



**EQUESTRIAN AUSTRALIA
SOUTH AUSTRALIAN BRANCH**

JUMPING SA COMMITTEE

JOB DESCRIPTIONS, GUIDELINES & POLICIES

Effective 1 July 2017

Published:	December 2010
Review date:	November 2011
	November 2012
	November 2013
	October 2014
	September 2016
	July 2017

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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 committee's 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 1 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 prepared by the ESA Executive Officer.
- 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

This office is appointed from within the committee. Such appointment is for a 1 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.

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.

Members are elected for a 3 year term, which may be renewed.

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 too.

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 portfolio's 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, Fosters Cups, State Leagues, and Amateur 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 appropriate and timely communication with members is important. The jumping committee may appoint a membership communication officer to liaise regularly with the ESA Office to ensure appropriate information is available on the ESA Jumping web site.

This member will prepare an article for publication in the quarterly ESA publication. 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 NJC. The jumping committee encourages the SA riders to elect a rider to represent them at the jumping committee meetings. The jumping rider's representative must conduct rider's forums at least twice yearly to inform members and obtain 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.

Fund Raising 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 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 Selection Committee will notify all additions and omissions to all squad members.

Duties

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 Jumping Selectors must meet in person at least twice per annum.

Generally, Selectors must attend at least 5 major jumping events each season.

Skills

Selectors must be able to demonstrate the following:

- A high level of knowledge and understanding of jumping horses and their capacity to perform.
- The ability to work on a committee, within committee guidelines.
- To have the knowledge and understanding of the requirements of horses and riders at state competition level.

Personal Attributes

Selectors must be able to demonstrate the following:

- High degree of personal and professional integrity.
- Tact and diplomacy balanced with the capacity to make decisions.
- Open-mindedness and the ability to deal with sensitive issues.
- Ability to maintain confidentiality.
- Capacity to engender respect from riders, officials, administrators, owners, and others involved in the sport, including EA/FEI-appointed veterinarians.
- Remain unbiased.
- Declare any vested interest

Special Requirements

Selectors must be able to travel within South Australia, as required.

Selectors must be able to be contacted by telephone, fax or email at all times, with an ability to respond appropriately to requests from the chair of the jumping committee.

The State Jumping Selectors may be involved in the selection of the Youth Scholarship participants.

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.

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 branch office is advised when programs are approved and report all approvals to the monthly jumping committee meeting in writing. Jumping committee members not appointed to this panel will not 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. Organisers must email their program to the ESA officer at reception@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 office and chairperson.

For more details see Annex 1 for requirements.

12. STATE JUMPING SQUADS

12.1 Chef d'Equipe (Jumping Team Manager)

The Chef d'Equipe is directly responsible to the chairperson of the jumping committee at all times.

The appointment of a Chef d'Equipe will be as required for a specific tour.

While on tour the Chef d'Equipe will play an important role in selecting final team members in conjunction with the chairperson of the jumping committee or his delegate.

12.2 State Jumping Coach (if required)

It is expected that this position may only be required on rare occasions.

Note: *Specific requirements and duties will be provided by the chair of the jumping committee, as required and directed by the committee.*

12.3 State Jumping Squads

The full criteria for State Squads is published on the ESA Jumping webpage

The purpose of the State Jumping Squads is to recognize and develop horse and rider combinations to represent South Australia at National and State Championships.

There will be a Senior Elite Squad, a Senior Development Squad, a Junior/Young Rider Squad and a Junior Development Squad.

SENIOR ELITE SQUAD

The **Senior Elite Squad** combinations will need to meet minimum standard requirements of:

- Competition performances with 4 penalties or less at 1.40m and above.
- Riders aiming for selection for the South Australian Team at National and State Championships.

The Senior Elite Squad may contain approximately 10 riders; however, this may vary from time to time.

SENIOR DEVELOPMENT SQUAD

The **Senior Development Squad** will ideally comprise talented combinations aiming for selection for SA.

The Squad may contain approximately 15 athlete/horses combinations; however, this may vary from time to time.

Selection Criteria

- Athlete and horse combinations should be consistently competing
- Athlete and horse combinations that are competing at 1.30m -1.35m level, but are not yet established to the extent that they are capable of competing successfully at 1.40m at national and state competitions will be considered.
- Competition performances with 4 penalties or less at 1.30m and above.

JUNIOR / YOUNG RIDER SQUAD

Selection in these squads is an indication that Selectors have identified potential combinations for future National and/or State Championships.

In principle, the Selectors will apply the following criteria when selecting combinations for the Junior Young Rider Development Squad:

- Members of this squad are, talented individuals who are identified as athletes who produce consistent levels of performance and achievements in Fosters Cup and Futures League jumping classes and above. The development of these athletes will ensure they are able to move to senior competition with a professional and guided background.
- As determined by the Jumping SA Committee Junior combinations will be selected from performances in rounds of the Fosters Cup. Young Rider combinations will be selected from performances in the National Young Rider series, SA Futures and Platinum Leagues.
- Junior competition performances with 4 penalties or less at 1.15m and above
- Young Rider competition performances with 4 penalties or less at 1.25m and above

JUNIOR DEVELOPMENT SQUAD

- This squad is for junior riders jumping a minimum of 1.05m with four faults or less to be developed to compete in Fosters Cup classes within the following 12 months. Riders will not be added to this squad in the year of their 18th birthday.

Other Squad Criteria

- Riders on the elite squad must be prepared to attend training schools with the EA coach **with their selected horse**.
- Riders must show a willingness to be leaders in their sport, present themselves as role models and assist younger riders when needed.
- Horses must be sound and fit to compete.
- To be eligible for selection riders must be current members of the SA branch.
- Availability and willingness to participate in a team situation will be taken into consideration
- Any other requirement listed in the full selection criteria.

The elite squad will be selected, based on the priorities as listed until the squad size has been reached. If in the situation that the number of combinations exceeds the required number, the selectors will decide which of the combinations from within the relevant criteria will be selected. The selectors are not compelled to fill all positions on the squads.

12.4 State Squad Selection Process

For all state based squads.

Squads will be selected in accordance with the approved selection criteria published on the ESA web page.

Squads and teams must be approved by the Jumping SA Committee or nominated representative.

Members selected for squad positions, and those removed from the squad, will be notified as soon as possible.

Squad members must sign and return and Jumping SA squad membership agreement.

Jumping Squad members are expected to assist promoting the sport and contribute the development of jumping in SA.

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.

Including horse welfare, rider and member behavior and safe transport of horses.

14. STATE COMPETITIONS AND ANNUAL AWARDS

All state 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 on the Jumping SA web page as soon as possible after that meeting.

Courses for all competitions that count for state awards must include at least two verticals and two spreads at the height specified for that class.

Conveners must forward results (including to 5th place) to the ESA Office immediately after the show and the electronic result sheet to the office at reception@equestriansa.com.au to ensure results are published as soon as possible.

Points will be awarded as follows: **1st place 5 points, 2nd place 4 points, 3rd place 3 points, 4th place 2 points, 5th place 1 point.**

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

Where there is a tie for any State Award, 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.

All state jumping awards will be presented at the ESA Branch awards night.

14.1 South Australian 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 appropriate planning for this event. The Jumping SA committee must ensure sufficient time is allowed for proper planning, **e.g. sponsorship, programming, advertising and promotion.**

The 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

14.2 Balharry Cup

To honor 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 selected senior classes. Points will be allocated from 1st January to 31st December each year. The classes to count towards this cup will be published annually.

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 classes which count towards the Balharry Cup will be published on the ESA Jumping web page in December each year.

- The competition must be the main class of the event and must not be combined with any other competition.
- 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 1st 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.

14.3 Senior Jumping Rider of the Year

Senior Jumping Rider of the year is awarded to the SA rider gaining the most points in classes which count towards the Balharry Cup.

14.4 Fosters Cup

To honor Laurie Fosters contribution to jumping in SA. The Fosters Cup is presented to the owner of the SA registered horse gaining the most points in selected junior classes. Points will be allocated from 1st January to 31st December each year. The classes to count towards this cup will be published annually.

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 classes which count towards the Fosters Cup will be published on the ESA Jumping web page in December each year.

- The competition must be the main junior class of the event and must not be combined with any other competition.
- 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 1.15m 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 6th place. Points are awarded to 5th place.

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

All events conducting Fosters Cup classes must schedule a class at 1.10 metres on the day prior.

14.4 Junior Jumping Rider of the Year

Junior Jumping rider of the year is awarded to the SA rider gaining the most points in classes which count towards the Fosters Cup.

14.5 State Jumping Leagues

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

The event must recognise the support of "The Sponsor" in their program as described and over the public address system on the day.

Conveners must forward results (including to 5th place) to the ESA Office immediately after the show and the electronic result sheet to the office at reception@equestriansa.com.au to ensure results are published as soon as possible.

Platinum League

Must not be the main senior competition or combined with any other competition at the event unless approved by the jumping 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.
- 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.
- Total Prize Money \$440.00 (Entry Fee: \$20).
- 1st \$200, 2nd \$120, 3rd \$80, 4th \$40, 5th \$20

The minimum total prize money required may be increased. If the total prize money is increased there may be a proportional increase in the entry fee.

Futures League

- Class description must include **“Sponsor’s Name” Future League (for horses with less than 40 points as at 1 January of the current year)** and all specific rules listed below. Organisers may add any additional sponsors name to the class description.
- 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.
- Minimum total prize money \$250. (Entry Fee \$10).
- 1st \$100, 2nd \$ 70, 3rd \$40, 4th \$30, 5th 20

League Winners

Points will be awarded to horses gaining placings in either league, as follows.

1st - 5 points, 2nd - 4 points , 3rd - 3 points , 4th - 2 points , 5th - 1 point

At the completion of all league classes, the points will be tallied up and the owner of the leading horse in each section will receive the following:

Section one Platinum League: \$150.00 prize money + rug

Section two Futures League: \$100.00 prize money +rug

The shows that have been allocated ESA Circuit classes (Platinum and Futures Leagues) will be published on the ESA Jumping web page in December each year.

The ESA Jumping committee will contribute \$200 to each event conducting these classes, and paid on receipt of an appropriate invoice.

14.6 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 1.3m class. There must be at least 2 vertical fences at 1.35m and 2 spread fences at 1.3m high by 1.5m wide. The first fence and the first fence of the first combination may be 1.25m. If the show has been allocated a round of the Balharry Cup, this class can be also the Country Jumping Championship Class. Balharry Cup rules apply.

14.8 Amateur Series

The Amateur Series will be a sponsored event and will be run at affiliated club shows from March 1st to the end of February the following year, with the final to be held at the South Australian Jumping Championships. The class height is 1.10m with the Final being 1.15m in height. The class may be held concurrent with another 1.10m class.

- Class description must include **“Sponsor’s Name” Amateur Series**
- Must be judged under Table A; Article 238.2.2
- First round maximum height 1.10m
- Must have a minimum of two vertical fences and two spread fences at maximum height in the first round.
- Points awarded to 1st, 2nd, 3rd, 4th place and one point for all other 1st round completions of 8 faults or less

The ESA Jumping committee will contribute \$150 + GST if applicable to each event conducting these classes, and paid on receipt of an appropriate invoice.

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. 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.

17. ESA YOUTH DEVELOPMENT SCHOLARSHIP

The ESA Youth Development Scholarship is awarded by the SA Branch after attendance at the Youth Development weekend. The jumping committee selectors will recommend the combinations to be nominated for attendance at this weekend. Young Riders are encouraged to nominate as this is an excellent opportunity

18. 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 fee 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;
- \$500 + GST for 2 days
- \$650 + GST for up to and including four days.
- Or by negotiation with the committee

19. 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.

20. JUMPING CLUBS

The Jumping SA committee will conduct an annual meeting with all SA Jumping Clubs. The meeting will negotiate dates for all Jumping Club events to avoid clashes with both the clubs 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.

ANNEX 1

Program Approval for all Affiliated Shows

Event organisers are required to submit their Program and Conditions of Entry to the Program Approval Panel (PAP) for approval before the program is distributed.

The PAP will ensure all classes have appropriate details, consistency across the sport and comply with EA National Jumping Rules.

Information required to ratify a program:

1. *Class description.*
2. *Article number the class is run under (please delete all reference to the old system).*
3. *Entry Fee*
4. *Prize Money*
5. *Class height noted in the correct format. If under 1m it is in centimetres and if over it is in metres. i.e. 90cm or 1.10m*
6. *Young horse classes must stipulate an age of horse.*

The following noted on the program or in the Conditions of Entry.

1. *Show run under Equestrian Australia National Jumping Rules*
2. *All horses participating in classes 1.05m and above are required to be registered with the EA and hold a valid Competition License.*

Recommendations

1. *Although not required, for classes that are not height classes it is advised that an approximate height be noted on the program.*
2. *If holding an Amateur class, it is advised the following is noted. "Amateur Classes run as described under Article 255.1 of the EA National Jumping Rules".*

Procedure

1. *Event organisers must email their program and Conditions of Entry to the ESA Officer at reception@equestriansa.com.au and copy sashowjumping.chair@gmail.com*
2. *The ESA Officer will then forward the program to the PAP.*
3. *The PAP will liaise with the event organiser to what changes they require, if any.*
4. *If the PAP request changes, the event organiser must send an amended program to reception@equestriansa.com.au and copy sashowjumping.chair@gmail.com.*
5. *The Chair of the PAP must advise the ESA Officer and the Event Organiser that the program is approved and then the program may be distributed and posted on the ESA web site.*