

EVENTS BID DOCUMENT for 2022 (revised May 2021))



National Dressage Events (CDN)

The South African Dressage Championships

National Youth Festival & Dressage SA Challenge subject to National Multi Discipline approval

International Dressage Events (CDI) – Including FEI World Dressage Challenge, CDI2* and CDI3* events

****CLOSING DATE OF BIDS - 25TH AUGUST 2021****

ALL BIDS MUST BE FORWARDED TO DRESSAGE SA

The purpose of this bid document is to get relevant information & advise the show organizer what will be expected of them and ensure the bidders are aware of what must be provided as minimum requirements for Service Levels of Agreement

DSA undertakes to ensure that all of the above events are conducted at the highest standards possible and with the best sponsorship, venues and organization possible.
(Please use one per Event)

Please fill in the form below listing possible dates you would like if you are awarded the event.

List below is in the following categories:

1. Event you want to bid for
2. Minimum requirements to host show
 - A. Competition arenas and surrounds
 - B. Stables
 - C. General
 - D. Needs during show
 - E. Officials and people skills required
3. The FEI code and conduct for the welfare of the horse
4. Agreement for signing between all parties

1. EVENT YOU WISH TO BID FOR	
Which event	SA CHAMPS 2022
Possible dates available to host event	TO BE DETERMINED WITH VENUE
Organising Committee details	ESP SHOWS
Venue details	DURBAN SHONGWENI CLUB
Venue must be registered with DSA	YES
Is there a club involved with hosting the show, state name	JUST THE ORGANISING COMMITTEE ESP SHOWS
Organising Committee / Showholding Body (person/committee responsible for hosting and adhering to all the necessary administration when running the event)	KAREN SUTTON
Events permit must be obtained from the local municipality before the event	YES
Prize money (minimum for the event)	PER REGULATION AND DEPENDANT ON ENTRIES OR TYPE OF SPONSORSHIP
Main sponsor	TO BE NAMED IF SHOW IS AWARDED, BACK UP SPONSOR IS EQUESTRIAN SPORT PRODUCTS. PLEASE SEE SUPPORTING DOCUMENT FOR OTHER SPONSORS
Sponsorship for winners of gifts, prize money must be obtained to ensure the show is prestigious	
Present cost of venue hire and levies to be stated here (as at time of signing) Venue Hire Costs Administration Levies (if any) Officials & Judges Levy	R175 PER DAY PER RIDER but this could change in 2022 R60.00 DSA Levy (incl. VAT), R25.00 Prelim classes (incl. VAT), R5.18 EDS (incl VAT) & R150 Medical/Security Levy, R75.00 Officials Levy
Security and parking are to be of a high standard and must meet the requirements of the events permit from the local municipality	YES
Insurance for venue and event & public liability, name of insurer	LOMBARD
Closest hospital	HILLCREST HOSPITAL
Closest veterinary clinic (with equine surgery)	EQUIS VETERINARY
Feed merchant for visiting competitors which will supply horse feeds and bedding/shavings and deliver to venue.	ASSAGAY FEEDS/NATAL SADDLERY
DSA will in its sole discretion award the event to the organising committee stated above and reserves the right to award the event for a fixed term or an extended period of time based on performance and meeting of criteria set out below.	YES
When awarded the OC will be required to sign off this document of agreement.	YES
The responsible showholding body must be aware that once signed this document is binding and if they cancel, they may not bid on another major DSA event for a period of 2 years after cancellation.	YES

2. MINIMUM REQUIREMENTS TO HOST ABOVE SHOW	
A. COMPETITION ARENAS AND SURROUNDS	
Minimum of 3 competition arenas 60 x 20m with outside track of same footing as arena with suggested FEI specifications	YES
Minimum 2 warm up arenas 60 x 20m and general warm up areas, not necessarily dressage arena size.	YES
Ideally arena surrounds should be as per FEI specification	YES
All to have approved base & surface footing	YES
At least 1 warm up arena to have same surface footing as main competition arena	YES
Judge's boxes, main competition arena to have 2, raised minimum level of 50 cm above the ground. Must be large enough to accommodate 4 officials, clear view of arena with protection from sun, wind, rain	YES
Judge's boxes to be placed as per FEI WDC specifications	YES
Arenas & surrounds must be as per FEI Rules and Regs	YES
B. STABLES	
Number permanent stables	360
Number of temporary stables	NA
If temporary state structure to be used	NA
Engineer's report must be supplied for temporary stables erected	NA
All to be minimum of 3m x 3m with strong lockable doors	YES
A minimum of 3 drug testing stables with clean bedding to be provided - if possible, to be separate from others	YES
If temporary to be placed within 300 - 400m of competition area.	YES
Sufficient watering points at stables	YES
Wash bays to hose down horses away from stables with water connections	YES
Must be constant clean water supply	YES
Lunging area	YES
Large area for hand walking & grazing horses	YES
Notice board at entrance of stables	YES
Loudspeaker near stables is suggested for announcements from announcers' box	YES
Electricity & security lighting for stables	YES
Area cordoned off for stable manure dump	SKIP
Initial shavings bedding to be provided	YES
FEI CDI 2*and above require stabling as per FEI Rules and Regs	YES
C. GENERAL & OTHER	
Sufficient ablution facilities for the number of competitors, officials & grooms expected, showers and toilets must be of a high standard, built in or portable	YES
Camping area close to stables with good ablutions for visitors wanting to be near horses	YES
Good road to and from venue	YES
Sufficient hotels/bed & breakfast in immediate area for competitors and officials	YES
Catering of a good standard must be provided for at the show from the time visitors arrive until they have left (this may be a few days before & after the show)	YES
A nice seating area with chairs and tables should be provided	AT RESTAURANT ONLY
Catering for officials must be provided	YES
Rubbish bins for all areas and cleared during the show	YES
D. NEEDS DURING THE SHOW	
There must be a private seated breakaway provided during the show for officials to relax (for example a table in corner of restaurant marked officials only or separate tent)	YES
A quiet office with electricity, should be allocated for scorers close to arenas	YES
There must be an accurate and efficient scoring system	YES
Announcer should be placed where arenas are clearly visible and close to scorers to announce results	YES
A show office should be provided and clearly marked	YES
PA and sound system to be of good quality	YES

Music for show	YES
Quality of sound for freestyle classes must be of the highest level tested before the show with actual music received from competitors to ensure maximum entertainment for these prestigious classes	YES
Prizegiving podium should be available	YES
Prizegiving's, day blankets, sashes, rosettes, mementos need to be awarded and be of a quality suited to the stature of the event	YES
Prize giving protocol must be adhered to as reflected in DSA General Regs	AND COVID REGS
Interprovincial flag poles should be available to display all provincial flags	YES
It is suggested to hold a welcome cocktail party and/or gala dinner during SA Championships and FEI 2* & above	IF COVID REGS PERMIT
No Junior or Pony Rider/Children classes may be held at a National Adult Event unless they have their own National Classes and Title Event	YES
All DSA levies will be applicable as per DSA levy document for current year	YES
No horse may ride more than 2 tests per day up to and including medium level, advanced and up only 1 test per day is permitted	YES
All levies charged on schedule not to exceed 50% of entry fees	YES
You will need a photocopy machine on site during the show	YES
All sponsors promotional material to be on display for the show	YES
For events hosting interprovincials invitation should be extended to the following dignitaries - the head of the Provincial Federation, Provincial Confederation, Dept of Sport to attend the Interprovincial Event.	YES

E. OFFICIALS & PEOPLE SKILLS REQUIRED FOR THE SHOW	
Judges panel min 5, (3 at least should be from different provinces), must be booked & approved by DSA National Judges Committee at least 4 months before the event.	IF POSSIBLE AS WITH THIS YEAR COVID DOES PROVIDE PROBLEMS
A judge's liaison / hostess should be appointed to attend to all needs of judges, booking flights, timetables, accommodation and transport to and from show and all needs during the show	TRACEY HONEYSETT
Judges & Officials out of town accommodation must be checked beforehand for security, night guard is present, if necessary, comfort including heater for winter, fan for summer/air-conditioning. Efficient wifi, cleanliness, ensuite bathroom, easy contact to B&B manager and assurance to show holding body that problems will be dealt with immediately	YES
All basic meals for officials are catered for	BOWLES AND BOWLES CATERING
Safe transport to & from airport/B&B/ showgrounds is organised in good time	YES
Appoint a veterinary delegate who will be in charge of horse trot ups, drug testing. Must be approved by DSA Council	CARLA LANGLEY
DSA /SAEF representative for the show booked 3 months ahead of show, name to appear in schedule	YES NADINE PARKER
DSA Technical Representative for the show, may be the representative must be appointed by DSA Council	YES
Chief Steward must be an FEI 2* Dressage Steward appointed for the duration of the show, name to appear in schedule. Must be approved by DSA Council	YES FIONA MUHL
One other National Steward/Stewards to be booked 3 months ahead of show	YES
Bit checker with acceptable qualifications & previous experience for all championship classes to be booked 3 months ahead of show	YES
Riders representative name to appear on schedule	CAREY GREY
Grounds and maintenance manager	YES
A stable manager should be appointed for before & the duration of the show	YES
A show secretary who will be in the show admin office at all times during the show	YES
Sufficient scorers must be appointed to ensure timeous release of results, a chief scorer with experience should be appointed on each shift	YES
Announcers should have an understanding of dressage and remember the announcer makes the show so engage someone knowledgeable	YES
Freestyle music Technical Director (for those classes)	YES
Scribes appointed must be competent and experienced at the level they are scribing Higher grades i.e., Big Tour, the scribe must have scribed at that level before this show.	YES
Runners to collect tests from judges, take to scorers timeously	YES
Farrier on call all times during show	P HEPWORTH

Vet on call all times during show	EQUIS VETERINARY
Medics as per events permit will be needed	MEDICS 4 LIFE
Security day and night at entrance gate, ground and, stables	YES
Entertainment coordinator to plan cocktail evening, gala dinner	ONLY IF COVIDE PERMITS
Sponsors PRO to care for their needs before and during show and ensure promotional material is displayed correctly	YES
Officials' refreshments/tea person	YES
Cleaner of daily rubbish on show grounds	YES
Cleaner for all public toilets and showers	YES

THE FEI CODE OF CONDUCT; FOR THE WELFARE OF THE HORSE

The Federation Equestre Internationale (FEI) expects all those involved in international equestrian sport to adhere to the FEI's Code of Conduct and to acknowledge and accept that at all times the welfare of the horse must be paramount and must never be subordinated to competitive or commercial influences.

1. At all stages during the preparation and training of competition horses, welfare must take precedence over all other demands. This includes good horse management, training methods, farriery and tack, and transportation.
2. Horses and athletes must be fit, competent and in good health before they are allowed to compete. This encompasses medication use, surgical procedures that threaten welfare or safety, pregnancy in mares and the misuse of aids.
3. Events must not prejudice horse welfare. This involves paying careful attention to the competition areas, ground surfaces, weather conditions, stabling, site safety and fitness of the horse for onward travel after the event.
4. Every effort must be made to ensure that horses receive proper attention after they have competed and that they are treated humanely when their competition careers are over. This covers proper veterinary care, competition injuries, euthanasia and retirement.
5. The FEI urges all involved with the sport to attain the highest levels of education in their areas of expertise.

A full copy of this Code can be obtained from the Federation Equestre Internationale, HM King Hussein I Building, Chemin de la Joliette 8, 1006 Lausanne, Switzerland. Telephone: + 41 21 310 47 47. The Code is available in English and French. The Code is also available on the FEI's website: [E](#).

THIS DOCUMENT REPRESENTS AN OFFER IN WHICH THE UNDERSIGNED PARTIES ALL AGREE TO THE ABOVEMENTIONED DETAILS OF THE OFFER. NO MATERIAL CHANGES TO SUCH AN OFFER MAY BE INTRODUCED ONCE A SUCCESSFUL BID HAS BEEN APPROVED BY DSA.

WE THE UNDERSIGNED AGREE TO ABIDE BY RULES AND REGULATIONS OF DSA AND AS SET OUT IN THIS NATIONAL BID DOCUMENT FOR 2021

All signatories to this agreement must attain the correct authorisation from their respective organisations which in turn must be as a result of a resolution passed by that organisations council/board or committee.

SIGNED AT SUMMERVELD the 3 of SEPT 2022

Name of Show Holding Body: ESP SHOWS

Signature on behalf of Responsible Show Holding Body: _____



Name of Responsible Officer /Show Director: KAREN SUTTON

Designation: OWNER

Name of Venue: DURBAN SHONGWENI CLUB

Signature on behalf of Venue: _____

Signature Provincial Dressage Council President: _____



Name: KAREN SUTTON

Designation PRESIDENT

ACCEPTANCE OF THE OFFER AS DETAILED ABOVE FOR AN EVENT BID AS SET OUT IN THIS NATIONAL BID DOCUMENT FOR 2021

SIGNED AT _____ the _____ of _____ 20____

Name of a duly authorised signatory of Dressage SA: _____

Signature of the duly authorised signatory of Dressage SA: _____

Date of DSA EXCO resolution: _____/_____/_____

Vet on call all times during show	EQUIS VETERINARY
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Security day and night at entrance gate, ground and, stables	YES
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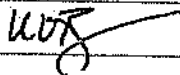


Name of Responsible Officer /Show Director: KAREN SUTTON

Designation: OWNER

Name of Venue: DURBAN SHONGWENI CLUB

Signature on behalf of Venue: _____



Signature Provincial Dressage Council President: _____



Name: KAREN SUTTON