

## Advice on entering Area competitions

The below information describes the entry system for both qualifying and non qualifying entries to Area competitions.

*Please note that there are two entries to be made for qualifying and only one entry for non qualifying.*

### Qualifying entries

- An omnibus schedule is sent out to secretaries at the start of each year, this includes all of the qualifier entry forms for the year. (These entry forms are also available on the British Riding Clubs website at <http://www.bhs.org.uk/Content/Brc-Home.asp?id=1890&pg=Competitions:%20How%20to%20Enter>)

#### **FIRST ENTRY**

- A **preliminary entry** is made to **head office**, with the appropriate entry fees by the individual club team representative. (It must reach Stoneleigh by 30 June or by 21 days before the area qualifier, whichever comes first. Deadlines are provided on the Calendar at the [www.brcarea12.org.uk](http://www.brcarea12.org.uk) website.)
- Acknowledgement will be sent out from head office to confirm that these entries have been accepted, within around 3 days from receipt.

#### **SECOND ENTRY**

- For each preliminary entry made to the head office, an **area entry** must also be made to the club organising the area competition.

The entries to the Area competition organiser must be on the Area entry form (available in the competition schedule) and need to be sent with names of riders and horses plus copies of flu vaccinations.(ID page and dates) membership number and cheques. (Once again this is the individual club team representatives responsibility to ensure that this entry reaches the organiser by the deadline stated in the schedule)

- Team Organisers are then sent declaration forms to be filled in and given to Area competition organiser on the day of competition.

### Non Qualifying Entries

- Team organizers only need to send the Area entry form and cheque to the Area Competition organiser. (Entries to Stoneleigh or Flu Vacc certificates are not required.)

#### **After the area qualifying competition**

- Head Office (Stoneleigh) will contact the people who have qualified in due course after the qualifier informing them of details for the relevant championship.