

BE CODE OF CONDUCT

- 1.7 Members of British Eventing and those connected with them are required to abide by this Code of Conduct as regards both the welfare of Horses and their own conduct.
- 1.7.1 Members must at all times on an Event site comply with any regulations, restrictions or guidance issued by the government at the time of the Event, and any guidelines provided by either the Organiser or BE in relation to social distancing and hygiene procedures .**
- 3.3 ~~The Event Secretary will handle all secretarial administration on the days of the Event, including on-going entries matters, distribution of numbers, collection of start fees and the multitude of queries which arise over a day.~~
- 3.8.6 The Disciplinary Powers of the Chief Executive**
- 3.8.6.1 In circumstances where**
- a Member is referred to the Chief Executive by a BE Steward under Rule 3.8.1.8, or
 - more than one disciplinary sanction is imposed on a Member within a period of 12 months, or
 - a Member is named on the Event Incident List more than once in a period of 12 months, or
 - the Chief Executive is satisfied, after enquiry if necessary, that any Member, or any person taking part in an Event, or a person connected in any way with a Member, has acted in breach of, or has not complied with, these Rules, **or investigation is taking place into alleged breach of these Rules, or a criminal investigation is taking place,** the Chief Executive may either
 - impose any one or more of the sanctions set out in Rules 3.8.1.1 to 3.8.1.7, or
 - increase or add to any such sanction already imposed, subject always to the limits of those Rules or
 - impose a period of suspension, or
 - refer the matter to the Disciplinary Chairman.
- 4.1 **Event Information.** All necessary information about each Event is ~~in British Eventing Life, the official BE magazine, and on the BE website.~~ Some Events, and some Entries Secretaries, also have their own websites. All of these sites, which usually contain links to each other, will be updated during the run-up to an Event and Competitors should keep a regular eye on them. They, and the telephone Hotline should always be checked before leaving for an Event.
- 4.1.3 **The Fees** (See also Annex 1)
- **Entry Fee** for each class, which must be paid when entering (VAT receipts are available on request).
 - **Starting Fee.** This is payable before competing ~~and is normally paid on collection of numbers~~ **at the time an entry is made.** It is refundable if the Competitor does not start the dressage **in accordance with Rule 4.11.3**
 - **The Abandonment Insurance Premium.** This insurance cost, which pays for the refund of Entry Fees in the event of cancellation or abandonment, is a mandatory element of the Entry cost.
- 4.1.4 **The Opening Date for Entries** is usually ~~5-6 weeks before the Event~~ **10 days before Ballot Date.** No advantage will be gained by entering before this date. See Rule 4.4.1.
- 4.1.5 **The Ballot Date will be a Tuesday, also be the date on which an Organiser makes the decision on whether or not to run their event and which be published on the BE website in each event's schedule.** ~~usually 18-21 days before the Event or 25-28 days if the Event balloted the previous year, and the Ballot Period.~~ See Rule 4.4.
- 4.2 **Entries** should be made in accordance with the information in the Schedule. ~~preferably~~ online with payment in full by card. Incorrect entries may be rejected. No entries will be accepted without payment. ~~A paper entry can be made using a form, available from BE or downloaded from the BE website, with payment in full by cheque.~~
- 4.2.1 Multiple Entries; Arrangements and Limitations**
- Competitors entering more than one Horse in an Event may state with their entry the order in which they wish to ride them, which will be complied with where possible, and the preferred order of priority on a ballot. Where no preference is expressed, the Organiser's decision is final.
 - The Organiser may reduce the number of Horses ridden by any Competitor because of timetabling constraints.
 - No Competitor may ride more than 5 Horses in the cross country phase in one day.

4.3 Competitor limits

4.3.1 Numbers of Competitors competing on any one day where restrictions are in place due to COVID-19 are expected to be lower than stated in Rule 4.3. Each Organiser will limit Competitors based on their event site capacity.

4.4.1 Entries. All Events will list entries on the relevant website after the Opening Date **for Entries** but this does not constitute acceptance. No entries are accepted before Ballot Date. **There is no obligation on an Organiser to accept any entry at any stage throughout the entries process.**

The following Rules 4.5 – 4.12 relating to the acceptance process apply subject to the above.

4.4.2 Events which are not oversubscribed at Ballot Date;

- Will normally accept all entries already received at this stage, subject to the Organiser's power to refuse an entry.
- Will notify Competitors of acceptance of their entry by **letter**, email or on the Event/entries website.
- May continue to accept entries for all or some sections as notified on the website.
- May run a wait list for sections (see Rule 4.5 and 4.6) which reach their limit.

4.4.3.1 Ballot Numbers. Each Horse Season or Half-Season Ticket is issued with Ballot Numbers for each specified ballot period during the season plus two Super Ballot Numbers for use during that season. Members of the Armed Forces or dependants serving overseas may be issued with Super Ballot Numbers to enable them to compete when otherwise they might not be able to do so. The terms of use for Ballot Numbers are:

- **Ballot Numbers/Super Ballot Numbers if required must be applied at the time of making an entry and cannot be added to an entry retrospectively.**
- If an entry is withdrawn before Ballot Date, the Ballot Number can be re-used.
- If an entry is withdrawn after Ballot Date or the Event is cancelled or abandoned, the Ballot Number cannot be reused.
- If an entry using a monthly Ballot Number is balloted, that Ballot Number is replaced with a Super Ballot Number.
- If an entry using a Super Ballot Number is balloted, that Super Ballot Number can be re-used and an additional one will be issued.
- **If an entry with a Super Ballot Number is Withdrawn from the Wait List, that Super Ballot Number can be re-used.**
- **If an entry with a Super Ballot Number is Wait Listed and is not offered a place in the competition, that Super Ballot Number can be re-used and an additional one will be issued.**
- In the case of abandonment, Super Ballot Numbers can be re-used for future entry.

4.6 Wait Lists

- If an Event ballots, a wait list (restricted at any one time to 15% of the number of places in a class) showing an appropriate number of entries in order of intended acceptance must be published. Acceptance of Entries from the waitlist, where possible will be in the published order unless;
 - an Organiser has an entry that they specifically wish to accept, or
 - there are other practical considerations which make it sensible to accept them in some other order.
 - **Entries from the wait list will only be accepted after the Entries Amendment Date at the discretion of the Organiser.**
- ~~• No entry will be wait-listed who has stated with their entry that they do not want to be wait-listed.~~
- Where an Event does not ballot but classes become full and are closed after Ballot Date, any wait list which is held must be published as above.
- Wait-listed entries who withdraw from the wait list before their entry is accepted must receive a full refund, including the Abandonment Insurance Premium.
- Wait-listed entries will be notified (in person or via the Event's website) when their entry has been accepted. Wait-listed entries, once accepted, are subject to the same withdrawal rules as accepted entries except that wait-listed entries notified of acceptance within 48 hours of their dressage time who are unable to compete may withdraw their entry and receive a full refund, including the Abandonment Insurance Premium.
- Unsuccessful wait-listed entries will be refunded in full and Tickets classed as unused. If they entered before Ballot Date using a Ballot Number then the Ballot Number becomes a Super Ballot Number.

4.7 Substitutions and Alteration of Entry

- Prior to the **times being published**, the Organiser may accept a written request for the substitution of either Horse or Competitor, but not both (because this would constitute a new entry), or for a change of section or class.
- During the Event, such changes may only be made with the permission of the BE Steward. **NOTE: Until further notice only horse substitutions will be permitted.** ~~permission will not be granted by the BE Steward to allow for on event substitutions.~~
- **For substitutions and/or class changes made after the Entries Amendment Date**, a fee of £10 (plus VAT if applicable) together with any balance of Entry Fee-payable is payable if the request is accepted.
- If the class is oversubscribed/had balloted, the replacement Horse must use the same type of Ballot Number as the replaced Horse.
- All substitutions and changes must be shown on the scoreboard.
- **A request for a class change may result in a balance of Entry Fee being payable.**
- A request for a class change must be refused if it would result in oversubscription in the Class requested, or the replacement Competitor riding more than 5 Horses in the day.

4.8 Start Times

- Start Times for each combination will be made available **on the BE website** as indicated in the Schedule ~~and will also be posted at the Event Secretary's office during the event.~~ Where possible, but in their discretion, when preparing Start Times Scorers will try to accommodate specific timing requests.
- Start Times must always provide for each Horse to have an interval of at least 30 minutes between finishing one phase and starting the next. If Show Jumping is the final phase, the interval must be at least 60 minutes. These intervals may be reduced only in exceptional circumstances by the direction of the BE Steward in conjunction with the TA and the Organiser.
- If, in exceptional circumstances, the published Start Times have to be amended, steps will be taken by all reasonable means to notify all Competitors and Officials potentially affected.
- Preparation of the Start Times, usually started some two days before publication, is a very important time for the Event Organiser's team. The efficient organisation of the Event day(s) is helped significantly if all withdrawals and changes are notified by this time at the very latest. Some Events may choose to reflect this in their refunds policy as much more work is involved in re-organising times and dealing with late entries after this date.
- Competitors must be prepared to start each phase at their published times. ~~Any Competitor ready to start any phase ahead of these times may do so at the discretion of the starter of that phase but must be within the time frame of the particular section.~~ In the event of a delay, Competitors must cooperate with adjusted start times as far as is reasonably possible.
- Any Competitor who withdraws during an Event must notify this to the Secretary straightaway.

4.9 Withdrawals. Accepted entries are assumed to be competing unless they withdraw by notifying the Entries Secretary **by** ~~in~~ ~~writing by letter, card,~~ email or **text message** ~~fax~~. During the Event, entrants must withdraw by notifying the Event Secretary. Withdrawals are final and may not be retracted.

4.11.2 Minimum Refund Policy

- Entries which are properly withdrawn before Ballot Date are entitled to a full refund of Entry Fee and Abandonment Premium; Ballot Numbers will be re-usable.
- ~~Entries made before Ballot Date which have been accepted but which are~~
- **Entries which have been accepted but which are** properly withdrawn **subsequently** after that date and which are replaced by the Organiser, will be refunded their Abandonment Premium and Entry Fee less £12 admin fee, plus VAT where applicable.
- **'Replaced' means;**
- **where the class entered was full and, because of the withdrawal, a new entry, whether from a wait list or otherwise, is accepted, or**
- **where an event had reached its entry limit and, because of the withdrawal, a new entry, whether from a wait list or otherwise, into any class is accepted.**
- ~~Entries made after the Ballot Date will not be refunded on withdrawal. Where, nonetheless, full or partial repayments are made, they will be accompanied by the Abandonment Premium in full.~~
- **Where the replacement Entry Fee is lower than the Entry Fee paid by the withdrawn entry, the refund will be limited to the lower fee.**

- Refunds will be made in the order in which entries are withdrawn and replaced by a new entry.
- Where full or partial repayments are made, they will be accompanied by the Abandonment Premium in full.
- All non-refunded Entry Fees remain insured under the Abandonment insurance. See Rule 4.12
- Refunds arrangements for balloted but non-wait listed Horses and for unsuccessful, or withdrawn, wait-listed Horses are dealt with in Rule 4.4.3 and Rule 4.6 respectively.

The Pandemic Refund Date.

Three days prior to the published start date of the event.

The Pandemic Refund Policy

The Pandemic Refund Policy states the level of refund which will be provided by an Organiser to a competitor where the Event is cancelled or abandoned on or before the Pandemic Refund Date by reason of pandemic. The Pandemic Refund Policy for each event will be published in the Event Schedule. The level of refund provided shall be no less than 30% of the entry fee, net of VAT, insurance premium and start fee. After the Pandemic Refund Date any refunds will be at the Organiser's discretion.

- 5.3 Officials**, many of whom are volunteers, are appointed to help the Event Organiser provide sport for the Competitors **and to ensure compliance with any government guidelines which may be in place**. Competitors must cooperate with them and comply with any reasonable order or direction given by an Official. Incivility or rudeness to an Official is a breach of the Rules and the Code of Conduct.
- 5.12 Competitors' Times**. Competitors must be prepared to start each phase at their published times. **Notwithstanding any delays caused by circumstances outside of the Competitors control, any Competitor presenting for any phase other than on their published times will not be permitted to continue in the competition and may incur a disciplinary sanction**. Any Competitor who withdraws during an Event must notify this to the Secretary straight away. (See Rule 4.8).
- 5.17 Competitor Competition Limitations**. Competitors may not ride more than five Horses in the cross country phase on any one day. (See Rule 4.2.2)
- 5.18 Numbers**. Competitors must at all times when mounted, ensure that they can be identified by the number allocated to that Horse. **All Competitors must print/produce to BE template requirements their own number(s) prior to the competition. The template shall be available on the BE website. The Competitor may be charged a fee on Event if they have not done so**. See Rule 7.16 for information on numbers. See Rule 5.22 for information on numbers for non-competing Horses.
- 5.22 Non-competing and Companion Horses**. The Organiser's permission must be obtained before a non-competing Horse is brought to an Event; such Horse must be owned by a BE member whose prior permission must be obtained by the Competitor and compliant with Rule 10.1. ~~Once on site, the Competitor must register the non-competing Horse with the Event Secretary who will issue a number for the Horse.~~ The competitor must provide a bridle disc to display **their competition** number, which must be worn by the Horse at all times.
- 6.2.4 Course Information and Timetabling**.
The following information must be displayed at the beginning of each day at the collecting ring, **and** the jumping arena, if separate, ~~and at the Secretary's office~~:
- Course plans, showing distance and time allowed, for each course to be run during the day.
 - Timetable showing the scheduled start and finish time of each class
 - Timetable for course walks, or, where appropriate, outline of arrangements for course walks; e.g. approximately every xx minutes during the class. These times will be subject to the Judge's discretion in the light of all relevant prevailing circumstances.
- 6.2.7 Penalties**
At the discretion of the BE Steward, in consultation with the Judge, a Competitor may be eliminated for:
- Unauthorised access to the arena;
 - Receiving unauthorised assistance (see also Rule 5.7)
 - Failure to enter the arena mounted and through the designated entrance;
 - Failure to enter the arena within one minute of being called;
 - Failure to commence the round within 45 seconds after the bell;
 - Ignoring the bell when required to stop during a round.
 - Failure to leave the arena mounted and by the designated exit, unless injured.

- **Having any person assisting either with adjusting practise fences or otherwise in the practice/warm up areas where the guidance for that Event states that this is not permitted.**

6.3 THE CROSS COUNTRY PHASE

6.3.2.3 A plan of each cross country course must be displayed at the start ~~and at the secretary's office~~ from the time when the course is open for inspection. It must demonstrate the course to be followed, its distance in metres, the optimum time, the 'too fast time' and the time limit, and the numbering of the obstacles.

6.3.3 Practice Fences

The Organiser will provide an appropriate number of practice fences per class marked by directional flags which must be observed by all Competitors, must not exceed the dimensions for the class for which they are being used and may only be used for warming up for the cross country phase. **Competitors must abide by the maximum number of riders permitted in the warm up area, which shall be notified by the Organiser for each Event via the Newsflash on the BE Website and at the entry point to the warm up, and shall not exceed this limit.**

7.11 Dress at Prize givings. Prize givings are important to Organisers and Sponsors and Competitors are requested to be neatly and tidily dressed. **Not used**

8.2.1 Enquiries

- Official scores will be ~~displayed on the score board~~ **available on the BE website**, once they are confirmed by the BE Scorer.
- Scores may be announced by the show jumping and cross country commentators from time to time; these are provisional until confirmed by the BE Scorer.
- Enquiries about any aspect of a Competitor's score should be made as soon as possible to the Event Secretary, who will initiate investigations by the relevant BE official.
- The result of each section will be posted on the ~~scoreboard~~ **BE website** as soon as possible after the end of that section.

8.2.2 Objections

- ~~Objections to any aspect of a Competitor's score may only be made by that Competitor or the Owner of the Horse, must be made promptly and in writing, and be accompanied by a £25 deposit. Such Objections must be made within 30 minutes of the posting of the results of the section: this time may be shortened at the discretion of the BE Steward.~~
- ~~Any Objections to the result of a Section, or any other matter, must be notified as soon as possible to the BE Steward either directly or via the Event Secretary. It must be made in writing and accompanied by a £25 deposit.~~
Queries & Objections – All queries and objections will need to be communicated to the BE Technical Adviser or BE Steward via Mobile Telephone/email/Event Radio. This will have to be done, where possible, before the competition has concluded whilst volunteers and judges are still on venue or at the latest by 20:30hrs. on the day of competition relating to the score.
 The Steward will take such action as he considers appropriate at the time to determine the merits of the Objection if that is possible. If not, the Steward will refer the matter to the Chief Executive who will decide how the matter should be resolved.

8.3.1 The **scale of prize monies** must not fall outside of the upper and lower limits shown in the table below unless otherwise approved by the Chief Executive (such approval must be renewed annually) and must be the same for all sections in a class. The scale must be published in the Event Schedule.

It is not currently mandatory that rosettes, prizes in kind and prize money is awarded.

8.4 Prize Giving. ~~All prizes must be received in person by the Competitor or owner of the placed Horses. Exceptionally, at the prior request of the Competitor, the Organiser may permit a deputy to receive the prize. Prizes not collected in accordance with this Rule may be forfeited at the discretion of the BE Steward and Organiser.~~

9.7.4 Appropriate PPE

9.7.5 Appropriate PPE

10.1 Passports

A valid passport and vaccination record

- must accompany the Horse to all Events,
- must be available for inspection on collection of numbers,
- must be produced on request at any other time during the Event.

Failure to comply with these requirements is a breach of this Rule and the Horse will ~~only~~ **not** be allowed to compete. ~~at the BE Steward's discretion~~

10.2 Vaccinations – National Competitions

10.2.1 No Horse may take part in a BE National Event (which includes entering competition stables) unless it has a current vaccination against equine influenza which complies with the following conditions:

- Two injections for primary vaccination, not less than 21 days and not more than 92 days apart, are required before being eligible to compete;
- A first booster injection must be given within seven months (**not more than 215 days**) after the second injection of primary vaccination;
- Subsequent booster injections must be given at intervals of not more than one year, commencing after the first booster injection;
- ~~In order to compete a horse must be vaccinated in accordance with the above rules and MUST also have had a vaccination within 6 calendar months and 21 days of the competition, BUT;~~
- **No injection should have been given 7 days before the competition.**

11.1 Programmes / Printed Material. Organisers must provide ~~programmes or printed materials for the Event which must include the following information~~ **on the BE website and may provide it on their own website if they wish:**

- BE Affiliated Event logo (**not required on BE website**)
- The fact that the Event is held under the auspices and Rules of BE;
- Timetable of classes, sections and tests;
- ~~List of entries including Horse's age, height, colour, sex, and all Owners' names. It is strongly recommended that Horses' breeding details are included in the list of entries (mandatory for young horse classes);~~
- **A PDF of the** list of fences by class;
- **A PDF of the** Map(s) of the cross country routes with fence numbers and approximate locations;
- Disability Access Notice
- List of Officials & Volunteers
- Statement of Health and Safety policy at the Event **in the following terms:**

- The Organiser of this Event has taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective, everyone must themselves take all reasonable precautions to prevent accidents and must comply with any instructions given by the Organiser Officials and Stewards. This statement must also be displayed at the entry point to the Event site.

and

- Statement of liability in the following terms:

– Except for the negligence of the Organiser and his agents or others for whom in law they are responsible, the Organiser does not accept responsibility in respect of any accident, illness or disease caused to or suffered by any Horse, owner, Competitor, spectator, sponsor and others present at the site of the Event and their property and accoutrements. **This statement must also be displayed at the entry point to the Event site.**

~~If the following information is not included in the Programme/Printed Material, it must be visible at the Secretary's:~~

- ~~Disability Access Notice~~
- ~~List of Officials & Volunteers~~
- ~~Timetable of Classes, Sections and Dressage Tests.~~

11.2 Health and Safety.

- 11.2.1** The following statement will be included in the Event Programme and displayed at the Secretary's Office at the Event:
- 11.2.2** The Organiser of this Event has taken reasonable precautions to ensure the health and safety of everyone present. For these measures to be effective, everyone must themselves take all reasonable precautions to prevent accidents and must comply with any instructions given by the Organiser Officials and Stewards.
- 11.5 Data Protection.**
- 11.5.1** Any information provided in connection with membership applications will be used to process membership and will be disclosed to affiliated Event Organisers, their employees **or contractors** and employees **or contractors** of BE, in order to process competition records. This data will also be disclosed to a number of third party organisations in order to provide an online **entries scoring** system for use by affiliated Event Organisers **as well as for data analysis**. Competition records will be displayed on the BE website and may be displayed on the Event Organiser's website, and any site owned by the provider of an online **entries scoring** system.
- 11.9 Media Rights.** The ownership of all data generated by an Event (which without limitation shall include all information contained in ~~an Event's programme and~~ all of the scores and results arising from the competition) **is expressly reserved by BE. No party including any Organiser, owner or Competitor may enter into any arrangement or agreement for the exploitation or use of any such data without the prior written consent of BE.**
- The ownership of all media rights (including without limit broadcast rights for television, radio, film, video, digital and broadcast via mobile communication devices and the internet) ("media rights") which are connected to any BE Affiliated One-Day Event, Two-Day Event or Three Day-Event, or media rights is expressly reserved by the Organiser.**