



## WELCOME TO GHS!

### TIPS AND FAQ'S

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#### 1. How to enter shows

The GHS Website will give you all the information you need regarding shows on the calendar. Here are the steps to follow:

1. Go onto website – [www.ghsinfo.co.za](http://www.ghsinfo.co.za)
2. Select “Show Information” near top towards the right; hold your mouse over this and it will give you a drop down menu;
3. Select “Calendar”. This will show you the updated calendar for the year.
4. Select “Schedules”. This will open a tabulated list of schedules in order of the disciplines – Multi (a show with a combination of 3 or more disciplines), Dressage, Driving, Equitation, Eventing, Showing, Jumping, Vaulting. The left hand column will show the venue, the next column the description the show (grades and ages), the next the show date, and finally the closing date of entries.
5. Click on the schedule you want, and this will download the schedule for you to print and complete.

Hard copy Schedules are also available on a display board in the GHS Reception.

When completing your entry form, it is important to note the following:

1. Read carefully through the rules, and ensure that you comply.
2. Take note of the CLOSING DATE OF ENTRY.
3. Check the dress code – must you wear a jacket, or can you wear a registered shirt (certain yards, studs, riding schools have shirts registered with the Showjumping

committee for use when competing – make sure you are wearing a registered shirt, which can only be worn at Showjumping shows).

4. Some venues prefer to pay your prize money directly to your account rather than carry cash. In such instances, you will be asked for your bank details. Please ensure you complete this section.
5. Mark the class, horse name, owner/rider name clearly. It is also very important that you give the Flu Vac batch and date. You will not be permitted to compete if the horse's flu and African Horse Sickness vaccinations are not up to date (Flu must be done every 6 months by a registered vet, and stamped into the horse's passport).

Once your form is completed, you have the following options:

1. Come in to the GHS office and submit your form TOGETHER with payment (by cash, card or cheque);
2. Pay by EFT, and fax the entry form TOGETHER with the proof of payment.
3. **In the near future you will be able to enter and pay on-line – we will keep you informed on this development.**

**Entries MUST be submitted by closing date of entries, and must be accompanied by payment/proof of payment. Some venues will allow late entries up to a certain point at a surcharge – GHS charges a double fee for late entries at KEP shows.**

Please understand that GHS, and our show holding bodies, handle hundreds, even thousands of entries, and an entry form without a proof of payment, or vice versa, creates an enormous amount of extra effort and wasted time. Please ALWAYS ensure that your payment/proof of payment accompanies your entry form.

## 2. Checking your Entry

Now that you have submitted your entry, a few days after the closing date, the entries should be on the GHS website for checking (some venues post this on their own websites). For shows at KEP you must check your entry 2 weeks prior to the show. To check your entry the following steps apply :

1. On the GHS Website, select "Show Information";
2. Select "Schedules" – a table will come up with a list of shows with Check your entries. Click on the relevant show. A list of all the entries will be downloaded and you can check if your entry is reflected.
3. If your entry is not reflected, contact the relevant discipline secretary (a list of the Discipline Secretaries is included in this pack for your convenience). You will possibly be required to re-fax your entry and proof of payment.

## 3. Checking your riding order and approximate times

Once you are satisfied that your entry has been processed, the next step will be for you to check your riding order. A programme will be published a few days before the show. For this

you follow the same steps as above, but instead of selecting “Schedules” you select “Programmes”, then select the relevant show.

The Programme in most disciplines will show the starting time at the beginning of the day, with the classes all following on. For Dressage, however, precise riding times are given, and you must make sure that you are warmed up and ready to do your test at your allocated time.

For Showjumping, allow 3 minutes per horse in competitions over 2 rounds, and 2 minutes per horse for speed and two phase classes to calculate your class’s starting time. It is important that you are at the show 30 minutes before the estimated starting time of your class to allow you time to walk the course and warm up if you’re one of the first horses in.

Showing and Equitation classes normally have an estimated starting time on the programme. Please understand that the accuracy is dependent on various things such as judges, efficiency of the judges box, weather etc, and the show holding body must not be held to these times.

**IMPORTANT TO NOTE:** When GHS hosts a sponsored show, such as the Avis Derby or the Nissan Easter Festival, the programme will NOT be published on the website. The reason for this is that the agreement we have with these sponsors is that they get advertising in a printed programme which is sold to spectators and members. It is important for the sport that we abide by this requirement of our sponsors.

#### 4. At the show

- Make sure you arrive in time to warm up, walk the course etc.
- Ensure you have brought all that you need for the show, and are correctly dressed.
- Familiarise yourself with the rules of the discipline in which you are riding, in terms of the clothing requirements etc. There is a rule book included in your welcome pack.
- An important new rule that is being enforced in Showjumping is that you may not use your whip on your horse after elimination or after the last jump. If you do this, you will be disqualified from the rest of the show on all the horses on which you are entered, and may not substitute other riders onto your horses. In effect you lose all your entry fees. If you do this in the last class, you will be fined.
- Remember to bring teff/eragrostis and a water bucket for your horse.
- You must ride strictly in running order. If you are riding two horses in two different classes that are running at the same time, the higher grade class takes preference, and you **MUST** ask the judge of the lower grade class if you can ride out of order.
- Unless announced otherwise, all prize winners must present themselves mounted for the prize giving.
- In Showjumping, if you are riding first in the class, remember to go forward to salute the judges before you commence your class.
- In Dressage, go and introduce yourself to the judge before you start your test.
- Ensure you are neatly dressed, and comply with the GHS Codes of Conduct.