



# SO guide





KNHS-VNS

Vereniging Nederlandse Studentenruiters



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# SO guide

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## 1 List of abbreviations

KNHS-VNS	KNHS - Association of Dutch Student Riders
AB Nationaal	General Board National
DB Nationaal	Daily Board National
CN	Commissioner National (DB-member KNHS-VNS)
SO	City Meeting

## 2 Introduction

When organizing an SO, there are many things that come your way. The KNHS-VNS has created this guide based on its regulations to ensure that the organization of an SO runs as smoothly as possible. It contains practical information about what needs to be arranged and how the organizer can handle it. Attention is also given to some important rules from the KNHS-VNS regulations that apply to the SO.

The KNHS-VNS wishes you the best of luck with organizing the SO. Should you have any questions or need assistance, you can always contact the CN at [nationaal@studentenruiters.nl](mailto:nationaal@studentenruiters.nl).

## 3 Preparation

### 3.1 Committee

A few months before the SO, a committee must be formed, consisting of several people who will be responsible for organizing the SO. It is not necessary for committee members to have experience with SOs, but it can be helpful. In the absence of experience, it is certainly wise to visit a few other SOs in advance. This way, a clear understanding of such a competition can be formed. Additionally, there is often an evaluation form available from the previous year that contains useful feedback.

Depending on the number of people in the committee, the various tasks can be divided. Start with this early and make clear agreements! Some tasks, like finding a jury, may seem simple but become very difficult if started too late. It is also advised to appoint a chairperson and treasurer.

### 3.2 Request

At least seven months in advance, the SO request form (available at [www.studentenruiters.nl](http://www.studentenruiters.nl)) must be submitted to the CN. In this request, the committee proposes a date for their SO. In consultation with the CN and possibly the committees of other associations, a date is chosen. Please note that many SOs are requested for the spring period. Therefore, make sure to submit the application to the CN in time, so that a good SO schedule can be established. At least six months before the respective SO, the CN will officially assign this date, making it final. After this, the date of an SO can no longer be changed. Therefore, make sure the date is confirmed with the riding school and the association before this time.

Below, you can find an overview of when the request must be submitted and confirmed:

Month of the request	Month of confirmation	Month of the event
January	February	August
February	March	September
March	April	October
April	May	November
May	June	December
June	July	January
July	August	February
August	September	March
September	October	April
October	November	May
November	December	June
December	January	July

The following regulations (*AWR article 5 - 11*) for the procedure of assigning SOs need to be taken into account when requesting an event:

### **Article 1. Requesting an event**

An association that wishes to organize an SO or another public student competition (e.g., an ICW, VNSK, NSK, Team Competition, etc.) must submit a written application at least seven months in advance using the standard application form available from the CN and on the website [www.studentenruiters.nl](http://www.studentenruiters.nl). When applying for the VNSK, the weight limit for the event must also be submitted. If no or few applications have been received for the desired date after this period, it is still possible to apply for an event up to two months in advance. However, associations that submit their applications on time will be given priority in the allocation process.

### **Article 2. Confirming a request**

Six months in advance, the association will receive written confirmation of whether the requested date is finalized. For requests submitted later, a written approval or rejection will follow as soon as possible.

### **Article 3. Criteria for assignment**

When assigning dates, a minimum period of three weeks between consecutive events is maintained. If this is not possible, a period of two weeks may be used with the written consent of the involved associations. An exception to this rule applies to the VNSK, NSK, and ICWs, where a one-week period is sufficient.

If multiple associations wish to organize an event on the same date, the DB will decide which event takes precedence. If the applicant can provide a justification, this will be considered in the decision. The CN is obligated to inform the association whose application is rejected in writing and provide reasons for the rejection.

### **Article 4. Objection**

If one disagrees with the decision of the DB, a written and reasoned objection must be submitted within seven days after notification of the decision by the CN. The AB will then review the decision in a meeting as soon as possible, but no later than 30 days. No appeal is possible against the decision of the AB.

### **Article 5. Publication**

Approved requests are published as soon as possible in the official channels of the KNHS-VNS.

## **3.3 Publication**

After written approval of an event by the CN, the date of the SO will be published as soon as possible on the website: [www.studentenruiters.nl](http://www.studentenruiters.nl)

## **3.4 Accommodation**

### *3.4.1 Riding school*

You can choose either a familiar riding school, often the one where the club lessons are held, or an unfamiliar riding school. If an unfamiliar riding school is chosen, the committee must thoroughly check whether the riding school meets the requirements listed below. Regular contact with the owner of the riding school is also necessary.



The competition must take place in a riding arena of at least twenty by forty meters. Any exceptions must always be discussed with the CN! Additionally, an arena is needed for warming up and cooling down the horses.

The location for the party and accommodations are discussed in a later stage. It is preferable for these to also be available at the riding school, but it is certainly not a requirement. Consider any necessary transportation between locations if they are spread out.

#### 3.4.1.1 Horses

It is necessary to ensure that there are enough horses in good condition that can handle the level of the competition. Below is an overview of the number of required horses based on the different possible numbers of participants within a category.

Round	3 starts	4-6 starts	7-9 starts	10-12 starts	13-15 starts	>=18 starts; two categories are formed
Preliminaries	1	2	3	4	5	Twice the number of horses, depending on the number of starts per category
Semi-finals	0	0	2	2	2	“
Finals	1	1	1	1	1	2 (1 per category)

Horses may only be used in one round within the same category. However, it is allowed to use the horses in other categories, but make sure that the horses can actually handle the workload! For example, one horse must perform approximately one hour of intensive work in the first round, which consists of three tests. Also, consider any riders who may be taller or weigh more.

The tests, and thus the exercises that need to be performed, can be found on the website [www.studentenruiters.nl](http://www.studentenruiters.nl). It is important that the horses are well-acquainted with the exercises required in the test. If a horse is unable to demonstrate the exercises during the warm-up, it may be rejected for the respective class, and another horse must be used. If you have any doubts or questions, you can always ask the DB for advice! See the overview below of the requirements that horses must meet for each class.

Class	Exercises/skills	Other requirements
<b>Ba dressage</b>	Regular walk, trot, and canter; Transitions without resistance	Horse should not run away, buck, or be too spooky
<b>Bb dressage</b>	Regular walk, trot, and canter; Medium trot (few strides); Medium walk (few strides); Transitions without resistance	

<b>La dressage</b>	Regular walk, trot, and canter; Medium trot (few strides); Medium walk (few strides); Medium canter (few strides); Transitions without resistance; 5 meter leg yield	Horse needs to be ridden with contact reins and in a stable position
<b>Lb dressage</b>	Regular walk, trot, and canter; Medium trot (on the diagonal); Medium walk (few strides); Medium canter (long line); Transitions without resistance; 10 meter leg yield; Few strides backwards	Horse needs to be ridden on the bit
<b>M dressage</b>	Regular walk, trot, and canter; Medium trot, walk, and canter; Transitions without resistance; Shoulder in (on 3 hoofprints); 3 to 5 strides backwards; Counter canter (in the figure applicable to the test); <i>Finals: check test, exercises vary per version</i>	Horse needs to be ridden on the bit
<b>B jumping</b>	Able to jump all obstacles in the course (min. 40 cm) without faults (poles down or refusals); Able to jump all obstacles in the course from canter without third party assistance	Horse needs to be steerable and controllable during the course and jumps in a controlled manner
<b>L jumping</b>	Able to jump all obstacles in the course (min. 60 cm) without faults (poles down or refusals); Able to jump all obstacles in the course from canter without third party assistance	Horse needs to be ridden with sufficient activity, matching the height of the course; Horse may be somewhat spicy, but must be ridden in a controlled manner

It is required to have enough reserve horses available during the competition. Experience shows that it is quite common for horses to be lame on the day of the competition or for other issues to arise. Ideally, one reserve horse should be scheduled for each category for both days.

If you choose to use external horses or organize the competition at an unfamiliar riding school, be critical of the level of the horses. Additionally, check that the equipment complies with the regulations of the KNHS-VNS. Make clear agreements and ensure that external parties, such as owners, are informed of all guidelines and regulations in advance.

#### 3.4.1.2 Materials

For dressage, it is necessary to have dressage letters present or to be placed. Optionally, a dressage ring can be marked off using fences.

For show jumping, sufficient jumping material must be available. For class B, this means 7-9 obstacles, and for class L, 8-9 obstacles (except for double use of an obstacle).

Complete jumping material consists of:

- Standards and poles: The use of standards and poles of 3 meters in good condition is mandatory. Alternative objects serving as standards or poles are not allowed.
- Safety cups: Safety cups are required at the back obstacle of an oxer. Additionally, the preference is for as many safety cups as possible.
- Start and finish line: The shape can be determined by the organizer, for example, by using flags, cones, posts, stickers on the arena edge, etc.
- White and red flags or markers: Each jump must have a red flag/marker on the right side and a white flag/marker on the left side, so that participants clearly understand from which side the obstacle should be jumped.
- Obstacle numbers: Each obstacle must be numbered.

#### *3.4.1.3 Party location*

On Saturday evening, a party is organized. During this party, the results of the dressage preliminaries will be announced. Ensure that when the results are announced, the last riders have time to make their way to the party location (in party attire), but also that it is not too late for those who prefer to go to bed early. Typically, the results are announced at midnight. It is also common to choose a theme for the entire weekend, which should be reflected at the party. A dress code is definitely recommended!

For the party, various locations can be chosen, but if selecting an external location, consider transportation carefully. Keep in mind that not all participants have access to a car, but they need to be able to reach the accommodation and party location. Additionally, the party venue should be easily accessible without a car due to the consumption of alcoholic beverages.

Music must be provided for the party. There should also be a sufficient supply of drinks, for which participants of course have to pay.

#### *3.4.2 Sleeping arrangements*

There must be sufficient sleeping arrangements for the participants. This is often arranged at the riding school. If this is not possible, a local scouting group or gymnasium could provide a solution. Consider the season when making this choice!

When opting for an external sleeping location, careful consideration must again be given to transportation at night, from the party location to the sleeping location, and in the morning, from the sleeping location to the riding school. Participants' belongings need to be transported between the riding school and the sleeping location at appropriate times. Keep in mind that participants in the later classes will also want to change for the party! It is not appreciated if their belongings have already been taken away by then.

#### *3.4.3 Meals*

A proper dinner must be provided on Saturday evening. Ensure that the meal is accessible to everyone. For example, avoid making the meal too spicy. On Sunday, breakfast and lunch must also be provided. Additionally, pay attention to the quantity and consider any vegetarians or allergies.

## 3.5 Financiën

### 3.5.1 Begroting

The budget plan must be prepared by the treasurer within the SO committee before the event takes place. This plan will include all costs and revenues. Below are some items that are almost always included:

Costs	Income
Accommodation rent	Sponsorship
Horse rent	Supporter fees
Food and beverages	Participant fees
Jury costs	
Promotion costs	
Party costs	
Unforeseen	

In some cases, this will include the subsidy from the university or overarching sports association. Try to create as realistic a budget as possible based on the funds you expect to receive. The goal is for the budget to initially be balanced. The most important thing is that the committee ensures that it does not incur a loss. It is advisable to have the budget reviewed by the Treasurer of the KNHS-VNS at least six weeks before the SO. Creating the budget is easier with the help of an income statement from the previous year, which can be taken into account when making the new budget. If there are any uncertainties or questions, you can always contact the Treasurer of the KNHS-VNS at [penningmeester@studentenruiters.nl](mailto:penningmeester@studentenruiters.nl).

### 3.5.2 Subsidy

It is possible to apply for a guaranteed subsidy. If the association wishes to apply for a guaranteed subsidy, it must submit the application form for the guaranteed subsidy (available at [www.studentenruiters.nl](http://www.studentenruiters.nl)) at least six weeks before the start of the competition to the Treasurer of the KNHS-VNS. The Treasurer must make a decision regarding the acceptance or rejection of the subsidy application at least four weeks before the start of the competition.

If the application is approved and the organization incurs a loss, the settlement must take place within one month after the competition. For this, the Guaranteed Subsidy Settlement form must be emailed to the Treasurer of the KNHS-VNS. The Treasurer must process the received settlement within four weeks. This will only occur if the committee has complied with the regulations of the KNHS-VNS and the conditions associated with the guaranteed subsidy. The detailed regulations regarding the guaranteed subsidy are included in the application form. Be sure to read this carefully!

In some cities, the overarching sports association or the university also provides a subsidy for organizing a competition. Inquire about this with the relevant parties.

### 3.5.3 Sponsorship

To ensure the financial success of a SO, attracting sponsors is essential. When thinking about sponsorship, consider companies involved in the equine industry. Large companies (e.g., banks) also allocate a fixed amount each year for sponsorship. They can often be persuaded to sponsor a relatively small amount for them. There is also the option of arranging material sponsors. This can be fun in terms of the prizes you can offer but does not provide financial value. Sponsorship from a

company typically involves a reciprocal benefit. This could take the form of an advertisement in the program booklet, hanging a sponsor flag in the ring, or even naming the main class after the sponsor.

Start attracting sponsors well in advance, as it often takes time to receive responses and to actually obtain the money or the sponsored materials. When reaching out to sponsors, it should be done in a formal manner. Prepare a letter with your committee that explains the concept of the SO and indicates why you need sponsors. Also, specify what you can offer in return for sponsorship. It's often a good idea to call the potential sponsor beforehand to inform them that you will be sending an email. Make sure to follow up with them afterward, either by phone or by email.

## 3.6 Officials

### 3.6.1 Judges

When it is known which classes will be held at the SO, you can start looking for suitable judges. Begin this process in a timely manner, about four months in advance, to increase your chances of finding a good judge on the desired date. The judges are officials recognized by the KNHS and appear on a list for the respective discipline, along with their qualifications. You can obtain names of judges from the previous committee, the riding school owner, a post on Facebook, or via [startlijsten.nl](http://startlijsten.nl).

According to the regulations (AWR Articles 23 and 24), a judge may not:

- Be the owner of a participating horse;
- Be a participant in the competition;
- Be a relative of a. or b. up to the second degree;
- Be an instructor or trainer of a participant.

In your initial contact with potential judges, mention that it is a student competition with a corresponding knock-out system. Ensure that the judges are aware that tendon protectors and martingales are allowed so that there is no confusion during the weekend (note: for other aids, contact the National Commissioner in advance). Also, discuss beforehand what the judge wishes to receive for their services and any travel expenses. Standard amounts are a maximum of 5 euros per hour and 28 cents per kilometer for travel expenses. Indicate promptly if there are problems in finding judges so that the KNHS-VNS can consider possible solutions.

### 3.6.2 Course builder

It may be advisable to designate a responsible person for the jumping course: preferably the one who designed (or selected) the course and who can take the lead during its construction. After building, the course must be approved by the representatives of the VNS. Keep in mind that this may necessitate changes to the course. Therefore, it is helpful for the VNS to know who in the committee they can inform or consult regarding this. Finally, the course must also be approved by the judges. It is also useful to coordinate with the present instructors on how the course is set up and how much it will be raised per round. Additionally, ensure that there is sufficient time for participants to walk the course; after this, the course may not be modified.

### 3.6.3 Instructor

There must be an instructor present during the jumping event, both during the warm-up and the competition itself. This instructor must be certified and should be present for the entire class. The instructor is allowed to give instructions to participants during the warm-up if necessary. It is

important that this guidance is fair and that everyone is assisted to the same extent. During the actual competition, the instructor may not provide any instructions.

#### **3.6.4 KNHS-VNS representative**

At least six weeks before a competition, two KNHS-VNS representatives will be appointed by the DB. They will be present at the entire SO and will stay at the event free of charge (so keep this in mind in the budget!). During the SO, the representatives are there to support the event management, solve problems, and ensure order and fairness. This also includes the approval of the horses for the various classes and the course. If the KNHS-VNS representatives deem adjustments necessary, it is always possible to discuss this with them. However, the final decisions of the KNHS-VNS representatives are always binding.

### **3.7 Program booklet**

#### **3.7.1 Content**

The content of a (potential) program booklet is as follows:

1. Foreword
2. Table of contents
3. Contact information
4. Program
5. Regulations
6. Horse division
7. Equipes
8. Horses
9. Tests
10. Party + accommodation location (with directions)
11. Acknowledgments

#### **3.7.2 Regulations**

The program booklet contains the house rules of the relevant organization and/or riding school, as well as the regulations of the KNHS-VNS.

The regulations of the KNHS-VNS are as follows:

- Spurs are only allowed in the classes La or higher. Maximum length is 2 cm, and they must be blunt.
- The use of a dressage whip is permitted in all dressage classes. Maximum length is 110 cm.
- Wearing a safety helmet with the EN1384 certification is mandatory for everyone riding (participants, warm-up riders, and those leading horses).
- Wearing appropriate riding attire or suitable shoes with half chaps is required.
- Participants should preferably wear white riding breeches with a club sweater or riding jacket. Wearing white gloves and a hairnet can earn extra points for grooming.
- During the warm-up, you may begin warming up for one test in advance and walking out for two tests in advance. For this, you may only walk with a long rein.
- Instructions from the ring steward must be followed.

## 3.8 Registrations

### 3.8.1 Program

Set the program well in advance and communicate it in a timely manner to volunteers, judges, the riding school, and other involved parties. An example program could be:

<b>Saturday</b>	Arrival of participants
	Registration and payment
	Drawing tickets
	Preliminaries Ba and Bb dressage
	Dinner
	Preliminaries La and Lb dressage
	Announcement of results and drawing tickets for (semi-)finals
	Party
	Sleep
<b>Sunday</b>	Waking up participants
	Breakfast
	Jumping
	Lunch
	(Semi-)finals dressage
	Prize ceremony

### 3.8.2 Invitation

Send out the invitations as early as possible (at least 6 weeks in advance!) to all associations and the KNHS-VNS. The invitation must include at least the following information:

- Place and date of the event;
- Name, address, and phone number of the organizer;
- The categories to be competed in;
- Registration closing date (the Saturday at 23:59, 2 weeks before the SO) and the amount of the entry fee;
- Free cancellation deadline (the Saturday at 23:59, 1 week before). After this, the participant owes the entry and accommodation fee to the organizer;
- Provided facilities;
- If it's a team competition: the size of the teams and the distribution of the teams across the different categories.

### 3.8.3 Starting list

Participants may start only once in dressage and once in jumping. Participants may only compete in the categories for which they are eligible. An exception is the possibility for M-riders to start in the Lb class when no M class is organized (where M tests may be run in handicap if feasible). A separate M class can also be organized with only Lb tests, so that Lb and M riders can still be divided over two classes and compete against riders of their own level.

From the moment the 8-week letter is received, the committee must inform the CN weekly about the registrations. This allows the CN to check the eligibility of the participants in a timely manner. As soon

as possible after the closing of registration, a preliminary start list is created. This must be checked by the CN before it can be sent to the associations. The following steps apply when preparing a start list:

1. A category may contain a maximum of 15 starts. With 18 registrations, it can be decided, in consultation with the CN, to organize two categories. These may differ by a maximum of one start. The number of preliminary round horses in the categories must also be equal.
2. A student always takes precedence over a non-student (a participant who has graduated for a year or longer).
3. A single start takes precedence over a double. If someone would receive a second start while another cannot start at all because of this, the start goes to the participant with the single start. This maximizes the chances that all participants can start.
4. The reserve is determined from the association that has the most registrations in the category where there is a reserve. If the number is equal between associations, the reserve is determined from the association that registered last.
5. Within the association, the participant who registered last will be placed as a reserve.

After the latest cancellation date, the final start list must again be approved by the CN before it can be sent to the associations.

#### *3.8.4 Schedule*

For the SO, a schedule must be created for the competition program: the times for warming up the horses, the warm-up times for the participants, and the start times of the tests. Example schedules can be requested from the KNHS-VNS if interested. The time allocated for a dressage test is 7 minutes, and for a jumping course, it is 3 minutes. This may not be deviated from without explicit permission from the VNS representatives. The schedule must be approved by the CN in the two weeks leading up to the SO. Additionally, it is advisable to create a schedule for the weekend program so that everyone is aware of their tasks. This schedule should include, among other things: time for braiding, grooming, saddling, warming up, setting the table, cleaning, baggage transport, etc.



## 4 During the SO

It is recommended to have a computer and printer available at the secretariat. This way, changes can be easily made, and start lists can be printed quickly. It is helpful to have a contact person/point of contact from the riding school both before and during the weekend. Additionally, it is certainly advisable to gather enough volunteers, create a clear schedule for them, and inform the volunteers well about their tasks and expectations.

### 4.1 Drawing

Before the start of the competition, the participants will draw lots. Therefore, make sure to prepare a list with the time schedule of the horses per category in advance. The names of the participants will be recorded on this list after the draw. Additionally, a list of participants and supporters is needed. Upon arrival, you can use this second list to manage payments.

It is best to put the draw tickets in a container categorized by type. The draw must be completely blind. It is not allowed to pre-determine which participants will ride which horses. However, it may happen that there are ponies with a weight limit, or that participants, due to their height or weight, can only ride a specific horse. It is permissible to let heavier riders draw lots first and continue until they have drawn a horse they are allowed to ride. If the distribution of weight classes significantly impacts the draw (for example, when multiple riders can only draw from one specific horse or pony), always contact the CN no later than a week in advance.

### 4.2 Warming up horses

The horses are generally warmed up by the organization. In case of a shortage of sufficient suitable warm-up riders, assistance can be requested from the KNHS-VNS. When selecting suitable warm-up riders, the regulations must be adhered to:

#### General competition regulations

##### Article 35 - Warming up by the organization

1. The organizer ensures that the horses are sufficiently warmed up for each round. This means that the horses must be actively warmed up for at least ten minutes at an appropriate level by a sufficiently trained rider.
2. If the warm-up rider is participating in the competition, this participant is not allowed to warm up a horse that they will later compete on in the same discipline.
3. A start-eligible student rider may only warm up for a higher class than the class they are eligible for if this has been discussed and approved by the VNS representative.
4. The ringmaster and the present KNHS-VNS representative are allowed to give instructions if the warming up is not occurring at an adequate level.
5. If time pressure arises due to issues such as unforeseen lameness of a horse, the present KNHS-VNS representative should be consulted.
6. During the warm-up, both by the organization and by the participants, the rules as stated in AWR Article 34 apply.

Warming up can begin approximately 25 minutes before the first start. After a minimum of 10 minutes of warm-up and approval from the KNHS-VNS representative, the first rider may mount the first horse, and then has time to warm up the horse themselves and get to know it.

It is required that every rider on the same horse has exactly the same warm-up time and the same warm-up conditions! This means that the tack, riding aids, and the place of warming up must be the same for all participants. Of course, a participant can always choose to ride without a whip, for example, but the possibility must be the same for all participants.

In dressage, a rider may warm up for 1 test beforehand, including trot and canter, and for 2 tests beforehand, they may only walk with the reins adjusted and previously only walk on a long rein. In jumping, the horses must be properly warmed up and schooled by the organization, and the participants may then take 2 practice jumps (style jump – oxer). The horses must have jumped all obstacles of the course at least once before they enter the ring with the first participant.

This warm-up is coordinated by an arena coordinator (ringmaster), who keeps a close eye on the time, as well as the participants, horses, etc. This is a responsible task, so it is essential to appoint a suitable person for this role. Additionally, it is advisable to appoint a stable master, who ensures that the horses are ready to enter the ring on time, are properly saddled, possibly braided, cooled down, etc. These officials are, of course, supported by other staff members.

### **4.3 Judges**

Ensure that the judges are properly welcomed by someone from the organization. Provide them with instructions about the knock-out system, student riding (for example, that participants can also compete in their club sweater), any leg protection and/or training aids, and introduce the judge to the KNHS-VNS representative.

During the competition, it's nice to occasionally offer the judges something to drink. Don't forget to settle the previously agreed-upon fee. Judges are limited, so be frugal and try to retain them for future events!

### **4.4 Ranking**

The KNHS-VNS representatives count the protocols in duplicate. Preferably, this should not be done by the organization.

#### **4.4.1 Preliminaries**

The KNHS-VNS representatives fill in the scores on their form and keep track of the scores. The rider with the most points on a horse advances to the next round. The KNHS-VNS representatives then communicate this to the organization.

#### **4.4.2 (Semi-)finals**

During the semi-finals, the best riders advance to the finals. After the finals, the KNHS-VNS representatives compile the overall ranking.

##### **4.4.2.1 Final toast**

When the first rider enters the ring during the final, it is tradition to have a toast to wish each other good luck. The organization provides the drinks. After the toast, the first rider can begin their test or course.

### **4.5 Prize ceremony**

At the end of the last final, the ranking is determined by the KNHS-VNS representatives. It is helpful for the KNHS-VNS representative to know the number of prizes per category. The team prize (equipe

prize) is also calculated by the KNHS-VNS representative; for this, an up-to-date list of all starts per association is needed. The results are given to the organization, after which the award ceremony can take place.

#### 4.5.1 Prizes

One in four participants per category receives a trophy with the corresponding rosette. This means:

- At least 1 prize in a category of 3 participants;
- At least 2 prizes in a category of 6 participants;
- At least 3 prizes in a category of 9 or 12 participants;
- At least 4 prizes in a category of 15 participants.

More prizes are always allowed. A rosette in the correct color is mandatory; a trophy is not. The order of rosette colors is: orange, red, white, blue, green, purple/pink. The best team also receives a prize.

#### 4.5.2 Equipe prize

During each SO, it is calculated which association scored best. An association is eligible for this prize when there are at least three participating members. The KNHS-VNS representative calculates which association has scored the most points in proportion. This is done by calculating the percentage of points earned compared to the total possible points.

#### 4.5.3 Thank-you gifts

Don't forget to thank everyone who helped during the awards ceremony, including the riding school, horse owners, sponsors, judges, staff, etc.

## 5 Closing

### 5.1 Realization

After the event, it's wise to compile all information into a package for the next organizing committee. This should include schedules, start lists, volunteer schedules, useful email addresses, a list of judges, information on rented equipment, etc.

Remember that the financial statement must be prepared in a timely manner if the association has been awarded a guarantee subsidy from the KNHS-VNS. The realization can be submitted using the "Settlement Guarantee Subsidy" form (available at [www.studentenruiters.nl](http://www.studentenruiters.nl)) to the treasurer of the KNHS-VNS ([penningmeester@studentenruiters.nl](mailto:penningmeester@studentenruiters.nl)).