

British Carriagedriving National Championships 2019

Invitation to Apply

In this document all references to a “Rule” or to “Rules” and to an “Annex” or “Annexes” are to the British Carriagedriving Rules for Horse Driving Trials as in force from time to time, and to the Annexes to those Rules.

All capitalised words and phrases have the same meaning as in the Rules.

Introduction

Interested parties including (but not limited to) existing event organisers and affiliated clubs are invited to apply to organise and host the 2019 British Carriagedriving National Championships on a suitable date at the end of the 2019 driving season (“the Championships”). Any Organiser or Organising Committee wishing to apply must complete an application providing the details set out at the end of this invitation and return it to British Carriagedriving by 3rd September 2018. The application should specify which weekend the applicant proposes for the championships. Applicants are encouraged to offer more than one weekend if possible. British Carriagedriving will identify the application which, in their sole discretion, is most suitable, and enter into a contract with the selected Organising Committee or Organiser to organise and host the Championships in accordance with the conditions set out in this document.

British Carriagedriving reserves the right to seek additional information or clarification in respect of any application before making a decision.

The Conditions

1. The Organiser/Organising Committee will submit a schedule for approval by Council and the Championships will be organised and run in accordance with the Rules.
2. British Carriagedriving will identify which Athletes qualify for the Championships. The Championships will include classes for each class set out in Article 901 in which Athletes have qualified.
3. The Organiser/Organising Committee will provide a template for its entry form to British Carriagedriving.
4. British Carriagedriving will notify all qualified Athletes that they have qualified and provide an entry form to each Athlete.
5. British Carriagedriving will provide event paperwork in accordance with Annex 9.
6. British Carriagedriving will provide details of the winners of the Points Leagues by way of a handout to be included in the welcome pack referred to below.
7. The Organiser/Organising Committee will accept entries from all duly qualified Athletes who complete and return an entry form by the Closing Date.
8. The Organiser/Organising Committee will arrange suitable first aid cover for each day of the Event.
9. The Organiser/Organising Committee will ensure that a vet is in attendance on Saturday and on call for all other days.
10. The Organiser/Organising Committee will ensure that a farrier is in attendance on Saturday and on call for all other days.
11. The Organiser/Organising Committee will ensure that adequate parking is available for the number of Athletes entering the Championships.
12. The Organiser/Organising Committee should offer stabling and electrical hook up if possible.

13. The Organiser/Organising Committee must have in place suitable contingency plans for getting lorries and trailers off site in the event of bad weather.
14. The Organiser/Organising Committee will ensure that an adequate supply of water is provided for the number of horses, Athletes, Grooms and Officials attending the Championships, with taps spread throughout the horsebox park and dedicated areas for washing down carriages and horses.
15. The Organiser/Organising Committee will provide at least one covered noticeboard large enough for all results and other official announcements to be posted.
16. The Organiser/Organising Committee will ensure that an adequate number of well signposted muck areas are available in the horsebox park.
17. The Organiser/Organising Committee will provide an emptying point for chemical toilets.
18. The Organiser/Organising Committee must provide adequate toilet and shower facilities for the number of Athletes, Grooms and Officials attending the Championships which must be kept clean and properly supplied at all times. The toilets must be throughout the lorry park and must include disabled facilities.
19. The Venue must be open for Athletes to arrive as from 12.00 on the Wednesday of the week of the championships .
20. On arrival each Athlete and Official is to be provided with a welcome pack to include (at least) the following:-
 - 20.1. A welcome letter setting out the timetable for the event (including the time and place of each prize giving) and identifying the location of the event office, the exercise route, the showers, toilets, bar and catering facilities and the notice board(s) where all official notices and results will be posted;
 - 20.2. A programme including an introduction by the Chairman of British Carriagedriving;

- 20.3. The contact details and phone number of the on call vet and on call farrier;
 - 20.4. The handout prepared by British Carriagedriving with details of the Points League winners;
 - 20.5. Local information including the location of the nearest garage/supermarket etc;
 - 20.6. A schedule for Friday giving the start time for each Athlete's dressage test and identifying which arena each Athlete will drive in;
 - 20.7. A schedule for Saturday giving the start time (subject to change) for each Athlete at Sections A, T and B, together with the length of each Section, the Time Allowed in each Section (for Horses and Ponies) and the Minimum Time in each Section (for Horses and Ponies);
 - 20.8. A map of section A and a map of section B;
 - 20.9. Diagrams of each obstacle;
 - 20.10. A class running order for Sunday identifying which class will drive cones in which arena and in what order;
 - 20.11. Tickets to any event during the Championships which are 'ticket only';
 - 20.12. Dressage and marathon numbers.
21. On site catering and bar facilities must be available from at least 12.00 on Thursday . Thereafter catering facilities must be available all day and during the evening and bar facilities must be available from 12.00 onwards each day.
22. The Marathon Obstacles must be open for walking by 12.00 on Thursday .
23. The Organiser/Organising Committee must provide at least one practice dressage arena and a clearly marked exercise route.
24. The Organiser/Organising Committee will provide sufficient dressage arenas to allow all classes apart from Evolution and Young Horse/Pony classes to complete their dressage on Friday .

25. The Organiser/Organising Committee must provide sufficient warm up space for the number of dressage arenas in use.
26. There must be a prizegiving for Dressage on Friday with rosettes to third place.
27. The Marathon must include Sections A, T and B. Section B must be as close to the maximum distance set out in the Rules as possible.
28. The Halt must have an adequate supply of water and buckets and a toilet.
29. The Marathon must include 8 obstacles with at least 6 gated to F and the others gated to at least E.
30. There must be a prizegiving for Marathon on Saturday with rosettes to third place and with sufficient time allowed for presentation of prizes to the winners and runners up in the Points Leagues by the sponsors of the Points Leagues.
31. The Organiser/Organising Committee must provide two cones arenas for use on Sunday together with a combined dressage/cones arena and two obstacles for the Evolution and Young Horse/Pony Classes and sufficient warm up space for each of the above.
32. The Cones courses must be available for walking for at least 1 ½ hours during the afternoon/evening of Saturday and a further 1 ½ hours on the morning of Sunday . The 1 ½ hours on Saturday must not overlap with the Marathon or with the prizegiving.
33. Distances and times for the two cones arenas are to be posted prior to the courses being opened for walking and a running order for each arena is to be posted as soon as possible after the marathon is completed.
34. There must be a prizegiving ceremony at the conclusion of each class or group of classes with rosettes for cones to third place and rosettes to sixth place for the overall result in each class.
35. A member of the British Carriagedriving council will be invited to take part in each prize giving ceremony on all three days.

36. Each Athlete will receive a commemorative plaque and the overall winner in each class is to receive a sash in addition to their rosette. All additional trophies and prizes to be at the organiser's discretion.
37. The Organiser/Organising Committee will be entitled to make reasonable use of the British Carriagedriving logo for all purposes associated with the Championships.
38. The Organiser/Organising Committee will be entitled to make such arrangements for the commercial sponsorship of the Championships as it considers appropriate provided details are provided to British Carriagedriving in advance for approval.
39. The Organiser/Organising Committee shall be entitled to retain all entry fees, all income generated from bar sales and catering, all income generated by commercial sponsorship and all income generated by trade stands and the like. The Organiser/Organising Committee will, however, be responsible for all costs and expenses of the event.
40. The Organiser/Organising Committee will collect Start Fees on behalf of British Carriagedriving which will be paid in full to (and retained by) British Carriagedriving.
41. The Organiser/Organising Committee will be entitled to make such arrangements for private sponsorship/donations as it consider appropriate. Income generated through private sponsorship/donations will be payable to British Carriagedriving to enable British Carriagedriving to claim (if possible) gift aid. Upon conclusion of the Championships British Carriagedriving will pay to the Organiser/Organising Committee the net sum received by way of private sponsorship/donations.
42. The Organiser/Organising Committee will publicise the Championships as widely as possible both locally and nationally.
43. The Organiser/Organising Committee will ensure that the route to the event is adequately signposted for Athletes, Grooms, Officials and spectators.

Application

The Application should contain the following information

- A. Identity of Organiser or Organising Committee
- B. Venue for the Championships
- C. The proposed date or dates for the Championships
- D. Number of Dressage Arenas
- E. Number of Permanent Obstacles
- F. Proposed Closing Date
- G. Proposed Entry Fee for each class
- H. The number (if any) of stables which will be available
- I. The number (if any) of electrical hook ups which will be available

Other information *(please set out here any additional information you would like British Carriagedriving to take into account in making its decision including details of any development plans you have and details of your plans to publicise the event, to make provision for spectators and to create a Championships which will be noticeably different to National events generally)*

Confirmation

The Application should include the following confirmation:

I *[name or Organiser or representative of Organising Committee]*

Confirm that if I/we *[delete as appropriate]* am/are awarded the contract to organise and host the Championships they will be organised in accordance with the Rules and the Conditions.

[Signature of Organiser or representative of Organising Committee and date]