AUSTRALIAN NATIONAL WORKING EQUITATION

CLUB SUPPORT PACK

2021

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Accordingly, only ANWEL affiliated States and Clubs are entitled to use the Club Support document and its attachments.

VERSION HISTORY:

Version	Author	Detail	Date
1.0		Created by ANWE NSW and Licensed for use by ANWEL	2015
2.0		Information updated to reflect new tests, information and logo	2017
3.0	K Stapleton	Revise, update information and consolidate	July 2020
3.1	K Stapleton	Incorporate information on ANWEL levy numbers and Nominate	March 2021

1. INTRODUCTION

1.1 Purpose

This document has been developed to support the establishment of new working equitation clubs.

It aims to provide club officials and organisers with useful information to facilitate and coordinate working equitation events and competitions.

1.2 History

The sport of Working Equitation was introduced into Australia in 2007 and has since grown significantly.

Australian National Working Equitation Limited (ANWEL) was established in February 2016 and in August 2016 it signed a Protocol with the World Association Working Equitation (WAWE) which is the sole international authority for organising working equitation for current and future country members.

ANWEL has been appointed by WAWE as the only Official Accredited Agent for the promotion of working equitation in Australia.

1.3 Structure

ANWEL is the National body with a Board of Directors elected by its members. The members are the Affiliated States.

Current affiliated States include:

ANWE NSW ANWE VIC ANWE WA ANWE QLD

The Board of Directors seeks advice from two key subcommittees who have relevant expertise:

- Technical Subcommittee whose purpose is to review and update of the ANWEL Official Rule Book
- Education and Performance Subcommittee whose purpose is to further develop the accreditation of Judges and Coaches as well as promote the competition environment and enhance rider performance.

While the National body oversees affiliation through a National Memorandum of Understanding, each State body administers affiliated clubs in their own state.

The State bodies have regular meetings and are made up of an elected committee as well as club delegates who represent their affiliated clubs. The role of delegates is to present ideas and concerns to their State committee on behalf of their club.

2. HOW TO AFFILIATE

Starting a new working equitation club requires planning, teamwork and commitment but it is both exciting and rewarding.

The first step is ensuring your club is recognised as a legal entity within your State. If not currently registered, this can be achieved by contacting your relevant State government agency to **become an 'Incorporated Association'.**

Clubs may have members who are riders and non-riders as well as adult and junior members. All members are encouraged to be an active part of their club.

To become part of the working equitation community and enjoy the benefits of ANWEL, club affiliation is required. **Club affiliation** is achieved through the completion of an:

- ANWEL Club Affiliation Expression of Interest form
- ANWEL Memorandum of Understanding (MoU)

Relevant forms are obtained from contacting your State Association and the ANWEL website www.anwe.org.au

Four simple steps to get started

Step 1: Have five to ten like-minded people who are prepared to form a committee and launch a club.

Step 2: Contact your ANWE State Association for an application pack (Club Affiliation Expression of Interest form and MoU document)

Step 3: Complete and return all documents to the State Association Secretary along with an affiliation fee (currently $100)

Step 4: Once approved, your ANWE State Association representative will contact you to help you through the process of getting started in working equitation.

3. BENEFITS OF AFFILATION

Affiliating with ANWEL brings with it many advantages including:

- a comprehensive Official Rulebook that provides guidance on the principles of working equitation and development of competitive events from introductory to advanced levels
- progressive training approach designed to suit all riders
- access to international clinicians hosted by ANWEL

- having a National event calendar
- participation in National and State competitions
- judge accreditation programs and clinics
- coach development and mentoring programs
- event guidelines and templates
- policies and club support processes
- involvement in an exciting and versatile equestrian discipline
- having fun and making new friends.

4. AVAILABLE SUPPORT

The role of the State Association is to promote, develop and administer working equitation within the State or Territory.

Responsibilities include:

- provision of the ANWEL Club Pack with explanation and assistance (if not already provided)
- providing advice with club set up, constitution, insurances, Equestrian Australia and other affiliations etc.
- consideration and approval of club affiliation applications
- seeking endorsement of club affiliation from the ANWEL Board
- return of approved affiliation documents
- provision of affiliation certificate and welcome letter
- collection of fees
- gathering of club information, logo and shirt colours etc.
- promotion of new club on State website / social media
- assistance with training information and competition requirements
- Ensuring access to Official Rule book, dressage tests etc.
- maintaining a calendar of all affiliated club activities
- promoting affiliated club activities on websites and social media platforms
- ensuring compliance with club and State MoU's
- enabling club representation at the State Association
- maintaining State accredited judge and coach lists

The ANWEL Board is responsible for:

- endorsing the club affiliation
- setting direction and developing the sport of working equitation in Australia
- ensuring good governance including policy development
- promoting working equitation and representing the sport nationally and internationally
- enabling the Technical Subcommittee (TSC), including the review of the Official Rule book and Dressage Tests
- enabling the Education and Performance Subcommittee (EPC) to develop judges, coaches, competition and performance.

5. RISK MANAGEMENT

ANWEL's priority is the health and safety of its members and the community.

It is important that all ANWEL clubs proactively develop risk management plans to assess and manage the risk of working equitation activities.

Risk management plans should consider the general principles behind a club's 'duty of care' responsibilities to the working equitation equestrian community and the general public such as:

- providing a safe place for equestrian/recreation activity
- providing a safe system to conduct working equitation activities such as risk assessment and hazard management processes, policies, rules, directions and checklists
- providing safe and adequate equipment
- providing adequate instruction, supervision and communication.

It is recommended that a designated 'Risk Management Officer' is appointed within your club's organisational structure to ensure risk and safety information is made available to all members, volunteers and participants.

6. INSURANCE

All ANWEL affiliated clubs are required to ensure adequate insurance coverage is implemented and maintained. Copies of certificates of currency will be required to be produced for affiliation purposes.

Insurance is available from various sources; however Equestrian Australia insurance is a cost-effective option. Most clubs will find that this insurance option is adequate to cover all working equitation club activities.

Insurance in place for ANWEL and/ or ANWE State Associations does not apply or cover affiliated Clubs.

As a minimum Clubs must have the following insurances in place before they can affiliate or re-affiliate with ANWEL and/ or ANWE State Associations:

1. Public liability insurance for not less than $20 million
2. Management Liability Insurance covering liability for you Club's Committee members for not less than $20 million
3. Professional liability insurance for your Club's Committee members for not less than $20 million
4. Personal Accident Insurance for Committee members, voluntary workers, judges and officials engaged in activities on behalf of your Club.

Personal accident insurance is not provided by ANWEL and/ or ANWE State Associations to riders and competitors at working equitation competitions or training days. If riders/competitors want personal accident insurance, they need to organise it themselves through their own insurers.

A Club can organise the above insurances through the Equestrian Australia (EA) Insurance Program if it wishes. Alternatively, ANWE Clubs can organise these insurances through their insurer of its choice.

Equestrian Australia Insurance Program

To obtain insurance through the EA Insurance Program your Club needs to follow these steps:

- affiliate your Club with your State Equestrian Branch and pay the relevant affiliation fee
- get a Certificate of Affiliation from EA State Branch
- complete the EA application form to be part of the EA Insurance Program and pay the relevant premium. The premium is calculated based on the number of horse activity days and the number of different competitors at those horse activity days for the year. This should give your Club the four required insurances referred to above.
- obtain confirmation from EA that your insurances are in place or a Certificate of Currency.
- write to EA National using the following template and ensure you obtain a letter from EA to confirm that cattle events can be run by your Club in accordance with the ANWEL Rule Books.

Dear Equestrian Australia

Attention: Insurance Officer

Australian National Working Equitation Club [insert club name] who is currently affiliated with Equestrian Australia request that our insurance cover be extended to cover team penning cattle phase, being the fourth phase of our sport.

Our cover is to be updated to cover team penning at no extra premium.

Our rules state the riders under 18 years of age must wear an approved riding helmet and that riders over 18 years are strongly recommended to wear an approved helmet. The wearing of any soft hat is at the rider's own risk.

Yours sincerely,

[insert senders name and designation]

ANWEL strongly recommends that ALL riders/competitors at all State and or Club competitions, events and training days wear an approved safety helmet described in the ANWEL Rule Books.

If a rider/competitor chooses to wear a soft hat, he/she does so solely at his or her own risk and will be responsible for the consequences of his/her decision.

It is important to note:

- Visiting riders and or day insurance needs to be considered when running events. Clubs need to check with their insurer how this is can be achieved.
- Equestrian Australian does not endorse the use of soft hats and regulated/ certified helmets are required to be worn to meet Australian health and safety standards.
- Clubs must ensure that all members and riders are aware of the limitation of the club's insurance arrangements as appropriate e.g. personal accident exclusions

ANWEL continues to review the insurance market and its insurance strategy to bring the best insurance options for members.

7. MEMBERSHIP LEVIES

All riders must join ANWEL to participate in working equitation activities. Membership is done through an online system called Nominate.

Once membership is complete an ANWEL Levy number is issued which is used to identify and register members for club events and competition. Members are required to renew membership annually at a fee determined by ANWEL (currently $30.00).

This fee is used to assist with:

- subsidisation of clinicians across Australia
- sport development
- national competitions
- management and administration
- marketing and promotion
- legal and audit fees
- information management, communication and technology
- website / social media development and maintenance
- national body insurance

7.1 Obtaining an ANWEL Rider Levy number

The following steps provide guidance on obtaining or completing an annual renewal of ANWEL Rider Levy number. Note a credit card for transaction purposes will be required.

- register online at https://www.nominate.com.au/ .
- Click on *Join A Club*
- Scroll to find *Australian National Working Equitation Ltd*

- Click *Join*
- *Membership Type* (from the drop-down box) is Rider Levy $30.00
- Fill in all required fields
- Select your chosen ANWEL Club from the drop-down box
- Add your payment method
- Record your ANWE number - an email will be sent to with payment confirmation and your ANWEL levy number.

7.2 Confirming current ANWE Rider Levy number

The following persons have access to Nominate data to confirm current ANWE levy numbers:

- ANWEL Board Secretary
- ANWE State Association Secretaries - limited access, to confirm current registered levy members as well as the ability to email members in their jurisdiction
- Affiliated ANWEL Clubs - read only access to enable confirmation of riders holding a current levy number).

To confirm riders with current ANWE registered levy number:

- Go online at https://www.nominate.com.au/
- Click on *Join A Club*
- Hover on the *Login Button* top right hand side of screen
- Select *Club Administration*
- Enter your ANWEL supplied *User Name* (Top box)
- Enter your ANWEL supplied *Password* (Bottom Box)
- Select *Login*
- Select the *CAPTA* box if required
- Select *Login*
- On the Home Screen select the *Report Box* in the middle of the left hand side of the screen
- Select the *ANWE Report* (second from top)
- Then select export to Excel

The information displayed will show the riders levy number, their name, Club, State and age group only. If the riders name is not on the list then they are not current and therefore, cannot compete an any ANWEL event until this has been paid.

For additional enquires regarding levy numbers please email the ANWEL Levy Officer at secretary@anwe.org.au

8. COMPETITION ENVIRONMENT

Working equitation competition comprises of four phases, three of which are compulsory:

Phase 1: Working Dressage (40m x 20m arena)

Phase 2: Ease of handling (obstacles)

Phase 3: Speed

Phase 4: Team cattle

The fourth phase is optional and involves a team of three or four riders working with cattle.

Competition levels and divisions are structured to suit a wide range of interests and experience and to encourage logical progression in training and competition. Within the levels there are divisions, which allow riders to compete in either Participant or Competitor levels.

There are also age divisions – Child, Junior, Youth and Open.

The ANWEL Official Rulebook is technically detailed and provides a comprehensive overview of the sport and requirements and is available on the ANWEL website www.anwe.org.au

9. GUIDANCE NOTES FOR COMPETITIONS

1. The club can elect up to three Horse of the Year (HOTY) competition dates for the year. The highest scoring club members after the three competitions are awarded HOTY.

2. It is essential to make sure that the club's insurances are adequate for the type of activity and number of that are at your competition. This includes competitors, officials, volunteers and spectators.

3. ANWEL does not endorse the wearing of soft hats. In the event a rider elects to ride in a soft hat, the club needs to contact the insurer for details on allowing riders to do so. Alternatively, insurance waivers must be completed prior to participation.

4. All riders under the age of 18 must wear a certified safety riding helmet

5. Establish an Organising Committee (OC) made up of club members / volunteers

6. Book the grounds that the competition will be held at. When booking grounds, the following should be considered:

    - the grounds offer appropriate ground surface for the competition
    - there are facilities for overnight camping and for yarding horses. This should also include the availability of toilets and showers

- will your event be the only occupier of the grounds (i.e. do you need to share the grounds)?
- wherever possible, have competitions on sand surfaces (alignment to WAWE international standard).

7. Determine the format of the competition. Will it be held on one day or two? Will it be three phases or four phases (i.e. include a cattle phase)? How many judges and other officials will be needed on the day?

8. Book and confirm judges and other officials.

9. Determine the levels offered in the competition e.g. is there a lead line option?

10. Order ribbons and awards. Remember to order more than needed to allow for equal placings. Include this for Champion and Reserve Champion ribbons.

11. Decide if you are going to award ribbons for each phase OR ribbon down more places on the overall result from the 3 phases.

12. Identify and detail the volunteer duties needed to run the competition. Without sufficient volunteers the competition may not be a success. It may be useful to ask riders to nominate a helper which can be included on entry forms. Volunteers should be graciously acknowledged if you want them to return.

13. Determine if late entries will be accepted after competition closing date. Decisions about late entries should be made by the club's organising committee.

14. Determine minimum numbers and competition entry costs including a late entry fee if appropriate.

15. Define how entries for the competition are to be managed. Methods for registration could include competitors emailing completed entry forms with payment made by direct deposit or online electronic registration via Nominate or another similar online resource.

16. Advertise competition to members and to the working equitation community. Options for advertising can be via email to members, email to other ANWE clubs, Facebook pages, on the club website etc.

17. Competitors are required to provide the necessary waivers and sign attendance sheets before participating in the competition. Waivers can be automatically executed if your competition is loaded on an electronic entry system such as Nominate.

18. When compiling the draw, the OC must make sure to allow enough time between the dressage and EOH phases. Riders will need time to re-group, put boots on their horse, adjust tack, walk the EOH course and to warm up before competing. Allow approximately 40 mins between phases.

19. Directions to the competition grounds should be included when emailing the draw to competitors

20. The OC must email the draw and course maps to competitors and judges at least seven days prior to the competition. When emailing competitors, the OC should protect competitor privacy by adding competitor email addresses to the BCC field of the email address. This safeguards the visibility of email addresses to other persons.

21. Don't have the same horse start first in any phase.

22. Ideally the speed draw should be the combined score of dressage and EOH phases. First place to go last. However, if this is not manageable at least do the reverse order of the dressage placings.

23. Due to time constraints, the introductory and leadline classes may be ridden out of order. That is maneability first, then dressage, then speed.

24. The OC must appoint a chief judge for each phase.

25. Where possible the OC should a have a rider's brief before the competition.

26. It is recommended that judges do not judge family members

27. Judges should have a break at least after every 10 horses, and in between levels

28. Ensure riders and officials are aware of the rules as listed in the Official Rulebook. Particular attention must be made by the Gear Check person(s) to check the rider compliance in relation to tack and attire.

29. It is important to post competitor scores at least 30 minutes before award presentations so riders may check. This includes releasing of score sheets to riders.

30. With speed and cattle phases, post times even if eliminated (E). e.g. 2.536 E

31. If two or three judges are used in dressage and Ease of handling, post each judge score then the combined total and percentages. e.g. judge 1, judge 2, total percentage.

	Judge 1	Judge 2	Average
Marks achieved	165.5	172.5	169
Maximum Marks Available	220	220	
Percentages	75.23%	78.41%	76.82%

32. It is the OC decision to have a mounted or an unmounted presentation ceremony. Judges could be asked to award the ribbons to the competitors. To assist the Judges, a member of the OC should have the ribbons ready to hand to the Judge for them to present.

33. It is essential that the overall results be emailed to competitors following the competition.

34. Overall results must be sent through to your State Association Secretary for forwarding to the EPC for recording.

35. Results are to be posted on the State Association website

10. TRAINING TIPS

10.1 Bell corridor

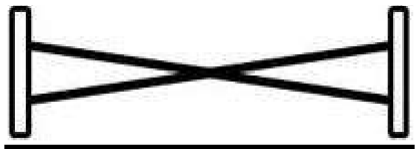
Introductory training tip.

- Give horses a long straight entry.
- Encourage riders to push with seat and not too much leg
- Do not halt first time through, just walk through
- Do not insist on a square halt, but must be straight
- May come above the bit to halt, better than halt and step back
- Only a few seconds to start, once confident, establish halt, **relax** then **touch** the bell. Note only when confident ring the bell
- Walk straight out

10.2 The jump

Introductory training tips

- Start with pole on the ground
- Long straight entry
- Ride horse over the centre of the pole, make sure to **look up**
- When confident trot over pole
- If you start to get any rushing, go back to walk
- Horses must be **relaxed**
- May start a cross rail but **very low**

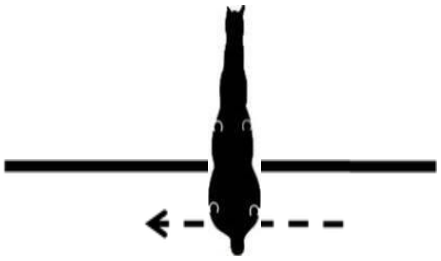


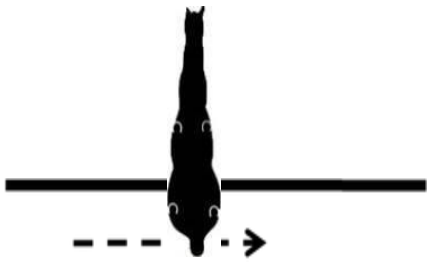
10.3 Side pass pole

Introductory training tips

- Best to place this pole near a fence so horses are head to wall, then riders are not pulling on the horse's mouth
- Walk horse over pole and allow horse to become accustomed to the pole under their belly
- **Stand** and **relax**
- Rider should have the pole under their feet. **Do not** look down, this puts your horse off balance
- Once relaxed and standing quietly, horses may then progress to standing 1m from end of pole
-
- **Relax** then leg yield off
- Sit straight, shoulders should move **slightly** ahead of the quarters
- Keep neck straight with gullet slightly away from the direction of travel

This is one of the most difficult obstacle on the course





10.4 The Bridge

Introductory training tips

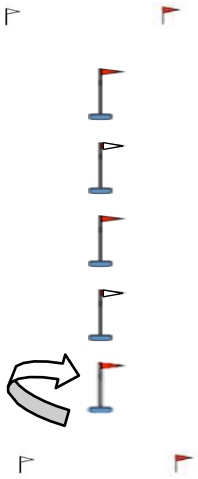
- First time horses, **always** follow an experienced horse
- **Not** one you think might go over, one that you have seen go over **quietly**
- If they get a fright at the beginning, they will remember it and even if they settle, they are usually very suspicious of a new bridge/ competition
- Start at walk one horse space between. Long straight entry
- Once confident, then try trot on a large circle and then walk on, smooth transition to walk, several metres out from bridge

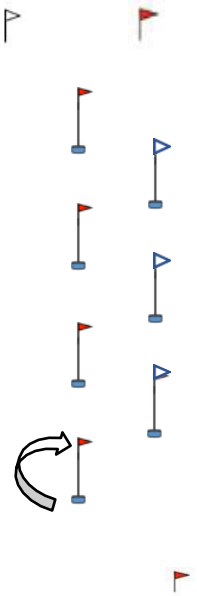
Never trot or canter over bridge

10.5 Single / double slalom

Introductory training tips

- Start in walk
- Always approach with first pole on the right
- May be shallow loops **or** large half circles
- But must show clear changes of bend on centerline



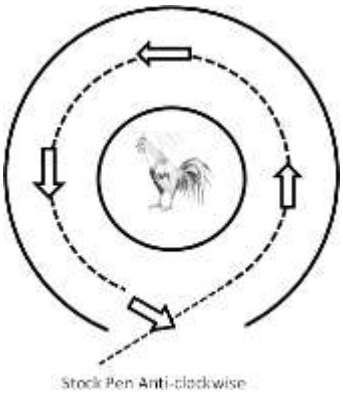


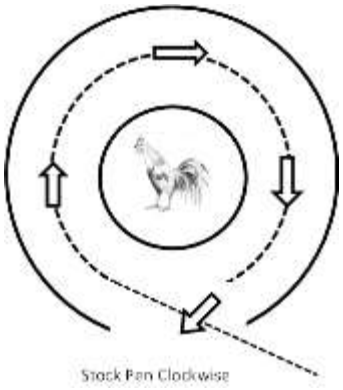
10.6 Stock pen

Introductory training tips

- Walk into the stock pen from either side, **not** straight in, then turn
- Stay on the outside track, use inside leg to encourage bend, **stay in balance**
- The object is **not** to spin around the small pen, but stay in balance, to come out of the pen and eventually do a canter pirouette
- Coming out of the pen-stay close to outside wall then turn (preferably around the quarters)
- Then re-enter the stock pen in opposite direction

Riders may trot the stock pen, but walk the change of direction



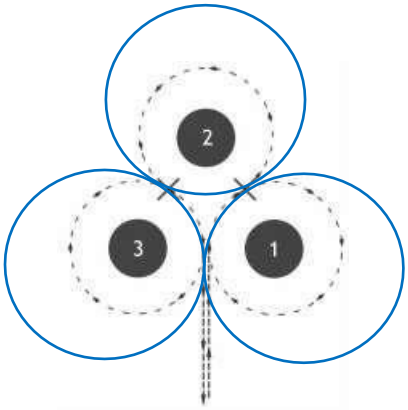


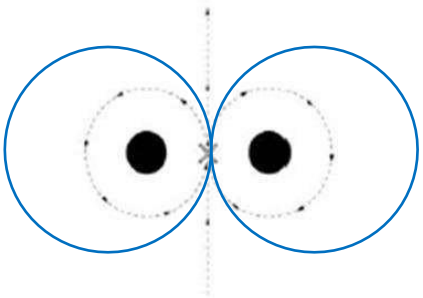
10.7 Three / Two Barrels

Introductory training tips

- Always train in walk to start
- **TWO BARRELS always circle right barrel first**
- Long straight entry through the centre of the two barrels, bending to the right, circle right first, change bend and circle left
- in the lower level's circles may be any size but must be symmetrical
- **THREE BARRELS always start with right barrel first**
- Full circle around first barrel, change of bend and half circle around top barrel, change of bend and full circle around last barrel
- **All** circles and half circles **must** be symmetrical. The barrel does not have to be the centre of the circle.
- Trot when confident

Good exercise is to trot then walk a few steps when changing bend then trot again.

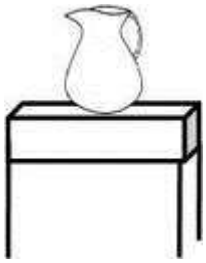




10.8 The jug

Introductory training tips

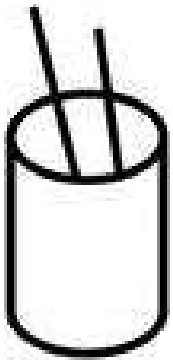
- Long straight approach
- Halt near table, not right next to it, horses **may** come above the bit, better then stepping back
- When able to be closer, touch jug and walk off
- Then lift jug slightly, then more etc.
- Be careful with tall horses particularly when rider is leaning down their legs tend to ride up and the horse gets an aid to move. **Keep legs still**
- When all calm and relaxed trot a long straight approach with a walk transition then halt. **All smooth**



10.9 Garrocha pole pickup and drop off

Introductory training tips

- Use a small Garrocha pole
- Stand next to drum, lift with **thumb facing up**
- **When calm**, hold out to the side
- Any problems throw Garrocha pole out away from horse
- Walk a large circle to left when holding pole
- Once the horse is relaxed carry Garrocha pole upright
- Halt next to barrel **relax** then deposit Garrocha pole gently **bottom end in** (thumb facing up)



10.10 The bull

Introductory training tips

- Ride a large circle to left in front of bull approximately 10mts away.
- At the walk when approaching the bull leg yield slightly, just 1m to start
- Do not **expect the horse to go on top of the** b**ull** take **your** time**. If you frighten** the horse he/she **will remember the fear**
- **Do not** leg yield on top of bull, it is not necessary. You need to lift the ring but remember the length of your arm, then the length of the pole, so approximately 1.2m off the bull is sufficient
- When the horse is confident and smooth start going for the ring.
- Well before the bull lift Garrocha pole to the correct level then keep your focus on the tip of the Garrocha Pole and the ring
- Upon securing the ring immediately lift the tip of Garrocha pole so as not to lose the ring

10.11 The gate

Introductory training tips

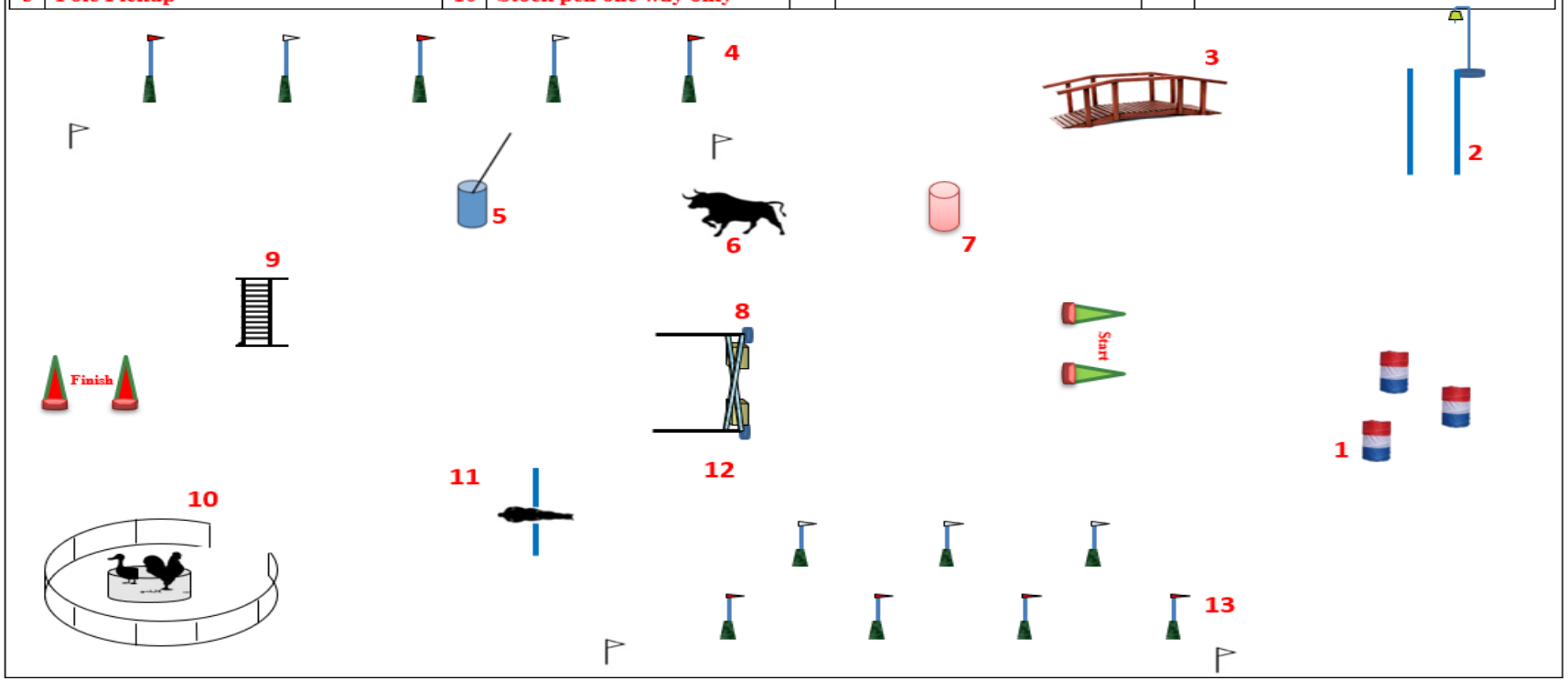
- Approach the gate head on, **halt and relax**, then move the quarters to the right, **relax**, with right hand closest to gate, hindquarters towards the hinge, unlatch the gate. **Stand and relax**
- Then push gate open and stand with horse in between gate. Take hand off gate. **Stand and relax**
- Walk off
- **Do not rush this obstacle** – one step at a time

At introductory level the gate is not closed

11. EASE OF HANDLING COURSE EXAMPLE

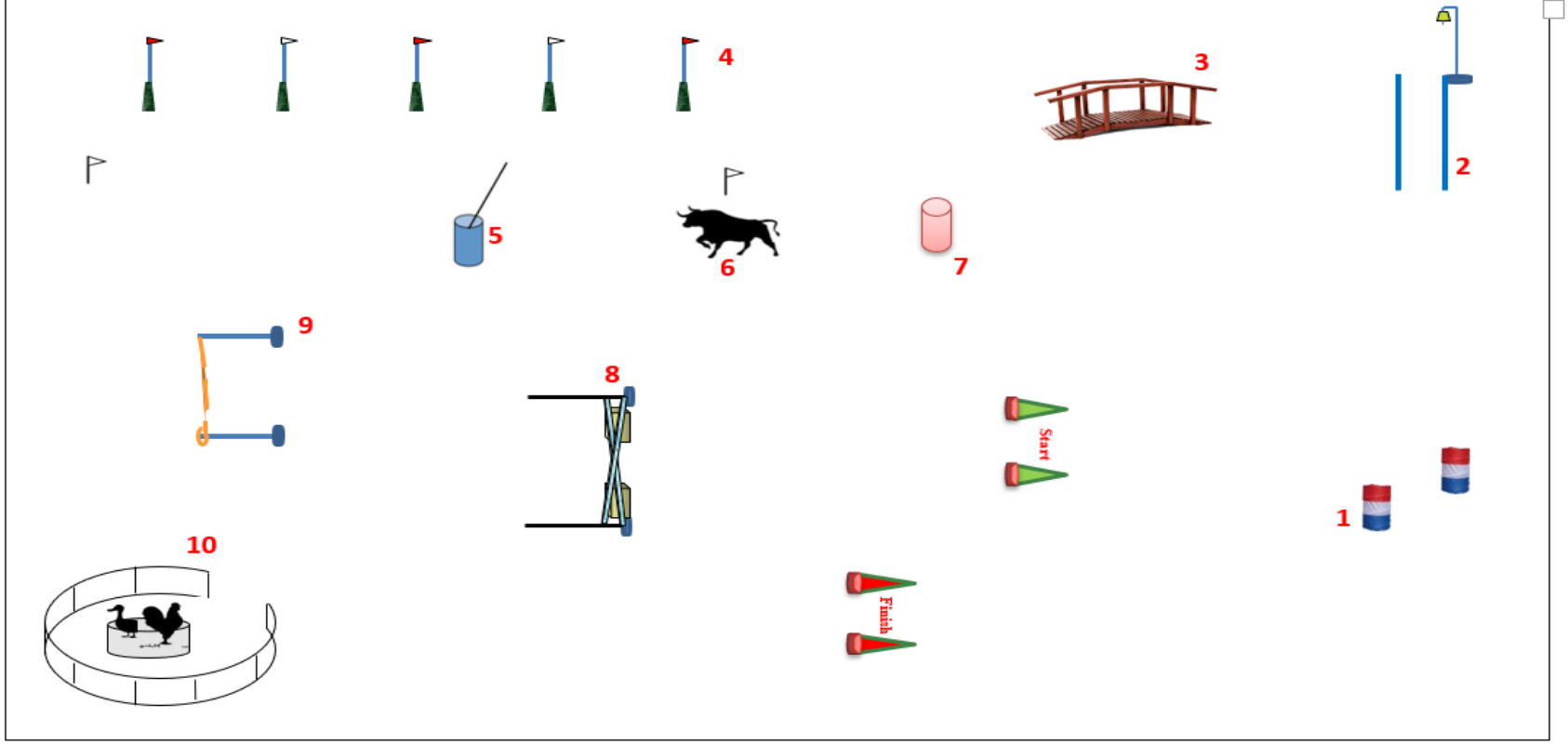
CLUB: **Working Equitation Competition LEVEL: PRELIMINARY MANEABILITY DATE:**

1	Three barrels	6	Bull	11	Side pass pole stand centre 5 secs then SP off right to left		
2	Corridor with bell rein back	7	Replace pole	12	Jump		
3	Bridge	8	Jump	13	Double slalom		
4	Single slalom	9	Gate				
5	Pole Pickup	10	Stock pen one way only				



12. SPEED COURSE EXAMPLE

CLUB:		Working Equitation Competition LEVEL:		PRELIMINARY SPEED		DATE:	
1	Two barrels	6	Bull				
2	Corridor with bell rein back 3 0r 4 steps	7	Replace Garrocha pole				
3	Bridge	8	Jump				
4	Single slalom	9	Gate				
5	Garrocha Pole pickup	10	Stock pen one way only				1 ARENA



13. ADDITIONAL RESOURCES

The following information is only available for affiliated states and clubs and is protected by copyright laws.

From the Website

- Official Rule book (Competitor / Participant)
- Dressage Tests and Maps
- List of Accredited Judges
- Judges Accreditation Framework
- Example course maps
- Example score sheets
- Example competition draw
- Basic electronic scoring system
- Training tips
- Set of obstacle icons