

EVENTS BID DOCUMENT for 2020 (version 1, April 2018)



National Dressage Events (CDN) –

The South African Dressage Championships ,

National Youth Festival subject to National Multi
Discipline approval

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

CLOSING DATE OF BIDS - 25TH September 2019

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	
POSSIBLE DATES AVAILABLE TO HOST EVENT	
ORGANISING COMMITTEE DETAILS	
VENUE DETAILS	
VENUE MUST BE REGISTERED WITH DSA	
IS THERE A CLUB INVOLVED WITH HOSTING THE SHOW, STATE NAME	
ORGANISING COMMITTEE /SHOWHOLDING BODY (Person/Committee responsible for hosting and adhering to all the necessary administration when running the event)	
EVENTS PERMIT MUST BE OBTAINED FROM THE LOCAL MUNICIPALITY BEFORE THE EVENT	
PRIZE MONEY (MINIMUM FOR THE EVENT)	
MAIN SPONSOR:	
SECURITY AND PARKING ARE TO BE OF A HIGH STANDARD AND MUST MEET THE REQUIREMENTS OF THE EVENTS PERMIT FROM THE LOCAL MUNICIPALITY	
INSURANCE for VENUE and EVENT & PUBLIC LIABILITY, NAME OF INSURER	
CLOSEST HOSPITAL:	
CLOSEST VETERINARY CLINIC (With Equine Surgery):	
FEED MERCHANT FOR VISITING COMPETITORS WHICH WILL SUPPLY HORSE FEEDS AND BEDDING/SHAVINGS AND DELIVER TO VENUE.	
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 CRITERIOR SET OUT BELOW.	
WHEN AWARDED THE OC WILL BE REQUIRED TO SIGN OFF THIS DOCUMENT OF AGREEMENT.	
THE RESPONSIBLE SHOWHOLDING BODY MUST BE AWARE THAT ONCE SIGNED THIS DOCUMENT IS BINDING AND IF THEY CANCELLED THEY MAY NOT BID ON ANOTHER MAJOR DSA EVENT FOR A PERIOD OF 2 YEARS AFTER CANCELLATION.	
2.MINIMUM REQUIREMENTS TO HOST ABOVE SHOWS	
A.COMPETITION ARENAS AND SURROUNDS	
MINIMUM OF 4 COMPETITION ARENAS 60X 20M WITH OUTSIDE TRACK OF SAME FOOTING AS ARENA WITH SUGGESTED FEI SPECIFICATIONS FOR SA CHAMPIONSHIPS AND YOUTH FESTIVAL, DSA CHALLENGE AND OTHER CDN SHOWS MAY HAVE LESS .	

MINIMUM 2 WARM UP ARENAS 60X 20M AND GENERAL WARM UP AREAS ,NOT NECESSARILY DRESSAGE ARENA SIZE.	
IDEALLY ARENA SURROUNDS SHOULD BE AS PER FEI SPECIFICATION.HOWEVER ARENAS WITH BUILT IN SURROUNDS WILL BE ACCEPTABLE FOR SA CHAMPIONSHIPS BUT EXCLUDES FEI CDI* & ABOVE	
ALL TO HAVE APPROVED BASE & SURFACE FOOTING	
AT LEAST 1 WARM UP ARENA TO HAVE SAME SURFACE FOOTING AS MAIN COMPETITION ARENA	
JUDGES BOXES,MAIN COMPETITION ARENA TO HAVE 5(2 OF WHICH MAY BE TEMPORARY), RAISED MINUM LEVEL OF 50 CM ABOVE THE GROUND. 3 MUST BE LARGE ENOUGH TO ACCOMODATE 4 OFFICIALS,CLEAR VIEW OF ARENA WITH PROTECTION FROM SUN,WIND,RAIN	
3 JUDGES BOXES SECOND AND OTHER COMPETITION ARENAS TO BE PLACED AT C,H,B OR C,M,E, SPECIFICATIONS AS ABOVE.	
FEI CDI* &ABOVE ARENAS & SURROUNDS MUST BE AS PER FEI RULES AND REGS	
B.STABLES	
NUMBER PERMANENT STABLES	
NUMBER OF TEMPORARY STABLES	
IF TEMPORARY STATE STRUCTURE TO BE USED	
ENGINEERS REPORT MUST BE SUPPLIED FOR TEMPORARY STABLES ERECTED	
ALL TO BE MINIMUM OF 3M X 3M WITH STRONG LOCKABLE DOORS	
A MINIMUM OF 3 DRUG TESTING STABLES WITH CLEAN BEDDING TO BE PROVIDED- IF POSSIBLE TO BE SEPARATE FROM OTHERS	
A MINIMUM OF 20 STALLION STABLES WHICH ARE SAFE AND SECURE WITH HIGH WALLS AND STRONG DOORS	
IF TEMPORARY TO BE PLACED WITHIN 300-400M OF COMPETITION AREA.	
SUFFICIENT WATERING POINTS AT STABLES	
WASH BAYS TO HOSE DOWN HORSES AWAY FROM STABLES WITH WATER CONNECTIONS	
MUST BE CONSTANT CLEAN WATER SUPPLY	
LUNGING AREA	
LARGE AREA FOR HAND WALKING & GRAZING HORSES	
NOTICE BOARD AT ENTRANCE OF STABLES	
LOUD SPEAKER NEAR STABLES IS SUGGESTED FOR ANNOUNCMENTS FROM ANNOUNCERS BOX	
ELECTRICITY & SECURITY LIGHTING FOR STABLES	
AREA CORDONED OFF FOR STABLE MANURE DUMP	
INITIAL SHAVINGS BEDDING TO BE PROVIDED	
FEI CDI 2*AND ABOVE REQUIRE STABLING AS PER FEI RULES AND REGS	
C.GENERAL & OTHER	
SUFFICIENT ABULUTION FACILITES FOR THE NUMBER OF VISITORS &GROOMS EXPECTED, SHOWERS AND TOILETS MUST BE OF A HIGH STANDARD ,BUILT IN OR PORTABLE	

CAMPING AREA CLOSE TO STABLES WITH GOOD ABULUTIONS FOR VISITORS WANTING TO BE NEAR HORSES	
GOOD ROAD TO AND FROM VENUE	
SUFFICIENT HOTELS/BED & BREAKFAST IN IMMEDIATE AREA FOR VISITORS COMPETITORS AND OFFICIALS	
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)	
A NICE SEATING AREA WITH CHAIRS AND TABLES SHOULD BE PROVIDED	
CATERING FOR OFFICIALS MUST BE PROVIDED	
RUBBISH BINS FOR ALL AREAS AND CLEARED DURING THE SHOW	
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)	
A QUIET OFFICE WITH ELECTRICITY SHOULD BE ALLOCATED FOR SCORERS CLOSE TO ARENAS	
THERE MUST BE A ACCURATE AND EFFICIENT SCORING SYSTEM	
ANNOUNCER SHOULD BE PLACED WHERE ARENAS ARE CLEARLY VISIBLE AND CLOSE TO SCORERS TO ANNOUNCE RESULTS	
A SHOW OFFICE SHOULD BE PROVIDED AND CLEARLY MARKED	
PA AND SOUND SYSTEM TO BE OF GOOD QUALITY	
MUSIC FOR SHOW	
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 PRESTEGIOUS CLASSES	
PRIZE GIVING PODIUM SHOULD BE AVAILABLE	
PRIZE GIVINGS, DAY BLANKETS,SASHES,ROSETTES,MEMENTOS NEED TO BE AWARDED AND BE OF A QUALITY SUITED TO THE STATURE OF A NATIONAL/INTERNATIONAL EVENT	
PRIZE GIVING PROTOCOL MUST BE ADHERED TO AS REFLECTED IN DSA GENERAL REGS	
INTERPROVINCIAL FLAG POLES SHOULD BE AVAILABLE TO DISPLAY ALL PROVINCIAL FLAGS	
IT IS SUGGESTED TO HOLD A WELCOME COCKTAIL PARTY AND/OR GALA DINNER DURING SA CHAMPIONSHIPS AND FEI2*& ABOVE	
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	
ALL DSA LEVIES WILL BE APPLICABLE AS PER DSA LEVY DOCUMENT FOR CURRENT YEAR	
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.	
ALL LEVIES CHARGED ON SCHEDULE NOT TO EXCEED 50% OF ENTRY FEES	

YOU WILL NEED A PHOTOCOPY MACHINE ON SITE DURING THE SHOW	
ALL SPONSORS PROMOTIONAL MATERIAL TO BE ON DISPLAY FOR THE SHOW	
FOR EVENTS HOSTING INTERPROVINCIALS INVITATION SHOULD BE EXTENDED TO THE FOLLOWING DIGNATORIES- THE HEAD OF THE PROVINCIAL FEDERATION, PROVINCIAL CONFEDERATION, DEPT OF SPORT TO ATTEND THE INTERPROVINCIAL EVENT.	
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 3 MONTHS BEFORE THE EVENT	
A JUDGES LIASON /HOSTESS SHOULD BE APPOINTED TO ATTEND TO ALL NEEDS OF JUDGES, BOOKING FLIGHTS, TIMETABLES,ACCOMODATION AND TRANSPORT TO AND FROM SHOW AND ALL NEEDS DURING THE SHOW	
APPOINT A VETERINARY DELEGATE WHO WILL BE IN CHARGE OF HORSE TROT UPS,DRUG TESTING. MUST BE APPROVED BY DSA COUNCIL	
DSA /SAEF REPRESENTATIVE FOR THE SHOW BOOKED 3 MONTHS AHEAD OF SHOW, NAME TO APPEAR IN SCHEDULE	
DSA TECHNICAL REPRESENTATIVE FOR THE SHOW,MAY BE THE REPRESENTAIVE AS WELL TO BE APPROVED BY DSA COUNCIL	
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	
1 OTHER NATIONAL STEWARD/STEWARDS TO BE BOOKED 3 MONTHS AHEAD OF SHOW	
BIT CHECKER FOR ALL CHAMPIONSHIP CLASSES TO BE BOOKED 3 MONTHS AHEAD OF SHOW	
RIDERS REPRESENTATIVE NAME TO APPEAR ON SCHEDULE	
GROUND AND MAINTENANCE MANANGER	
A STABLE MANAGER SHOULD BE APPOINTED FOR BEFORE &THE DURATION OF THE SHOW	
A SHOW SECRETARY WHO WILL BE IN THE SHOW ADMIN OFFICE AT ALL TIMES DURING THE SHOW AND 2 DAYS BEFORE THE START OF THE SHOW	
SUFFICIENT SCORERS MUST BE APPOINTED TO ENSURE TIMEOUS RELEASE OF RESULTS,A CHIEF SCORER WITH EXPERIENCE SHOULD BE APPOINTED ON EACH SHIFT.	
ANNOUNCERS SHOULD HAVE AN UNDERSTANDING OF DRESSAGE AND REMEMBER THE ANNOUNCER MAKES THE SHOW SO ENGAGE SOMEONE KNOWLEDGABLE	
FREESTYLE MUSIC TECHNICAL DIRECTOR (FOR THOSE CLASSES)	
SCRIBES APPOINTED SHOULD HAVE PREVIOUS EXPERIENCE AND/OR TRAINING BEFORE THE START OF THE SHOW.	
RUNNERS TO COLLECT TESTS FROM JUDGES ,TAKE TO SCORERS TIMEOUSLY	
FARRIER ON CALL ALL TIMES DURING SHOW	
VET ON CALL ALL TIMES DURING SHOW	

MEDICS AS PER EVENTS PERMIT WILL BE NEEDED	
SECURITY DAY AND NIGHT AT ENTRANCE GATE, GROUND AND STABLES	
ENTERTAINMENT COORDINATOR TO PLAN COCKTAIL EVENING, GALA DINNER	
SPONSORS PRO TO CARE FOR THEIR NEEDS BEFORE AND DURING SHOW AND ENSURE PROMOTIONAL MATERIAL IS DISPLAYED CORRECTLY	
OFFICIALS REFRESHMENTS/TEA PERSON	
CLEANER OF DAILY RUBBISH ON SHOW GROUNDS	
CLEANER FOR ALL PUBLIC TOILETS AND SHOWERS	

**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 2020

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 _____ the _____ of _____ 20____

Name of Show Holding Body: _____

Signature on behalf of Responsible Show Holding Body: _____

Name of Responsible Officer /Show Director: _____

Designation _____

Name of Venue: _____

Signature on behalf of Venue: _____

Signature Provincial Dressage Council President: _____

Name: _____

Designation _____

ACCEPTANCE OF THE OFFER AS DETAILED ABOVE FOR AN EVENT BID AS SET OUT IN THIS NATIONAL BID DOCUMENT FOR 2020

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: ____/____/____

