1. **How do I enter?**

**All entries will be online – you must enter by FRIDAY 1st JULY.**

1. Find the **Cheshire Shield** event on [www.horse-events.co.uk](http://www.horse-events.co.uk)

2. Select Class you wish to enter

3. PC members: Enter your PC MEMBERSHIP NUMBER & Branch

 BE/BHS members: Enter your BE/**BHS Gold** MEMBERSHIP NUMBER

 Others: Enter your PUBLIC LIABILITY/3RD PARTY INSURANCE POLICY NUMBER

4. Verify your entry - which for PC members will return the members name and DOB

5. Complete other fields and choose Team or Individual (note **team** entries only apply to PC members)

If entering as a team member, insert the name of your branch as the team name.

6. Add to Cart and choose to add another entry or go to the cart

7. Complete payment

8. Upon payment you will receive a confirmation email confirming your entry.

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

**Team entries ONLY apply to Pony Club entries**

**As long as your team members have entered as individuals, the actual team selection and order of running can be done up to WEDNESDAY the 6th JULY. On close of entries the DC or team manager can email Horse-Events (** info@horse-events.co.uk **) to ask for an updated list of entries from their branch. They can then make alterations online if required.**

**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 and name the respective teams (e.g. East Cheshire Blues/ East Cheshire Royals). The Non-Pony Club entries do not have a team competition.**

1. What if a team member withdraws after team selection?

**Any team changes after the 6th July must be by email to the event organiser** – dg.bell@outlook.com

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.

1. Why do Teams have to provide XC Jump Judge Teams?

All Team entries must be supported by a named XC fence judging team of **at least two people** in order to be accepted. Failure to comply will result in elimination of team. We have had to make this a condition of entry this year to ensure we have sufficient volunteers to run the competition.

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

We expect to run in the order of the schedule, that is starting with Class 1(PC 80) with other classes following in ascending order, that is Class 2 (PC90 & OPEN PC90), Class 3 & 4 (PC100 and PC100+) and Class 5 (PC110). The Classes will be divided into sections to accommodate both PC and non-PC riders, teams and individuals. Any change to the order will be notified as soon as possible.

**(Note:** OPEN PC90 - Individuals only - Open to all PC members on any horse who are otherwise ineligible for the Novice.)

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

The Cheshire Shield is an event open to anyone who is covered by public liability insurance to take part – this automatically includes Pony Club, BE & BHS Gold members. Others must have their own insurance. However, the Pony Club Area 4/5 Qualifying classes do have strict qualification rules and you need to check these in the Pony Club Rule Book. 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 National or Regional Championships.

1. **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. There are some exceptions to this rule:

1. in Class 5 (PC110) \*
2. to enable a Pony Club Qualifying Team to be entered
3. at the absolute discretion of the organisers.

**\* Please note: If you wish to enter two or more horses with a single rider in Class 5, you must be prepared to have times which are very close and which may not meet the usual 30-minute phase separation rule. You will therefore need a strong and competent support team since times allocated will be strictly enforced.**

1. **I have my own Cross-Country Bib; may I wear that?**

**No** – we require all riders to declare to the event secretary on arrival and before unloading ponies/horses so that we know who is present and that their mounts are fully vaccinated. We issue a numbered XC bib to all riders and require a £20 deposit to cover the cost of replacement of bibs and numbers – every year we have a small number which are not returned. We do require these bibs to be worn since it is the only way we can ensure that the number is clearly visible to the XC jump judges.

1. **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. This is primarily a Pony Club event and priority will be given to entries submitted by PC members.**

1. **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 £20 WILL be charged.**

**10. 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.** 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.

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

**ENTRIES -** Communication should be made to: info@horse-events.co.uk

**EVENT** - Communication should be made to: dg.bell@outlook.com

**PLEASE QUOTE YOUR CLASS NUMBER or NAME – 1/PC80 – 2/PC90 – 3-4/PC100 or 5/PC110.**

**12. Do we need to bring Passports and Vaccination Certificates?**

**YES** - these must be produced on arrival **BEFORE UNLOADING YOUR HORSE.** Please be aware that currently Somerford Park Farm require us to check for a vaccination within the last 12 months or, for equines on a new course of vaccinations, you can attend after the 2nd vaccination of a course of three. However, Pony Club members who qualify for National or Regional Championships will need proof of a vaccination with 6 months of the date of their attendance.

**13. Can I bring my dog**?

Somerford Park generally exclude dogs from their site but do make an exception for events. If you do bring Fido, please ensure he/she is kept on a lead and under control AT ALL TIMES and ensure you pick up any droppings.

**FINALLY - Am I able to assist with running the event this year?**

Yes, please - you would be very welcome! It takes about 100 unpaid volunteers 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
* Stewards 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**

**Geoff Bell**
District Commissioner

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**EAST CHESHIRE BRANCH OF THE PONY CLUB**