**1. In what order will the classes be run?**

We expect to run in the order of the schedule, that is Novice, Intermediate, Open and Newcomers. We expect there to be two PC sections and two non-PC sections in Class 1; two sections in Class 2 –one for PC & one for non-PC entries; a single section in Class 3, split between PC & non-PC and three sections in Class 4, the first two both being PC but divided by age and the third being non-PC.

Any change to this will be notified as soon as possible.

**2. Are there any qualification rules for the event?**

The Area 5 Qualifying classes do have strict qualification rules and you need to check these in the Pony Club Rule Book. However, these rules do not apply to the Cheshire Shield element of the competition and thus an entry which is ineligible for a Team or Individual Qualifier will still be accepted for the competition as a whole - it just means that the rider and/or team cannot qualify for the Pony Club Championships.

**3. Why is it not possible for a rider to enter two horses in the same class?**

Multiple entries for a single rider in the same class risks creating delay on the day which would be unfair to others. We expect to have a very full entry and are always very tight for time. There is nothing to prevent a rider entering two or more different classes - as many do. Other competitions, notably BE competitions, are able to accommodate multiple entries simply because they generally have fewer classes and more competitors on a single day.

**4. We need more time to sort out teams – can you help?**

**As long as your team members have entered as individuals, the actual team selection and order of running need not be done until the Monday preceding the competition. Some Branches may choose to put their team selection in early, for example at the time of entry, but, if necessary, these can be changed up to the preceding Monday. Those Branches with 3 or 4 members riding in a single class will automatically be entered as a team and do not need to notify any team selection although they may still want to notify a preferred running order. Branches with 7 or more members competing in a single class will need to notify which riders are to be teamed up as well as preferred running order.**

**These notices do not need to be in any particular format but must be in writing - ideally by email.**

**Class 4 does not have a team competition and neither do the Non-Pony Club sections.**

**5. What if a team member withdraws after the Monday preceding the competition?**

**It may be possible to allocate a PC member to a team up to the start of the relevant Class, including moving a member from one branch team to another, as long as:**

1. **That member has already been entered in the relevant class and**
2. **The member is replacing another member from the same branch who has had to withdraw from the Class.**

**We will do our best to ensure that branches are able to run their strongest team in the Class whilst maintaining fairness between branches.**

**6. What happens if a class is oversubscribed?**

**As usual, a waiting list will operate for those Classes/Sections which are oversubscribed. The entry form enables you to opt in or out of the waiting list system.**

**7. Can I enter after the closing date?**

**Late entries MAY be accepted at the absolute discretion of the organisers but a late entry fee of £10 WILL be charged.**

**8. What about insurance?**

All competitors **must** have public liability (also known as 3rd party) insurance. Pony Club, BE and BHS Gold members are automatically covered by their membership. All other riders MUST ensure they have their own insurance covering them for the event. **All non-Pony Club riders should be prepared to produce their relevant membership cards or insurance certificates on declaring** – some have already provided copies. See attachment. Non-Pony Club members may be asked to produce evidence of 3rd party insurance on declaring – please ensure you have your BHS Gold or BE membership card with you or a copy of your 3rd party insurance certificate.

**9. How can I communicate with the organisers?**

Email is the preferred method of communication so please use it wherever possible if you need to get in touch – g.bell@stevenssolicitors.co.uk . IF DOING SO – PLEASE QUOTE YOUR CLASS NUMBER – 1 – 2 – 3 OR 4.

**10. Will I be told if my entry has been accepted?**

We cannot acknowledge every entry as they arrive and in any event there can be no certainty that entries have been accepted prior to the closure of entries. However, we would normally treat entries on a first come, first served basis and when a class becomes full we will email subsequent entrants to inform them they are on a waiting list if they have selected that option. Furthermore, during the weeks leading up to the competition, emails will be sent to entrants which themselves will confirm receipt of their entry and provide up to date information.

**11. Am I able to enter Online?**

We had been hoping to have our Branch Online system (Entrymaster) up and running in time for this competition but unfortunately this has not been possible. Here’s hoping for next year!

**12. Am I able to assist with running the event this year?**

Yes, please - you would be very welcome! It takes between 50 and 100 people to run the event on the day and offers of help are always gratefully received. There are a variety of jobs to suit all ages, sizes and experience – see below. One of the most popular is cross-country fence judging – you really get close up and personal with the action. Please let me or Sally Harris know if you or someone you know might be interested in helping.

**VOLUNTEER HELPERS**

Volunteers at the Cheshire Shield are needed for a whole host of duties such as:

Dressage Writing, Scoring, Stewarding;

Show Jumping Collecting Ring and Arena Stewarding;

Cross Country Fence Judging, Stewarding, Control and Commentary;

Refreshment preparation and delivery;

Event Reception and Scoreboard Writing;

Car Park organisation;

to mention just a few. No experience is necessary – just a willingness to help.

If you have not already volunteered for this event, we would value hearing from you as soon as possible.

Please contact:                 Sally Harris at  **crispinharris1@gmail.com**