

Rules for Organising IHSGB Events

1 Organisers' Responsibilities

The appointed Organiser is responsible to the IHSGB Trustees for all aspects of the event. Organisers are required to make themselves familiar with these rules and, where applicable, other documents referred to. Queries and suggestions for improvement are welcome.

2 Horse Welfare

The first priority of event organisers must be the welfare of horses taken part in the event.

- 1 Ensure that all participants comply with the FEI Code of Conduct.
- 2 Schedule activities with due consideration for horse welfare.

3 Application of IHSGB and FEIF Rules

In general, IHSGB events must follow relevant IHSGB and FEIF rules as applicable. However, organisers should use their discretion, where there is a conflict within the rules, or where the application of a particular rule may make an event impractical to arrange. When issues are known in advance organisers should consult with the relevant trustees.

- 1 IHSGB International Breeding Shows shall comply with the FIZO.
- 2 IHSGB Sport Competitions shall comply with the FIPO.
- 3 Organisers and Participants shall comply with the Code of Conduct as set out in the FIRO.
- 4 Organisers Rules should be published in advance and circulated with event schedules, programmes or application forms as appropriate.

4 Finance

IHSGB funds should be husbanded with prudence and transparency.

- 1 Realistic budgets shall be prepared for all events.
- 2 Budgets should be planned on a break-even or surplus basis, unless a subsidy is agreed in advance with the IHSGB Trustees.
- 3 All costs should be well understood and where possible agreed in advance.
- 4 All payment received must be paid into the IHSGB bank account. Cash received by organisers may be used to pay ad hoc expenses but must still be accounted for.
- 5 All receipts and invoices must be retained and passed to the IHSGB Treasurer
- 6 Accounts should be prepared after the event and submitted to the IHSGB Treasurer.

5 Health & Safety

All activities must be organised in a manner that minimises the risk of accident and potential death or injury to the participants, third parties and the general public.

- 1 A thorough risk assessment must be undertaken for each event.
- 2 Appropriate precautions must be taken to deal with all identified risks. The extent of precautions should be proportionate to the seriousness and likelihood of occurrence of the risk.
- 3 A written accident report must be provided to the trustees to any accident resulting in the hospitalisation, unconsciousness or death of anyone attending an IHSGB event.
- 4 The appropriate authorities must be notified in the event of any incident requiring their notification.
- 5 The landowner of event venue must be notified of any incidents.

6 Hospitality

A good standard of hospitality must be provided for all guests. These will include judges, other officials, trainers, and speakers.

- 1 IHSGB guests should be provided with clean and warm accommodation.
- 2 IHSGB guests must be collected from their arrival point in the UK and then returned to their departure point from the UK, unless they wish to make their own arrangements.
- 3 Unless agreed otherwise, reasonable travel and subsistence expenses will be reimbursed.

7 Compliance with the Law

The IHSGB must comply with all relevant legislation.

- 1 All activities must be in accordance with the IHSGB objectives.
- 2 All activities must comply with all relevant legislation.
- 3 Appropriate actions must be taken (before, during and after an incident) to protect the IHSGB from liability claims.

8 Complaint Handling

Organisers must deal with complaints in a consistent and transparent manner. Where procedures are set out in the rules of the event (e.g. FIZO or FIPO), then these procedures must be applied.