

## GENERAL PARTICIPATION CONDITIONS 2025

**ALL ENTRIES MUST BE SUBMITTED ONLINE via**

**[www.evoevents.co.nz](http://www.evoevents.co.nz)**

### CONTACT DETAILS

| Event Director                                       | Event Secretary                                            | Equestrian Coordinator                                       | Stabling Coordinator                                   | Welfare                                                |
|------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| Sophie Blake                                         | Evo Events                                                 | Deb Biggs                                                    | Katie Biggs                                            | Concerns & observations                                |
| 027 291095                                           | 021 684858                                                 | 0211209334                                                   | 020 4STABLE                                            | Confidential email                                     |
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I acknowledge that neither Horse of the Year (Hawke's Bay) Ltd (hereafter HOYL) or Equestrian Sports New Zealand (hereafter ESNZ), nor any agent, employee or representative of these bodies accepts liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, vehicles and their contents and accessories or any personal property whether caused by their negligence, breach of contract or in any way whatsoever.

**On completion of entry, the account holder and all individuals included/linked on your EvoEvents account (or guardian in the case of the competitor being under 18 years) have read and agree to abide by the general participation conditions and health and safety policy.**

## GATES OPEN SUNDAY 2<sup>ND</sup> MARCH 2025 – 8.00 am

Please do not arrive earlier as this will cause traffic congestion, and you will be asked to return after 8.00 am

### EARLY ENTRY PLEASE EMAIL

Conditions apply (i.e. South Island/Long Distance/Trade)

Email: [equestrian@hoy.kiwi](mailto:equestrian@hoy.kiwi)

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## 1. ENTRIES

- 1.1. Entries close on 29th January 2025.**
- 1.2. All classes run at Defender Horse of the Year (HOY) of all disciplines are subject to ESNZ Policies.
- 1.3. All ESNZ Classes will be run under ESNZ rules and regulations. Showing/Breeds classes will run under RAS rules and regulations, unless stipulated otherwise in the individual discipline conditions.
- 1.4. Mounted Games classes will run under their own individual discipline rules and regulations. However, the event organizer or ground jury holds the right to observe the ESNZ rules and conditions when behaviour, activities, or animal welfare are of concern.
- 1.5. Waitlists may be applied to classes. Please check individual discipline schedules and conditions.
- 1.6. Qualification cut-off dates: please refer to the individual discipline conditions.
- 1.7. Competitors still seeking qualification by the close of entries (29th January 2025) may enter classes in anticipation of qualifying.

- 1.8. If qualification isn't achieved, entry fees for those classes will be refunded. Competitors must check their discipline's qualifying dates. Note: online and credit card fees are non-refundable.
- 1.9. Change of Rider/Horse must be made at the Show Equestrian Office (Exhibition Hall) no later than 5 pm the day prior to the competition. Proof of membership/registration must be provided if not already submitted.
- 1.10. Acceptance for qualifying classes and championships must be made, together with the fees, by 5 pm the day prior to the competition.
- 1.11. HOYL has the right to allow a wild card entry into any class and overseas riders and horses into a qualifying class.
- 1.12. All fees are subject to GST and are presented inclusively.
- 1.13. Payment is required at the time of entry.
- 1.14. All competitors must pay an Event Levy per horse and/or pony.
- 1.15. Stables and yards are to be booked for competing horses and/or ponies only. No unentered horse and/or pony is to be on the grounds.
- 1.16. All outstanding fees must be paid to receive wristbands and camping pass packs, except for the acceptance fee for the Olympic Cup and Dressage Kur classes.

## 2. LATE ENTRIES

- 2.1. Entries made after 29th January 2025 will incur a charge of \$10 per class.
- 2.2. As of Sunday, 2nd March 2025, late entries must be made at the Show Equestrian Office (Exhibition Hall) or online no later than 5 pm the day prior to the competition day. Clause 1.5 still applies.

## 3. SCRATCHING

- 3.1. As of Sunday, 2nd March 2025, scratching must be made at the Show Equestrian Office (Exhibition Hall) or online no later than 5 pm the day prior to the competition day.
- 3.2. As of Saturday, 1st March 2025, all scratchings from the show must be accompanied by a vet or doctor's certificate to qualify for a refund.
- 3.3. Scratching fees are 25% of entry fees before 30th January 2025 and 50% thereafter, applicable to class entries only.

## 4. PARKING

- 4.1. **You must enter through the gate that matches your camping/day pass.**
  - **On arrival, please wait for the assistance of the parking crew prior to placing your truck/float.**
  - When trucks are being parked together, they must be nose to nose with enough clearance for the ramp to be dropped at each end without blocking vehicle access.
  - Due to limited space, we ask that everyone be considerate of others' surroundings and space.
- 4.2. The parking crew can ask for a truck/float to be moved at any stage of the show. This must be done in a timely manner.
- 4.3. Additional vehicle passes are available on request at a maximum of one pass per campsite. Additional vehicles may need to be parked away from your site if capacity requires.
- 4.4. Parking passes must be displayed on your vehicle at all times.

## 5. DAY PARKING

- 5.1. **Parking conditions as per clause 4**
- 5.2. Each coloured area will have an allocation for day parking.
- 5.3. Day parking is for competitors with horse floats/trucks only. If you are not competing on that day, you must park in the public parking area. Your day parking pass will grant you entry.
- 5.4. A fee of \$15 per vehicle is payable at the time of entries for the week.
- 5.5. You cannot hold a campsite and be a day person. You must choose one or the other.

## 6. OVERNIGHT SITES

- 6.1. Parking conditions as per clause 4**
- 6.2. All vehicles remaining overnight must display an Overnight Vehicle pass.
- 6.3. Additional overnight vehicle passes are available on request at a maximum of one additional pass per overnight site.
- 6.4. Additional Overnight Site applications submitted online are not guaranteed. In the event that Overnight Sites reaches capacity, no additional site will be given.
- 6.5. Overnight sites that have not purchased power must not occupy sites with a power connection.
- 6.6. All overnight site holders who are connected to a power supply must have a current electrical certification. This will be monitored, and if this certification is not held, the cord will be disconnected and removed.
- 6.7. All overnight site material (including tents, vehicles, etc.) must remain within the site boundaries set in the overnight site areas. Any additional vehicles or equipment must be removed from the overnight site area. Parking is available on the golf course or public parking areas.
- 6.8. Any vehicle or material found outside of site boundaries or blocking access will be towed or confiscated at the owner's expense.
- 6.9. No infrastructure or grounds may be tampered with under any circumstances.
- 6.10. Overnight site holders staying in tents must ensure that tents are secure to the ground.
- 6.11. We recommend self-contained facilities be conservative and length of stay taken into consideration.
- 6.12. If you required your systems to be emptied, self-contained vehicles must empty the vehicle's wastewater and sewage tanks in approved facilities. Facilities are available near gate 1.
- 6.13. Where more than one camper is using a self-contained vehicle, the total number of campers using that vehicle must not exceed the maximum number of occupants stipulated on the vehicle's self-containment warrant and certificate.
- 6.14. Horse trucks and or floats cannot be transported in and out throughout the show week. They must remain on their allocated site till they depart.
- 6.15. Overnight Sites may not be available for local competitors if capacity exceeds out of town requirement. Local Competitors are those who normally resides within 50kms of showgrounds. Full refund on camping fees in the event of this being observed.
- 6.16. Access to camping areas after dusk is permitted only to those wearing a Camping Wristband.**
- 6.17. **10pm curfew**
- No music or social activities outside of truck after 10 pm curfew.
  - Social activities after 10 pm must be at a noise level that is respectful to other campers.
  - Event Staff and Security have the right to shut down any activities if they see cause.
  - Overnight site holders/campers returning to trucks from bar or other sites must do so in a respectful manner without interfering with or disturbing others.

## 7. OVERNIGHT UPGRADE WRISTBAND

- 7.1. All campers require an individual camping upgrade wristband.**
- 7.2. **Campers under the age of 18 must be accompanied by a parent or guardian.** If the minor is accompanied by a guardian, both the parent and guardian must email the secretary confirming that both parties accept responsibility for the under-18-year-old(s). The guardian must be at least 25 years old at the time of entry.

## 8. CAMPING OFF GROUNDS

- 8.1. Camping, including equine housing, is available at Equestrian Park Flaxmere for those wanting an alternative option.  
**Bookings can be made directly at: <https://www.sporty.co.nz/hbeqp/equestrian-overnight-camping/tab1>.**

## 9. WRISTBANDS

- 9.1. Wristbands must be worn at all times and must be easily visible at internal gates.
- 9.2. One wristband will be allocated to each rider upon receipt of their entry. The wristband is allocated to the rider, not the owner of the horse or account holder.
- 9.3. Competitors can purchase one discounted supporters wristband and up to four discounted week wristbands per account, excluding the rider-allocated wristband.
- 9.4. Wristbands exceeding the allocation amount will be charged at the advertised full-week price.
- 9.5. Replacement wristbands can be obtained from the Equestrian Office. Damaged wristbands must be handed in at the time of replacement.

## 10. DISPENSATION PASS

- 10.1. **Mobility Permit Eligibility:** Officials, volunteers, competitors, and/or members of the competitors' support crew and spectators holding a current Mobility Parking Permit will automatically qualify for a Dispensation Pass (excluding motor vehicles, which must park in designated disability parking areas).
- 10.2. **Restricted Mobility Eligibility:** Officials, volunteers, competitors, or members of a competitor's support crew with pre-existing restricted mobility may qualify for a Dispensation Pass due to medical conditions, pain, or physical reasons. Approval is at the discretion of the HOY Management Team.
- 10.3. **Misuse of Dispensation Pass:** In the event the vehicle is used by anyone other than the applicant, the HOY Management Team reserves the right to seize the vehicle for the duration of attendance.
- 10.4. **Application Process:** Applications must be submitted via email to [equestrian@hoy.kiwi](mailto:equestrian@hoy.kiwi). HOY Management may request a doctor's certificate. Once approved, passes must be collected onsite from the Equestrian Office.
- 10.5. **Collection Process:** The applicant must pick up their pass with photo ID from the Equestrian Office. Each Dispensation Pass consists of:
  - One band for the vehicle requiring dispensation.
  - One wristband for the applicant, to be worn at all times.

## 11. STALLIONS

- 11.1. Geldings that have been gelded within six months prior to arrival at the show must be stabled as stallions. A gelding **certificate** may be required.
- 11.2. Refer to the **ESNZ General Regulations Article 133: [Stallions at Event](#)**.

## 12. STABLING & YARDING

- 12.1. **Stabling and Covered Option Upgrades**
  - Stabling and covered option upgrades may not be accepted after **29th January 2025**.
  - Stables and yards must be booked for **competing horses only**. No unentered horses are allowed on the grounds.
- 12.2. **Conditions for Special Requests**
  - Special stabling/yarding requests due to medical conditions must include a **vet certificate** submitted at the time of entry. Requests made after the close of entries will only be considered if upgrades become available from the waitlist.
  - Special requests (e.g., stabling next to another competitor) must be submitted during the entry process in the **'yarding special requests' box**. Both parties must submit the same request for it to be considered.
- 12.3. **Prohibited Activities and Responsibilities**
  - Horses or ponies deemed dangerous to others will not be stabled or yarded on the grounds.
  - **No smoking** is permitted in stabling and yarding areas. Violators will be removed from the show.

- Stable doors must remain closed. Temporary gates are not allowed and will be removed.
- Walkways must remain clear at all times (e.g., no gear buckets or trolleys).
- Temporary yards or tape fencing are not allowed.
- Owners are responsible for any damage caused by their horses to stables/yards. The bond will not be refunded if damages occur, and the owner will be charged for repairs.

**12.4. Process on Entry**

- Stable allocations will commence after the close of entries.
- All competitors requiring a stable, covered yard, or open yard must book and pay for an Event Open Yard Fee of \$75 and a bond of \$50 per yard or stable.
- Upgrade requests (e.g., for covered yards or premium stables) must be made at the time of entry. Upgrades are at the discretion of the Stabling Coordinator.
- Successful upgrade allocations will be emailed with an invoice, which must be paid within three days. Failure to pay will result in forfeiture of the upgrade and placement at the end of the waitlist.
- Once allocations are confirmed, any changes must be requested prior to the show. Requests after the show commences will be at the discretion of the Stabling Coordinator.

**12.5. Allocation Protocol**

Priority Order for premium stables, stables, and covered yards:

- Stallions and mares with foals at foot.
- Upper-level horses, including FEI/international competitors.
- Event partners (as per partner benefits).
- Top-level horses/ponies.
- Competitors traveling more than 500 km.
- Teams may be split, but the Stabling Team will aim to accommodate them as closely as possible.
- Competitors from the local region may not receive priority upgrades.

**12.6. Unauthorised Use**

- Any horse occupying a stable/yard not allocated to them without prior discussion may be impounded in consultation with the Head Steward.
- Impound Costs may be charged to the account holder:
- First offense: \$50.
- Second offense: \$100.

**12.7. Stabling Refund Policy**

- To qualify for a bond refund, stables/yards must be left spotlessly clean (no manure, bedding, hay, or rubbish).
- Competitors are advised to take a photo of their stables/yards on departure, showing the yard number for proof of cleanliness.
- On departure, competitors must text the Stabling Team with their yard/stable numbers. Text acknowledgement confirms receipt.

**13. WELFARE OF THE HORSE**

- 13.1. In all equestrian sports, the welfare of the horse must be considered paramount.
- 13.2. The well-being of the horse shall be prioritised above the demands of breeders, trainers, riders, owners, dealers, organisers, sponsors, or officials.
- 13.3. All handling and veterinary treatment must ensure the health and welfare of the horse.
- 13.4. The highest standards of nutrition, health, sanitation, and safety shall be encouraged and maintained at all times.
- 13.5. Adequate provision must be made for ventilation, feeding, watering, and maintaining a healthy environment when horses are being transported.
- 13.6. Emphasis shall be placed on education in training practices and promoting scientific studies in equine health.
- 13.7. In the interests of the horse, the fitness and competence of the rider shall be regarded as essential.

- 13.8. All riding and training methods must consider the horse as a living entity and must not include any technique considered by ESNZ to be abusive.
- 13.9. ESNZ will establish adequate controls to ensure all persons under its jurisdiction respect the welfare of the horse.
- 13.10. National and international rules and regulations in equestrian sport regarding the health and welfare of the horse must be adhered to during events and training.
- 13.11. Competition rules and regulations will be continually reviewed to ensure such welfare is upheld.

#### 14. HEALTH & SAFETY

- 14.1. Handling of Horses Outside Competition
- 14.2. All horses and ponies being ridden must wear a bridle with a bit and reins.
- 14.3. Riding in halters or lead ropes is prohibited. Violations may result in the horse being impounded and a \$50 fee.
- 14.4. Riders and handlers are prohibited from using cell phones while riding. The use of bicycles is allowed on the grounds, subject to the following rules:
- 14.5. Helmets must be worn at all times.
- 14.6. Bicycles must not be taken into secure areas, around practice arenas, or within stable/yard areas.
- 14.7. Riders must not use cell phones while cycling.
- 14.8. Any breach of bicycle rules will result in the bicycle being confiscated and placed in a lock-up until the show concludes. It can be collected at the end of the show.
- 14.9. All competitors, spectators, and others on-site are responsible for their own safety and must act safely at all times.
- 14.10. All individuals must comply with the health and safety conditions of the show.
- 14.11. Any hazards identified must be reported to the Equestrian Office immediately.
- 14.12. A full copy of the Health and Safety Plan is available at the Equestrian Office.
- 14.13. No vehicle movement is allowed in the secure area after dark or during low visibility unless permission is granted by security or show management.

#### 15. PRIZE MONEY

- 15.1. The Event Manager reserves the right to pay out prize money on a 1:3 ratio basis, up to the placing indicated on the schedule. Show Jumping and Dressage title classes will be paid out as advertised. This would not apply to classes that have been either supported by Class Supporters or allocated to Sponsors.

#### 16. REFUNDS AND PRIZE MONEY PAYMENT

- 16.1. Invoices/statements will be available for confirmation by the 5th of April 2025.
- 16.2. Confirmation of the correct bank account must be verified by the 29th of April to be able to receive your prize money, and/or refunds. No prize money or refunds will be paid until confirmation is received.
- 16.3. Once confirmation has been received, prize money and/or refunds will be paid into the bank account listed on the Evo Events account
- 16.4. Invoices/statements that have not been verified by 29th April 2025 will not be processed.
- 16.5. No refunds will be made for amounts under \$15.
- 16.6. Prize money and placing reductions may occur at the sole discretion of the Event Manager if deemed necessary.
- 16.7. All competitors winning over \$500 per class (excluding GST) must complete and sign an IR330 form (available on the IRD website). Failure to do so will result in prize money being taxed at the higher non-compliant rate.
- 16.8. GST numbers, where applicable, must be provided to the Event Secretary.
- 16.9. Australian competitors must complete the required forms available at the Show Equestrian Office (Exhibition Hall), regardless of prize money won.

## 17. EVENT CANCELLATION

- 17.1. In the event of a cancellation, entry fees will be refunded, excluding the ground levy and online charges.

## 18. GENERAL RULES

- 18.1. Testing for prohibited substances will be conducted during the show. Prize money for horses and ponies tested for prohibited substances will be withheld until the test is cleared.
- 18.2. Conflicting sponsor logos and emblems are not permitted during prize-giving ceremonies. Placegetters are required to wear dress rugs supplied by the event during presentations.
- 18.3. The consumption of alcohol is restricted to the bars, café, function centre, and camping areas. The Grandstands are an alcohol-free zone. No alcohol is permitted in secured areas, including around arenas and stabling blocks.
- 18.4. Dogs are not permitted on the showgrounds.
- 18.5. Except for trade exhibitors, no access is allowed into the trade area 30 minutes after the last activity of the day. Permission from event management is required to sell, advertise, or perform any product or service outside designated trade and food areas.
- 18.6. No personal notices are to be displayed anywhere around the grounds.
- 18.7. No animals may graze on arenas from Sunday, 2nd March to Sunday, 9th March 2025 (inclusive).
- 18.8. Competition-related appeals or disputes must first be handled by the section convenor. If unresolved, the convenor will forward the issue to the Equestrian Office for the HOYL Appeal Committee to review.
- 18.9. The HOYL Board reserves the right to alter schedules and conditions as necessary.

## 19. PERSONAL DATA & MEDIA

- 19.1. By entering or attending HOY, participants consent to event photographers and videographers capturing images/videos that may be used for promotional activities.
- 19.2. Images/videos may be shared with third-party event partners but only in connection with the event.
- 19.3. Title winners and placegetters must be available for interviews and photo opportunities. Participants will be notified of the time and location.
- 19.4. By entering, participants consent to the collection of contact details for administrative purposes and their potential use by sponsors or affiliated organisations.
- 19.5. Information collected may be used in accordance with the Privacy Act 1993 for purposes connected to the administration of equestrian sports in New Zealand.

## 20. HORSE OF THE YEAR SHOW GROUND RULES

- 20.1. HOYL is committed to ensuring the health and safety of all people at the event and providing a safe environment.
- 20.2. The HOYL Board enforces a strict drug, alcohol, and conduct policy. Non-compliance will result in disciplinary action or, if necessary, police intervention.

## 21. PROHIBITED ACTIVITIES

- 21.1. The use of illicit drugs on-site is strictly prohibited. Violators will face police involvement and immediate removal.
- 21.2. Excessive alcohol consumption that endangers the individual or others will result in disciplinary action.
- 21.3. Unauthorised use of motorised vehicles (e.g., quad bikes, gators, electric scooters, etc.) is prohibited unless pre-approved under specific dispensation clauses.
- 21.4. Any verbal or physical abuse, racial remarks, or other inappropriate behaviour will result in immediate removal and withdrawal from classes without refund.

- 21.5. Theft or deliberate property damage will result in police involvement, removal from the grounds, and withdrawal from all classes entered without refund.

## 22. POLICIES AND REGULATIONS

- 22.1. HOYL follows ESNZ Rules and Regulations. Key policies include:

- ESNZ Drug and Alcohol Policy
- ESNZ Code of Conduct
- ESNZ Social Media Policy
- ESNZ Behaviour Policy
- ESNZ General Regulations

## 23. PRIVACY POLICY

- 23.1. HOYL collects, uses, and discloses personal information in accordance with the Privacy Act 2020.

- 23.2. The full Privacy Policy is available on the Evo Events Defender Horse of the Year table of contents.

| Fees                         |                                                                            |                  |        |
|------------------------------|----------------------------------------------------------------------------|------------------|--------|
| Class                        |                                                                            | As per schedules |        |
| <b>ESNZ/FEI Start levies</b> |                                                                            | As per ESNZ      |        |
| <b>Eveny Levy</b>            | Per Horse                                                                  | \$95             |        |
| <b>Medical</b>               | Per Horse                                                                  | \$10             |        |
| <b>Spectator Camping</b>     | 2-person site                                                              | \$200            |        |
|                              | 4-person site                                                              | \$250            |        |
|                              | 6-person site                                                              | \$300            |        |
| <b>Equestrian Camping</b>    | Overnight site                                                             | \$85             |        |
|                              | Prime overnight site (guaranteed covered upgrade)                          | \$500            |        |
|                              | Supreme overnight site (guaranteed covered upgrade above your eligibility) |                  |        |
|                              | 4 sites only – large area (15 mtr max with ramp down)                      | \$ Auction       |        |
|                              | Power connection                                                           | \$130            |        |
|                              | Overnight Upgrade Wristband - Individual Camper                            | \$25             |        |
|                              | Additional Overnight Vehicle                                               | On request       |        |
| <b>Day Parking</b>           | Day Vehicle Pass                                                           | \$15             |        |
| <b>Wristbands</b>            | Rider Wristband                                                            | \$0              |        |
|                              | Supports Wristband                                                         | \$25             | Max 1  |
|                              | Additional Wristbands                                                      | \$60             | Max 4  |
| <b>Stables and Yards</b>     | Open Yard                                                                  | \$75             |        |
|                              | Covered Yard - (available in Green/Purple/White areas)                     | \$160            |        |
|                              | Pony Stable - (available in white area)                                    | \$190            |        |
|                              | Horse/Stallion Stable (available in white area)                            | \$210            |        |
|                              | Premier Stable Sheep Pavillion (available in Purple area)                  | \$350            | Qty 30 |
|                              | Premium Stable                                                             | \$400            | Qty 70 |