discipline qualifying dates.
- 1.9. Scratching fees are 25% of entry fees before 3rd February 2020 and 50% thereafter only applicable to Class entries.
- 1.10. Class changes are regarded as a scratching and late entries at the discretion of the show secretary.
- 1.11. **As of Tuesday 10th March 2020, Scratchings and Late Entries, must be made at the Show Equestrian office** at the show or made online no later than 5pm the day prior to the competition day, the above penalties will apply (see clauses 1.6 & 1.9).
- 1.12. As of Tuesday 10th March 2020, all scratchings from the show must be accompanied by a vet or doctor's certificate to qualify for a refund.
- 1.13. Change of Rider/Horse must be made at the Show Equestrian office at the show no later than 5pm the day prior to competition. Proof of membership/registration must be provided if not already submitted.
- 1.14. All competitors must pay a ground levy/admin fee of \$60 per horse/pony.
- 1.15. All outstanding fees must be paid to receive your wristbands and camping passes pack. Except for the acceptance fee for the Olympic Cup and Dressage Kur Classes.
- 1.16. Acceptance for qualifying classes and championships must be made, together with the fees, by 5pm the day prior to competition.
- 1.17. The Horse of the Year (HB) Ltd Board has the right to allow a wild card entry into any class, and overseas riders and horses into a qualifying class in exceptional circumstances, and if in the opinion of the Horse of the Year (HB) Ltd Board, the show would be enhanced by the addition of the combination.
- 1.18. I consent to the collection of my contact details by Land Rover Horse of the Year 2020 for entry purposes and the use and disclosure of this information to sponsors and other agencies as required.
- 1.19. I acknowledge that pursuant to the Privacy Act 1993 information collected in relation to Land Rover Horse of the Year 2019 may be used by the Organising Committee and by the |New Zealand Equestrian Federation for purposes connected to the administration of equestrian sport in New Zealand.

2. REFUNDS AND PRIZE MONEY

- 2.1. Invoices / Statements will be emailed to the account holder by 6th April 2020.
- 2.2. Confirmation of prize money and/or refunds must be verified via the account holders Equestrian Entries 'My Account' **by the 30th April 2020.**
- 2.3. No prize money or refunds will be paid out until confirmation is received.
- 2.4. Invoices / Statements that have **not been verified by the 30th April will not be processed**
- 2.5. No refunds will be made under \$10 unless specifically requested.
- 2.6. Once confirmation has been received, all prize money and/or refunds will be paid into the bank account number that is listed on the account holders Equestrian Entries records. Any change in bank account number must be advised in writing.
- 2.7. A reduction in prize money and placing may occur, at the sole and absolute discretion of the Event Managers, where it is deemed necessary.
- 2.8. The Event Managers reserve the right to alter the number of competitors in championship classes if deemed necessary.
- 2.9. **All competitors who win prize money over \$500 per class excluding GST must complete and sign a IR330 form (available on the IRD website – search IR330), failing to do this will result in your prize money being taxed at the high non-compliant rate.** The event Secretary must be advised of GST numbers where applicable. All Australian competitors must complete the appropriate forms available in the Show Equestrian office irrespective of prize money won. These requirements must be completed before any prize money will be paid out

3. WRIST BANDS

- 3.1. All competitors will be posted their wristbands, camping and vehicle passes through NZ Post. No one will be allowed to enter the grounds before 8.00am Sunday 8th March 2020. A valid wrist band must be worn to enable you to enter the grounds.
- 3.2. Wristbands must be worn in original state at all times while at the show. Replacement wristbands can be obtained from the Equestrian Office at the Show, but will only be issued on the surrender of the broken wristband. If no wristband can be surrendered, a replacement cost of \$50 each will be charged.
- 3.3. ONE wristband will be allocated to each Rider on receipt of their entry. Please note; the wristband is allocated to the Rider not the Owner.
- 3.4. Prior to the show competitors are able to purchase up to 5 wristbands in total. The costs for the extra wristbands are: one @ \$20 and four @ \$50 each, these 5 wristbands must be purchased prior to or at the time of entry.

4. STALLIONS

- 4.1. Stallions must be either stabled or under control of a suitable person at all times. They are not to be left tied to trucks.
- 4.2. Stallions must be identified with an "S" badge attached to their bridle and halter at all times.
- 4.3. All ESNZ, RAS and FEI Stallion Guidelines depending on what discipline the horse is entered in must be adhered to.

5. STABLING

- 5.1. Pricing
Initially all competitors requiring a stable, covered yard or open yard are to book and pay for an open event yard. They are required to request an upgrade to either a covered yard, stable or premium stable. This upgrade is at the discretion of the Show Stabling Team.

On Booking - Open Event Yard Fee \$ 70

Once Allocated - Charges as below minus the open event yard fee of \$70.

Premier Stable	\$ 400	Open Yard	\$ 70
Stallion Stable	\$ 210	Bond – 1 Yard or Stable	\$ 50
Stable	\$ 210		(\$50 bond per horse)
Covered Yard	\$ 150		

- 5.2. Bedding top ups
TBC Closer to show.
- 5.3. Allocation Protocol
Priority for stables and covered yards are as follows:
- | | |
|--------|--|
| First | Stallions / Mares with foal at foot |
| Second | Upper level horses competing |
| Third | South Island / North Island traveling further than 500km |
- 5.4. Stables and yards are to be booked for competing horses only
- 5.5. Stabling & Yarding allocation will be emailed out with an invoice which needs to be paid with 5 days. If payment is not received you will forfeit your upgrade and go back on the waiting list.
- 5.6. Any animals requiring special stabling/yarding requests due to medical conditions must provide a vet certificate to accompany request for these to be taken into consideration.
- 5.7. Horses/ponies deemed to be a danger to other horses or people will not be stabled/yarded on the grounds for safety reasons.
- 5.8. If you turn down your upgrade, you will go on the waiting list for any further upgrades.
- 5.9. Once your Stable / Yard has been allocated any changes must be requested prior to show commencing. Our Stabling Team will try and assist where they can. However, changes requested once the show has commenced will be at the Stabling Teams discretion. Charges for re-bedding may be applied
- 5.10. Special requests – those putting in special requests for their yarding/stabling, please try and do this at time of entry or by emailing yarding@hoy.kiwi to ensure it is not missed. When requesting to be next to someone, please provide riders name as well as horse's name. These must be requested by BOTH parties for request to be actioned.
- 5.11. Any horse found in a Stable / Yard not allocated to the owner including occupying a 'tied and tagged' space (see clause 6.13) without prior discussion with the Stabling Team will be impounded. There will be an impound cost of \$50 for an initial offense, which must be paid prior to the horse being removed from impound. Second offense will be \$100. This will also include those moving/changing configuration of yards without prior discussion with the stabling team. No warnings will be given.
- 5.12. All stabling and yarding areas are **NO SMOKING**. Anyone found breaching this condition will be removed from the show.
- 5.13. Teams may be split. It is at the Stabling Team discretion of how these horses are to be accommodated. Where teams are split, we will endeavour to keep all horses as close together as possible.
- 5.14. **'Tied and Tagged'**
Once the show has commenced all vacant / checked for refund Stables & Yards will be tied with a cable tie with a tag attached. If we find any horse in a tagged Stable & Yard impound cost (clause 5.11) may be applied at the discretion of the Stabling Team. If the yard is soiled re-bedding cost will also be payable.



6. STABLING REFUND POLICY

6.1. Bond

On booking your initial open yard prior to allocations a cleaning bond will be charged per horse. This is payable before any allocation is made.

6.2. Bond Refund Procedure

This bond is refundable if your yard / stable is left spotlessly clean (no manure, bedding, hay or rubbish remaining) and will be paid direct to the account holders bank account listed in Equestrian Entries on approval of invoice emailed out after show.

Leaving the show PRIOR to Sunday

You must contact by way of text, the Stabling team to advise them of your departure and they will meet you at your Stable / Yards for checking.

Leaving Sunday

You must contact by way of text, the Stabling team to advise them of your departure, **you are not required to stay to wait for clearance** due to the large volume of yards to be checked. We ask that you take a photo showing the state of the Stable / Yard including your yard number as reference if needed – **DO NOT SEND PHOTO**. In the event you're Stable / Yard is inspected and found soiled the Stabling Team will request the photo to be sent.

6.3. **Clauses 6.1 or 6.2 must be followed to receive each bond refund. Please do not delete your text message or photo prior to receiving your invoice confirmation of bond refund.**

6.4. **HOYL hold the right to not refund your bond if the clause was not adhered to and your stable is soiled on time of inspection.**

7. HANDLING OF HORSES OUTSIDE OF COMPETING

7.1. All horse & Ponies being ridden bare back must be wearing a bridle with bit and reins
NO HALTERS & LEAD ONLY RIDING. This may result in your horse being impounded and a \$50 charge being payable to retrieve your horse

7.2. Stable doors must be closed. Temporary gates are not allowed and will be removed.

7.3. Walk ways are to be clear at all times. This include gear buckets / trollies in the stabling access lanes.

7.4. **RIDERS / HANDLERS ARE NOT TO USE CELL PHONES WHILE RIDING THEIR HORSES.**

8. PARKING

8.1. On arrival please wait for the assistance of the parking crew **PRIOR** to placing your truck / float.

8.2. **You must ENTER THROUGH THE GATE that matches your camping / day pass**

8.3. When trucks are being parked together they must be nose to nose with enough clearance for the ramp to be dropped at each end without blocking vehicle access.

8.4. Due to the limited space that we have we ask that all are considerate of each other's surroundings and space.

8.5. The parking crew can ask for a truck / float to be moved at any stage of the show. This must be done in a timely manner.

8.6. Additional vehicle passes are available on request at a maximum of one pass per camp site.

8.7. Additional vehicle may need to be parked away from your site if capacity require this.

9. CAMPING

9.1. Camping passes must be displayed either on the vehicle dashboard or attached to the tent.

9.2. All Vehicles remaining overnight must display a camping pass.

9.3. Additional vehicle passes are available on request at a maximum of one pass per camp site.

9.4. All campers camping in a power site area will have to pay for power whether they connect or not.

9.5. All campers who are connected to a power supply must have a current electrical certification. This will be monitored and if this certification is not held the cord will be disconnected and removed.

- 9.6. All camping material (including tents, vehicles, etc.) must remain within the site boundaries set in the camping areas. Any additional vehicles or equipment must be removed from the camping area. Parking is available on the golf course or in day parking areas.
- 9.7. Any vehicle or material found outside of their site boundaries or blocking access will be towed or confiscated at the owner's expense.
- 9.8. No infrastructure or grounds may be tampered with under any circumstances.
- 9.9. Additional Camping applications submitted online after the closing date (3rd February 2020) may not be guaranteed a site on the Showgrounds
- 9.10. Campers under the age of 18 must be accompanied by a parent or guardian. The parent and guardian must email the secretary that both parties accept the responsibility of the under 18 year old.
- 9.11. No non campers can enter the ground after dusk unless they have a full access pass.

10. DAY PARKING

- 10.1. Vehicle passes must be displayed on your vehicle at all times.
- 10.2. Each camping area will have allocation day parking area.
- 10.3. Yards booked must follow clauses 6 Stabling – 7 Stabling Refund
- 10.4. Day parking is for competitors only, if you are not competing you must park in the public parking area. Your day parking pass will give you entry.
- 10.5. A fee of \$10 per vehicle is payable at time of entries for the week.

11. WELFARE OF THE HORSE

The following is a Code of Conduct based on that promoted by the FEI, but includes a few minor amendments to reflect the New Zealand environment.

- 11.1. In all Equestrian sports the horse must be considered paramount.
- 11.2. The well-being of the horse shall be above the demands of breeders, trainers, riders, owners, dealers, organisers, sponsors or officials.
- 11.3. All handling and veterinary treatment must ensure the health and welfare of the horse.
- 11.4. The highest standards of nutrition, health, sanitation and safety shall be encouraged and maintained at all times.
- 11.5. Adequate provision must be made for ventilation, feeding watering and maintaining a healthy environment when horses are being transported.
- 11.6. Emphasis should be placed on increasing education in training and equestrian practices and promoting scientific studies in equine health
- 11.7. In the interests of the horse, the fitness and competence of the rider shall be regarded as essential.
- 11.8. All riding and training methods must take account of the horse as a living entity and must not include any technique considered by ESNZ to be abusive.
- 11.9. ESNZ will establish adequate controls in order that all persons and bodies under their jurisdiction respect the welfare of the horse.
- 11.10. The National and International Rules and Regulations in Equestrian sport regarding the health and welfare of the horse must be adhered to, not only during national and international events, but also in training. Competition Rules and Regulations shall be continually reviewed to ensure such welfare is upheld.

12. HEALTH & SAFETY

- 12.1. Hawke's Bay A&P Showgrounds are classified as a construction and multi-hazard site up to Saturday 8th March 2020. Hawke's Bay A&P Showgrounds will no longer be a construction site after this date until the 16th March 2020 but remain a multi-hazard site.
- 12.2. The use of Bicycle is allowed on the grounds and normal road rules apply. The following rules must also be adhered to:

- Helmets to be worn at all times
- Not to be taken into the secure area, around practice arenas or within stable/yard areas
- Limited to one passenger
- **CELL PHONES ARE NOT TO BE USED WHILE BKE IS IN USE**

No exceptions to the rules. Bicycle may be confiscated and placed in a lock up until the show is finished. At the end of the show they can be collected and taken home.

- 12.3. All competitors and spectators etc. are responsible for their own safety and must act safely at all times.
- 12.4. All people at the Hawke's Bay A&P Showgrounds must comply with all the Health & Safety conditions of the show.
- 12.5. Any hazards identified need to be reported to the Equestrian office.
- 12.6. A full copy of the Health and Safety plan is available at the Equestrian office at the Show.
- 12.7. Once dark or low visibility occurs, no vehicle movement is allowed in the secure area unless permission granted by Security or Show Management.

13. GENERAL

- 13.1. There will be testing for prohibited substances during the show. All prize money relating to competitors horses and ponies, which are tested for prohibited substances, will be withheld until the test is cleared.
- 13.2. Conflicting sponsor's logos and emblems will not be permitted during prize giving ceremonies at the Show. Place getters will be required to wear dress rugs, supplied by the Land Rover Horse of the Year, at presentation ceremonies.
- 13.3. Any rider or person contravening Hawke's Bay A&P Showground rules and regulations will be liable for a fine not exceeding \$100 and disqualification from the show indefinitely. These rules are available at the Equestrian office at the Show.
- 13.4. The consumption of alcohol is limited to the bars, café, function centre and camping areas. The Grandstand is an alcohol-free zone. No alcohol is to be consumed or open containers carried within the secured area including behind the grandstand and around the arenas and stabling blocks.
- 13.5. Dogs are not permitted on the Hawke's Bay A&P Showgrounds.
- 13.6. Except for trade exhibitors, no access is allowed into the trade area, 30 minutes after the last activity of the day.
- 13.7. Permission of the organising Event Management Company must be obtained for any product or service to be sold, advertised or performed outside of the designated trade and food areas.
- 13.8. No personal notices are to be displayed anywhere around the grounds.
- 13.9. No animals are to be grazed on any of the arenas at any time, from Sunday 8th March - Sunday 15th March (inclusive).
- 13.10. Any competition related appeals or disputes are in the first instance to be handled by your section Convenor in accordance with section rules, regulations and conditions of entry. If they cannot be rectified at this level, the section convenor will forward on to the Equestrian Office who will then activate the Land Rover Horse of the Year Appeal Committee.
- 13.11. Land Rover Horse of the Year and or the Horse of the Year (Hawke's Bay) Ltd Board reserves the right to alter schedules and conditions if circumstances require it.

14. SHOW GROUND PROHIBITED ACTIVITY

HORSE OF THE YEAR SHOW GROUND RULES

Land Rover Horse of the Year is committed to ensuring the health and safety of all people at the event and to providing a safe environment for everyone to enjoy.

The Board and its Directors have moved to impose a strict drug/alcohol and conduct policy. We ask all competitors and persons camping at the showgrounds over the week of the show, to read these Ground Rules and note that **failure to comply with these regulations will result in immediate disciplinary and if need be, Police action.**

Prohibited activity:

- **The use of illicit drugs on site will not be tolerated.** Horse of the Year will take Police action and the person or persons involved will be removed from the site immediately.
- **Excessive consumption of alcohol.** This can be a hazard for not only the person involved but those around them. Horse of the Year will take these issues seriously and will respond and deal with the incident quickly.
- Due to the high risk these vehicles pose, competitor's (excluding authorized disability or approved dispensation, see clause 15) **motorised vehicles of any kind** are banned from use on the grounds, including:
 - Quad bikes
 - Gators/ATV
 - Electric bikes
 - Electric scooters
 - Motorbikes (including small/mini versions)
 - SegWays
- **Any abuse (verbal or physical) or racial remarks towards any other party on site, including officials, volunteers, HOY staff/contractors will not be tolerated.** Horse of the Year reserves the right to remove any persons failing to comply and withdrawal from any classes entered without refund or explanation and with immediate effect.
- **Anyone caught deliberately damaging or stealing property will result in Police intervention and the removal from the grounds and withdrawal from any classes entered, without refund.**
- Upon entry to the grounds, all competitors and support crews adhere and respect the Horse of the Year show's 'code of conduct'. This is a pinnacle equestrian event attracting global coverage, we expect all participants and support crews to conduct themselves appropriately.

Each individual has a personal responsibility for their own safety and for the safety of those around them. We encourage all our attendees to adopt a 'Community Watch' approach, especially in our camping areas, whereby any health and safety concerns and accidents or incidents are to be reported to the office, without delay.

15. DISPENSATION PASS

Mobility Permit

Officials / Volunteers / Competitors and/or members of the competitors support crew who hold a current Mobility Parking Permit will automatically qualify for a 'Dispensation Pass' not including motor vehicles which must be parked in the designated disability parking areas.

Restricted Mobility

Officials / Volunteers / Competitors and in some cases members of a competitor's support crew who have pre-existing restricted mobility to either walk distances due to medical conditions, pain or other physical reason may qualify for a 'Dispensation Pass'. It is to the discretion of the Horse of the Years Management team whether or not the application is approved.

Application

Application can be made prior to the show by emailing equestrian@hoy.kiwi. Horse of the Years Management team may ask for a doctor's certificate. Once your application has been accepted your passes must be collected on site from the Equestrian Office.

Dispensation Pass identification and collection process

The person that made the applicant must pick up their pass with photo I.D from the Equestrian Office.

Each Dispensation Pass will consist of two passes identified by the applicant's name.

1 x band is to be placed on the vehicle you are wanting dispensation for.

1 x band is to be worn on applications wrist at all times, this is to be placed on wrist at time of pick up.

Misuse of Dispensation Pass

In the event the vehicle is used by any person other the applicant, the Horse of the Years Management team have the right to seize the vehicle for the duration of the their attendance.

16. POLICIES AND REGULATIONS

Land Rover Horse of the Year follows the ESNZ Rules and Regulations – please make yourself familiar with at least the following policies.

<https://www.nzequestrian.org.nz/esnz/rules-regulations/esnz-rules/>

- ESNZ Drug and Alcohol Policy
- ESNZ Code of Conduct
- ESNZ Social Media Policy Guidelines
- ESNZ Behaviour Policy
- ESNZ General Regulation