



Physical Address: 137 Crocus Road, Kyalami  
Telephone: Chef d'Equipe – 072 875 6058  
Email: siobhanjrecords@hotmail.com

### **Chef d'Equipe and Team Member Information**

The responsibility of Chef d'Equipe is vital to the smooth running and empathy with which you keep your team and the team spirit together

#### **The Chef d'Equipe:**

The Chef d'Equipe should not be a parent of a provincial participant.

The Chef d'Equipe should not be an instructor of a provincial participant.

The Chef d'Equipe should be a person who sets the standard by which the smooth running and understanding of all members, rules, meetings, co-ordination, format, turnout, social functions, protocol is fully understood. You should always carry rules books of the relevant disciplines.

The primary candidate should be a responsible, knowledgeable person of his/her discipline and have an understanding of all the rules, attire and all matters relating to competitions and inter-provincial conducts.

The Chef d'Equipe takes on the full responsibility of children, junior and adult members and agrees to their well being up to and until the end of the competition. The Chef d'Equipe is the primary liaison person between competitors, instructors and parents and provincial and national bodies.

The Chef d'Equipe is to hold full information and contactable references for all members of the team.

The Chef d'Equipe is entirely responsible for team functions and presentations and all these arrangements are to be confirmed and diarised with team members.

The Chef d'Equipe is responsible for nominating team and reserve members as she/he evaluates the performance of team participants.

The Chef d'Equipe is responsible for the team arriving on time for all provincial classes, parades and formal and social functions.

The Chef d'Equipe is responsible for the distribution of all team blankets, brow bands, lapels, grooms overalls, numnahs, and the return of these items to the provincial body offices.



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The Chef d'Equipe is responsible for the above equipment on the day of the competition.

The Chef d'Equipe should have the groom's overalls ready for the parades.

The Chef d'Equipe should have knowledge of the protocol for the parade.

The Chef d'Equipe should dress appropriately in a conservative manner for all parades.

Men should wear a jacket, tie and hat. Women should wear a skirt/dress, not too short or smart trousers and a jacket and hat in the correct team colours.

The Chef d'Equipe is expected to walk the course where required with team members.

Remember you should bring along extra items which may have been over looked by competitors on the day such as safety pins for Equitation numbers etc.

The Chef d'Equipe should check all horse passports of the provincial horses and take note of the required inoculations dates, due dates. Markings should also be correctly identified and marked in red pen. Ensure that a registered veterinarian has stamped the book in the relevant sections. Check for pre-vetting requirements prior to trucking to a long distance/out of Province show. Confirm travelling permits requirements.

### **Team Members:**

Once you have obtained your provincial or national colours you are now representing your Province and/or your country. Your conduct and team spirit is vital to the performance and overall impression of your fellow competitors.

All team members will receive team badges which will be awarded prior to the competition.

All team members are to wear their badges on their jackets as stipulated.

All team members are to be fully informed and equipped with the correct riding attire for the competition and parade.

Should any problem arise with you and/or your horse this should be immediately reported to your Chef d'Equipe.

If there is any doubt as to yourself and/or your horse not being able to compete, the Chef d'Equipe must be notified immediately.



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Absolutely no drug/medications may be administered to yourself and your horse without clearing this with your Chef d'Equipe in conjunction with your doctor and veterinary surgeon.

If you are on vital medication, please advise the Chef d'Equipe.

All team members must attend meetings called by the Chef d'Equipe.

As a team member it is the team that is the cohesive body and this must be acknowledged.

Please confirm all transport arrangements with your Chef d'Equipe and instructors.

You are responsible for transport and accommodation and kindly supply this information as well as contactable telephone details to your Chef d'Equipe.

Enter and confirm your entries have been received. Enter early so that you may be allocated preferential stabling.

Establish and confirm that teff/eragrostis/lucerne, bedding and additional feeds are available at away venues.

Ensure the facilities for your grooms are available at the show.

All team members are to attend and be on standby for meetings, social functions, parades, inter-provincial nominations and wherever the Chef d'Equipe may require you to be present.

As a team member, your attendance at functions and meetings is at the discretion of the Chef d'Equipe until the end of the show.

You are not at liberty to loan a provincial horse to another person (unless within the realm of the competition) without clearance from your Chef d'Equipe and Instructor.

Check all inoculations dates, requirements, markings and other information in your horse passport. Ensure you always carry your passport to an "away" show.

Establish a name and contactable numbers of a farrier and vet at away shows should you require them

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Signature

\_\_\_\_\_  
Date