



**EQUESTRIAN AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

JUMPING SA – COMMITTEE ROLE

JOB DESCRIPTIONS, GUIDELINES & POLICIES

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INDEX	ARTICLE	PAGE
Description – Jumping SA Committee	1	3
Structure of Committee	2	3
Sub Committees	3	3
Functions and Responsibilities of Committee	4	3
Chairperson	5	4
Committee Members	6	4
Executive	7	5
Individual Committee Roles	8	5-6
SA State Jumping Selectors	9	6-7
Officials Accreditation and Training Panel	10	7
Program Approval Panel	11	7
State Jumping Squads	12	8
Code of Conduct	13	8
SA State Jumping Championships	14	8
John Sheekey Memorial Award	15	8
State Country Championships	16	8-9
State Award Events and Series Competitions Balharry Cup Fosters Cup Platinum & Silver Leagues SA Young Rider Series	17	9-12
ESA Youth Development Scholarship	18	13
Interstate and Overseas Invitations	19	13
Jumping Committee Schedule	20	13
Jumping Equipment	21	13
Jumping Clubs	22	13

1. DESCRIPTION – JUMPING SA COMMITTEE

The role of the Equestrian South Australia (ESA) Jumping Committee (Jumping SA) is to manage and promote jumping within South Australia.

The Jumping SA committee is the sole rule making body of jumping in South Australia, and will take direction from the National Jumping committee (NJC) and the ESA Board.

2. STRUCTURE of COMMITTEE (See ESA Incorporated, Constitution)

The Jumping SA committee shall comprise of nine (9) members elected by Ordinary or Associated Members.

The Jumping SA committee may co-opt up to a maximum of three (3) additional members considered to have special qualifications of value to the committee (e.g. Finance, Promotion, Course Design, Judge, and Steward etc).

Where the jumping riders elect a rider to represent them, the nominated Riders' Representative may be co-opted onto the committee with voting rights.

3. SUB COMMITTEES

Sub committees may be formed from time to time for special events or reasons, however they will only be in force until the event is concluded, or 1 year from its formation unless otherwise stipulated by the committee.

The Jumping SA committee may appoint sub committees to act as the Official's Accreditation panel, Program Approval panel and others as necessary.

A written report, when appropriate, from all sub committees is to be presented at all ordinary meetings of the jumping committee.

4. FUNCTIONS AND RESPONSIBILITIES OF COMMITTEE

The Jumping SA committee is responsible to the ESA Board for the following autonomous roles pertaining to jumping:

- Implementation of EA & FEI policy and rules
- Appointment of State Jumping Selectors
- Appointment of State Team Managers (Chef d'Equipe) **when required**
- Appointment of a State Jumping Coach **if and when required**
- Developing the Discipline from Junior to National Level
- Liaising with other EA Branch committees
- Liaising with all Jumping Clubs and Agricultural Societies
- Promoting the discipline within South Australia
- Fundraising.
- To act in the interest of the EA as a whole with respect to sponsorship
- Convening sub-committees, e.g. Officials Panel, State Selectors Panel, etc.
- Co-opting necessary expertise
- Train and maintain adequate numbers of EA qualified officials

5. CHAIRPERSON

This office is appointed from within the committee. Such appointment is for a one-year term (appointed after the AGM or at the committee's next meeting) and may be renewed but must be within the rules of the constitution.

The chairperson plans, prepares and directs meetings of the jumping committee. Ensures all actions are completed within nominated time frames and generally carries out a leadership role in the administration of jumping in South Australia.

The Chairperson has the following duties:

- By virtue of this office, is also chairperson of the State Jumping Selectors. The chairperson may delegate this role to another member of the jumping committee.
- Approves the agenda.
- Attends and chairs the meetings.
- Ensures all actions arising from the meetings are completed within the nominated time frame.
- May take part as an ex officio member with voting rights on all jumping sub-committees.
- Plays a major leadership role in policy making and planning. It is essential the chairperson is available to all committee members for regular communication.

6. COMMITTEE MEMBERS

Members are elected for a three-year term, which may be renewed.

Commitment

Committee members are expected to accept a range of duties and responsibilities. It is expected that members be committed to working for and making a substantial contribution to jumping in South Australia. It is the responsibility of this committee to ensure that the objectives, aims and operational activities are achieved.

Responsibilities

Committee members are responsible to the general membership for their conduct, decision making and performance.

Members must notify the Chairperson and EA Executive Officer in writing of any agenda items 5 working days prior to the meeting.

It is expected that the objectives as set out in these guidelines and policies are adhered to.

Proper preparation for every meeting is expected. Members must have studied the previous minutes and considered agenda items. Members are expected to have available appropriate information to assist with decision making, e.g. previous minutes, FEI jumping rules, National Jumping rules and this document.

The interests of all jumping members should be considered prior to casting a vote. Committee members **must** vote in the best interests of South Australian Jumping.

Members must be prepared to be active in sub- committees or special projects on behalf of the committee.

Qualities of Committee Members

- Adequate knowledge of meeting procedure.
- Good working knowledge of FEI & EA National Jumping Rules.
- Experienced organisational and administrative roles in conducting jumping events.
- Good oral communication skills

7. EXECUTIVE OF JUMPING COMMITTEE

A three-person executive may be appointed by the jumping committee to deal with urgent matters that arise from time to time.

The executive shall be reviewed annually at the commencement of each term, e.g. first meeting after the AGM.

The executive will be comprised of the chairperson and two jumping committee members, both being elected members.

At the discretion of the jumping committee or by functional necessity of the executive, the branch chairperson may be included at these meetings. It is quite possible that meetings of the executive will be via telephone.

All business conducted by the executive must be reported at the next ordinary jumping committee meeting.

8. INDIVIDUAL COMMITTEE ROLES

The jumping committee may appoint members of the committee, or where appropriate persons from outside the committee to manage and report on the following portfolios as required:

Minutes Secretary (may not necessarily be a member of the Jumping committee)

The minute secretary is required to take minutes at ordinary jumping committee meetings and make them available to the office for distribution to committee members after approval by chairperson.

State Jumping Awards Coordinator

The jumping committee manages a series of awards, including the Balharry and Fosters Cups, State Platinum and Silver Leagues and the Young Rider Series. The jumping committee may appoint a person who will be responsible for the collation and preparation of up to date scores for presentation to the committee and publication on the Jumping SA web page.

Event Liaison Officer

The communication and assistance to jumping clubs and agricultural shows is vitally important. Assistance is regularly required with programming, rules and obtaining suitable officials. The jumping committee may appoint a liaison officer(s) to assist/guide jumping clubs and agricultural show convenors in preparing for their event. The liaison officer will also provide advice and reference material to promote their event.

State Squad Coordinator

The jumping committee has State Jumping Squads to develop horse and rider combinations for National team competitions. The jumping committee may appoint a member(s) of the committee to develop a training program, recommend coaching clinics and assist squad members with their development. The State Squad Coordinator is the liaison officer between the jumping committee and the squad members. The State Squad Coordinator will obtain details of fees for coaching and venue hire before making recommendations to the jumping committee to conduct clinics.

Web Page & Membership Communication

The jumping committee considers it important to communicate relevant information to the members in a timely manner. The jumping committee may appoint a member as communication officer to liaise regularly with the ESA Office to ensure relevant information is made available on the ESA Jumping web site. This member may also prepare articles on behalf of the jumping committee for publication in the ESA Quarterly Newsletter e-mag. The article must be approved by a member of the jumping committee executive prior to publication.

Jumping Rider's Representative

Engaging with the jumping riders is important to the jumping committee. The Australian Jumping Riders Association is represented on the National Jumping Committee. The jumping committee encourages SA riders to elect a rider to represent them at the Jumping SA committee meetings. The SA Jumping Riders Rep must conduct a riders' meeting at least twice yearly to update members on "jumping" issues and obtain any input from riders for the jumping committee to consider.

Media and Publicity Officer

Promotion of appropriate jumping competitions or competitor information of interest is important. The jumping committee may appoint a media and publicity officer to collect and collate details of all State squad riders for provision to the media and commentators as appropriate. The media and publicity officer will provide significant competition results to the media in a timely manner. The media and publicity officer will assist the media obtain interviews when sought.

Fundraising Officer

The jumping committee may appoint a fundraising officer. The fundraising officer may assist with obtaining sponsorship and raising funds from other initiatives.

9. SA STATE JUMPING SELECTORS

The State Selectors positions will be advertised to the SA Jumping community bi-annually. Any interested candidates who satisfy the set criteria are welcome to submit an expression of interest application to the Jumping SA Committee. The job description and application form will be made available when advertised.

The jumping committee will appoint a minimum of 2 and a maximum of 5 state selectors not including the chair of selectors for a two (2) year term commencing Jan 1 in even years.

The Chairperson of the jumping committee, is by virtue of office, the chairperson of the state jumping selectors. The chairperson of the jumping committee may delegate this responsibility to another member of the selection committee. The Chair of the Selectors Committee will notify all squad members of any and all additions and omissions.

Summary of the Position

The selectors work together to identify teams for major competitions, by attending particular events, and assessing performances. Selectors are also involved in the selection of individual competitors and/or teams for other competitions (e.g. Competitions on borrowed horses) as required.

Selectors also identify and select elite and talent squads, in accordance with the selection criteria and policy document of the jumping committee.

The Selectors **must** comply with all policy directions of the jumping committee

The State Selectors will monitor individual performances of riders and their horses for inclusion on State Squads and State Teams competitions. Ideally Selectors should be present at most competitions in SA, in particular those competitions holding championship title events and classes that accrue points for our overall annual awards such as the Balharry and Foster's Cup.

The role will also include, but is not restricted to, assisting the Jumping Squad Coordinator with squad activities; selection and recommendation for other events/activities relevant to the sport such as selection of Youth Development Scholarship finalists.

The Selectors will meet three to four times a year to update Squads and make selections for key Teams competitions such as State Championships, Australian Championships and Junior/Young Rider Festivals.

The State Selectors will report to the Discipline Committee (Jumping SA) via the Chairperson of Selectors. Nomination of the position of Chair will be made by the Selectors at their first meeting.

Essential Requirements

Applicants must fulfil the following essential requirements to be eligible as a State Selector:

- Must be a minimum of 18 years of age
- Must be a financial member of Equestrian SA - minimum Participant level
- Must have a sound knowledge of the sport (Jumping) including the rules and governance
- Must have good communication and interpersonal skills
- Must attend and watch relevant classes at SA competitions on a regular basis
- Must declare any and all conflicts of interests

Desirable Experience

Applicants must demonstrate at least one of the desirable experience requirements to be considered as a State Selector:

- Current or previous experience in Jumping at a minimum standard of 1.40m
- Accredited Course Designer with experience at State Championship level
- Accredited Judge (Jumping) with experience at State Championship level

Applications

Interested candidates will be asked to complete an Expression of Interest (page attached to the advertised job description) in no more than 250 words and forward to the Jumping SA Secretary by the due date. The Jumping SA Committee will nominate and recommend the successful applicants. All applicants will be duly advised of the outcome.

10. OFFICIALS ACCREDITATION & TRAINING PANEL

The training and development of officials is vital to the continuous improvement of jumping. The committee may appoint a panel responsible for providing up to date advice to ensure appropriate training seminars are conducted. They will monitor the status and number of officials, recommend seminars to provide opportunities for officials to update and/or upgrade their qualifications.

The jumping committee is responsible for the approval of officials to level 1 and 2. The jumping committee is responsible for recommending officials for promotion to level 3 or FEI. This panel is to make recommendations to the jumping committee for the promotion of officials. The panel must include a member of the jumping committee, an FEI accredited Course Designer and a FEI accredited Jumping Judge.

11. PROGRAM APPROVAL PANEL

The Jumping Committee will appoint up to three committee members to approve all show programs. The Program Approval Panel (PAP) will ensure all classes have appropriate details and comply with EA National Jumping Rules.

The panel is delegated the authority to approve programs without consulting the jumping committee. The panel chairperson will ensure the ESA office is advised when programs are approved and report all approvals at the monthly jumping committee meeting. *Only Jumping committee members appointed to this panel will be able to approve programs, or changes to programs.*

Event organisers must submit their Program and Conditions of Entry to the PAP for approval before the program is distributed. Event organisers are required to email their program to the ESA Office via reception@equestriansa.com.au and copy jumping@equestriansa.com.au for consideration by the PAP.

The PAP will approve or return the program for correction within 7 calendar days. Approval of all programs will be in writing by email from the PAP with a copy to the ESA Office and Jumping Chair.

For detailed information, please see the Jumping Program Approvals document on the ESA website:

www.sa.equestrian.org.au click - Sports / Jumping SA / For Show Organisers / Show Program Approvals

12. STATE JUMPING SQUADS

All information relating to the State Jumping Squads and any related positions, are outlined in the Jumping SA document "State Jumping Squads" which can be viewed on the ESA website. www.sa.equestrian.org.au click - Sports / Jumping SA / For Riders / Jumping SA Squad Criteria

13. CODE OF CONDUCT

It is expected that all members will comply with and help others to be aware of all relevant codes of conduct. This includes horse welfare, rider and member behavior and safe transport of horses.

14. SOUTH AUSTRALIAN STATE JUMPING CHAMPIONSHIPS

The State Jumping Championships is the responsibility of the Jumping SA committee. The Jumping SA committee may appoint a sub-committee to make recommendations to ensure suitable planning is in place for this event.

Sufficient time must be allowed for appropriate planning, **e.g. sponsorship, programming, advertising and promotion.**

The State Championship program must include the following classes:

1. Senior State Championship
2. Young Rider State Championship
3. Junior State Championship
4. Senior Speed Championship
5. Junior Speed Championship
6. John Bruggemann Trophy
7. Monalita Junior Grand Prix

15. JOHN SHEEKEY MEMORIAL VOLUNTEER OF THE YEAR

To be awarded annually at the State Championships to a volunteer having shown long standing commitment to jumping in South Australia.

Any SA financial member can nominate a worthy candidate by making that nomination in writing to the Jumping Committee by 1st March each year.

The jumping committee will consider all nominations and determine the recipient. Current jumping committee members are not eligible.

16. STATE COUNTRY JUMPING CHAMPIONSHIPS

As a tribute to Henly Exell's contribution to jumping in SA, the Henly Exell Cup is awarded to the winner of the SA Senior Country Jumping Championships.

The jumping committee recommends allocation of the SA Country Championships based on the following factors:

1. The Show is conducted at a venue with suitable grounds and facilities
2. The Show committee has a history of being capable of conducting a class of this nature
3. The Show has a history of attracting reasonable entries
4. The Show would benefit through increased status if conducting this class

The class must be a minimum of 1.30m. There must be at least 2 vertical fences at 1.35m and 2 spread fences at 1.30m high by 1.50m wide. The first fence and the first fence of the first combination may be 1.25m.

Any Agricultural Show that meets the class requirements (or a Show located 100kms from the Adelaide CBD that meets the class requirements), may apply to run the SA State Country Championships.

If the show has been allocated a round of the Balharry Cup, this class can also be the Country Jumping Championship Class, BUT Balharry Cup rules must apply.

The Henly Excell Cup is held at the ESA Office and will be awarded in the name of the winner. Shows holding this event may present a token trophy on the day.

NOTE: A Junior Country Championship class can be run at the same approved show with or without a Fosters Cup, BUT Fosters Cup rules must apply.

17. STATE AWARD EVENTS AND SERIES COMPETITIONS

In 2021 the following SA State Awards and Series events are offered

- Balharry Cup & Leading SA Senior Jumping Rider of the Year
- Fosters Cup & Leading SA Junior Rider of the Year
- Platinum League
- Silver League
- SA Young Rider Series

All State series competitions and awards will be reviewed annually at the October jumping committee meeting. Details inclusive of dates and venues of the competitions are to be published via the Show Calendar on the Jumping SA web page as soon as possible after that meeting.

The full criteria pertaining to all these competitions is outlined in this document and reproduced (in part) in the "Information to Show Organisers" and the "State Jumping Award" documents.

Jumping SA will make a contribution to the shows approved to conduct Platinum & Silver League classes and other approved sponsored series events as defined below. Details on how Organising Committees can claim these contributions is also outlined in the Information to Show Organisers document.

Where there is a tie for any State Award at the end of the year, there will be a 'count back' conducted. Initially the winner will be the horse/rider who has gained the most first placing, if there is still a tie, the number of second placing will be counted, if there is still a tie third placing will be counted.

*As well as forwarding score sheets to the ESA Office as per National Rules, individual results from Award and Series classes indicating 1st - 5th place are required so the Leaderboard can be updated. **Details on how to report results can be found in the Information for Show Organiser document.***

Details relating to the rules of the SA State Award and Series competitions are available to members and show organisers by visiting the ESA website www.sa.equestrian.org.au

[click - Sports / Jumping SA / For Riders / State Awards & Series](#)

17.1 BALHARRY CUP

To honour James Balharry's contribution to jumping in SA, the Balharry Cup is presented to the Owner of the SA registered Horse gaining the most points in the Balharry Cup classes.

Points will be allocated from 1 January to 31 December each year. The classes to count towards this Cup (and the Leading Senior Rider) will be published via the ESA Website.

Where an equality of placing occurs, the points allocated to those placing will be added together and divided by the number of competitors sharing those placing. Fractions of 0.5 or more will be rounded up, fractions less than 0.5 will be rounded down.

- The competition must be the main class of the event, held between 11am-2pm,
- Must be judged under Table A; Article 238.2.2, or 273.3.3.1
- The recommended first round height to be 1.40m. Height must be publicised in the schedule.
- Must have a minimum of two vertical fences and two spread fences at 1.40m or above in the first round.
- If the above requirements are not met for any reason other than weather/ground conditions the competition results will not count towards the yearly total.
- Placings must be awarded to 5th place. Points are awarded to 5th place.

Where a Balharry Cup class is conducted indoors the recommended first round height is at least 1.35m.

All events conducting Balharry Cup classes must schedule a class at 1.30m prior to the Balharry class.

At the completion of the Balharry Cup rounds for the year, the Owner of the SA registered Leading Senior Horse will be awarded a prize rug at the ESA Awards Night.

At the completion of the Balharry Cup rounds for the year, the SA Rider gaining the most points overall will be awarded the SA Senior Jumping Rider of the Year trophy at the ESA Awards Night.

17.2 FOSTERS CUP

Donated by Laurie Foster in memory of his late wife Ruth Foster, for her contribution to jumping in SA. The Fosters Cup is presented to the Owner of the SA registered Horse gaining the most points in the Fosters Cup classes.

Points will be allocated from 1 January to 31 December each year. The classes to count towards this Cup (and the Leading Junior Rider) will be published via the ESA website.

Where an equality of placing occurs, the points allocated to those placing will be added together and divided by the number of competitors sharing those placing. Fractions of 0.5 or more will be rounded up, fractions less than 0.5 will be rounded down.

- The competition must be the main junior class of the event and must not be combined with any other competition. To be held at the completion of the Balharry Cup or between 11am-2pm
- Judged under Table A, Article 238.2.2, or 273.3.3.1
- Recommended first round height to be 1.15m. First round height must be publicised in the schedule.
- Must have a minimum of two vertical fences and two spread fences at 1.20m or above in the first round.
- If the above requirements are not met for any reason other than weather/ground conditions the competition results will not count towards the yearly total.
- Placings must be awarded to 5th place. Points are awarded to 5th place.

Where a Fosters Cup class is conducted indoors the first round recommended height is at least 1.10m.

All events conducting Fosters Cup classes must schedule a class at 1.10m prior to the Fosters Cup.

At the completion of the Fosters Cup rounds for the year, the Owner of the SA registered Leading Junior Horse will be awarded a prize rug at the ESA Awards Night.

At the completion of the Fosters Cup rounds for the year, the SA Rider gaining the most points overall will be awarded the SA Junior Jumping Rider of the Year trophy at the ESA Awards Night.

17.3 PLATINUM AND SILVER LEAGUES

The Jumping SA committee conducts two sponsored circuits, an open class known as the "Platinum League" and a separate one of horses with less than 40 points as at 1st January known as the "Silver League". Horses may compete for points in both leagues.

The shows that have been allocated ESA League classes (Platinum and Silver Leagues) will be published via the ESA Website / Jumping SA. The event must recognise the support of "The Sponsor" in their program as described and over the public-address system on the day.

*Jumping SA will contribute \$300 (+ GST if applicable) to the shows approved to conduct these two classes and will pay on receipt of an appropriate invoice. **To receive payment, invoices must be submitted no later than 30 days after the event.***

Platinum League Criteria

The Platinum League must not be the main senior competition or combined with any other competition at the event unless approved by the Jumping SA committee

- Class description must include **'Sponsor's Name' Platinum League** and all specific rules listed below:
- Organisers may add any additional sponsors name to the class description.
- Class must be judged under Table A; Article 238.2.2.
- First round maximum height 1.30m.
- Must have a minimum of two vertical fences and two spread fences at maximum height in the first round.
- Ribbons and Prize Money to be awarded to: 1st, 2nd, 3rd, 4th, 5th.
- Points awarded: **1st - 5 points, 2nd - 4 points, 3rd - 3 points, 4th - 2 points, 5th - 1 point**

*For 2021, the Platinum League will be sponsored by **Dapple EQ** and will be named: **"Dapple EQ Platinum League."***

Silver League Criteria

- Class description must include **"Sponsor's Name" Silver League (for horses with less than 40 points as at 1st January of the current year)** and all specific rules listed below.
- Organisers may add any additional sponsors name to the class description.
- Class must be judged under Table A; Article 238.2.2
- First round maximum height 1.20m.
- Must have a minimum of two vertical fences and two spread fences at maximum height in the first round.
- Ribbons and Prize Money to be awarded to: 1st, 2nd, 3rd, 4th, 5th.
- Points awarded: **1st - 5 points, 2nd - 4 points, 3rd - 3 points, 4th - 2 points, 5th - 1 point**

*For 2021, the Silver League will be sponsored by **EAC Animal Care** and will be named: **"EAC Animal Care Silver League."***

Platinum and Silver League Overall Winners

At the completion of the Platinum and Silver League Classes for the year, the SA registered Owner of the overall Leading Horse with the most points for the series in each section will receive the following prize at the ESA Awards Night:

- *Platinum League: \$150 prize money + rug*
- *Silver League: \$100 prize money + rug*

17.4 SA YOUNG RIDER SERIES

The SA Young Rider Series is a “sponsored series”.

- Points are accumulated in selected classes at allocated shows throughout the calendar year - see ESA jumping calendar for allocated shows.
- Specifications are as per the requirements of the EA National Jumping Young Rider Rules.
- Horses entered in these selected events cannot compete in a Junior class at the show.
- Points awarded: **1st - 5 points, 2nd - 4 points, 3rd - 3 points, 4th - 2 points, 5th - 1 point**

The shows that have been allocated SA Young Rider Series classes will be published via the ESA Website / Jumping SA. The Series must recognise the support of “The Sponsor”.

At the completion of the SA Young Rider Series, the overall leading SA Rider with the most points for the series will be awarded a prize rug at the ESA Awards Night. A prize will also be awarded to the owner of the SA registered leading horse.

*For 2021, the Young Rider Series will be sponsored by and will be named:
“..... SA Young Rider Series”*

18. ESA YOUTH DEVELOPMENT SCHOLARSHIP PROGRAM

The Youth Development Scholarship Program is an exciting annual event sponsored by Equestrian SA. Current ESA members between the ages of 12 and 21 years are invited to apply for the program. Riders will be provided with professional coaching at the Youth Development weekend and the coach and selector will assess riders on horsemanship, knowledge of their discipline, attitude and potential.

The jumping committee selectors will recommend the jumping combinations to be nominated as finalists for attendance at this weekend event. All finalists are expected to attend the ESA Annual Awards Night where the winner of the Scholarship prize will be announced.

This is an amazing opportunity for our junior and young riders, and the Jumping committee will encourage jumping riders to apply.

19. INTERSTATE AND OVERSEAS INVITATIONS

It is the SA Jumping committee’s responsibility to be aware of interstate and overseas invitations and advise all eligible members of the opportunity.

20. JUMPING COMMITTEE SCHEDULE

The jumping committee is responsible for various decisions annually, to assist with management of regular issues. The jumping committee will develop a schedule of important time lines to ensure important milestones are not missed. This schedule will be recorded in the jumping committee minutes.

21. JUMPING EQUIPMENT

The jumping committee is the proud owner of a set of international-standard jumping equipment. The equipment is easily transported on trailers. The equipment is available for hire at the following rates plus breakages at the discretion of the jumping committee. The hirer is required to sign an ESA equipment hiring contract prior to collecting the equipment.

- \$300 + GST for one day;
- \$150 + GST per day (Agricultural Show's)
- \$500 + GST for 2 days
- \$650 + GST for up to and including four days
- or by negotiation with the committee

22. JUMPING CLUBS

The Jumping SA committee will conduct an annual meeting (usually in May) with all SA Jumping Clubs. At the meeting Jumping Club event dates for the following 12 months will be negotiated to avoid any clashes with other club events and agricultural shows. The agreed schedule must be approved by the jumping committee and cannot be altered without prior approval of the jumping committee.

The Jumping committee will provide all jumping clubs with information for their web pages where appropriate.
