FEIF YouthCup

Rules and Guidelines

**January 2016**

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**Part 1 – General**

# International Team Championships

The working language for OC, other officials, TL the speaker and participants is English. It is important that ALL involved in FEIF YCup have adequate English language skills.

The FEIF Youth Cup (FYCup) is a biannual international training and sports event for young riders from all FEIF member countries. The aim is to promote international friendship, the spirit of fairness and excellence in sports.

Usually, the FYCup runs over 7 days and is split into 3 days of training, a rest day (excursion) and 3 days of sport competition. Arrival Sat, departure Sat evening / Sunday morning ) Team leaders are expected to arrive by Sat lunchtime, and the afternoon will be spent in briefings and short training and team-building sessions .

The FYCup is organised by member associations, which are able to meet the required standards and facilities outlined in this document.

In cooperation with FEIF, the host country is responsible for the practical and financial organisation of the event. Details will be agreed on in a contract, signed by FEIF and the national association of the host country.

The host should create a newly designed FYCup logo, specific to the event The logo must incorporate the FEIF logo, and be used on all official correspondence, medals and rosettes.

The responsibility for carrying out the arrangement cannot be delegated to other clubs, bodies, firms or private individuals unless agreed in writing with the FEIF Youth Director .

Once an official agreement between FEIF and a member association has been reached to host a FYCup (usually 2-3 years in advance), the national host association will appoint an Organising Committee (OC), responsible for the running of the event. Most communication will then happen between the OC, the FEIF Youth Committee and the FEIF Office.

## General Outline

1. The association of the host country appoints an organising committee (OC), which competent and responsible for organizing an international youth event, and a sport competition in line with current FEIF Rules (FIRO and FIPO). Any exceptions must be agreed in writing with the Director of FEIF Youth Work.
2. In cooperation with the FEIF Youth Committee, the OC will decide on the time and place for the event.
3. The OC will set up a secretariat, which can handle all matters associated with the preparation, organisation, and budgetary responsibilities of the FYCup. All communication with the FEIF Office, and international participants must be in English.
4. The FEIF office will handle registration and the collection of all participants’ fees.
5. No later than six months before the start of the FYCup, the OC will present the FEIF Director of Youthwork with a written plan about the venue-specific rules and procedures, which need be followed during the event.
6. A member of the FEIF Youth Committee might visit the site about one year before the event, and may require some alterations and modifications to the facilities.
7. Within four months after the FYCup is held, the OC will submit a written report on the event to the FEIF Board.
8. The host national association, via the OC, will take care of the overall insurance arrangements of the event, all necessary contracts and agreements to allow the smooth and safe running of the event, and will be responsible for the overall finances.
9. The host national association and the OC will provide a standard written risk assessment to the FEIF Director of Youthwork, no later than 3 months before the event.
10. If the organisation has commissioned professional videos, it is understood that FEIF is entitled to use the basic footage after a certain time has elapsed. This means that FEIF is able to use parts of the videos to produce educational and promotional material.
11. Any agreements between FEIF and the host country not specifically mentioned in these instructions must be confirmed in writing.
12. The FEIF flag and all national flags of the member countries shall be raised and lowered every day. The OC is responsible for this (providing flags, flag poles and adding this to daily duties). The size of the flags depends on the height of the flag poles. The task of hoisting the flags can be assigned to the CLs. A second set of flags is needed for the opening and closing ceremony. These flags (150x90 cm) are provided by the countries, and CLs should be reminded of this in the invitation. Sticks for the flags are difficult to transport, and should be provided by the OC.

## The venue – minimum requirements

1. The FEIF Youth Committee must receive information about the lodging of participants, country leaders, team leaders, judges, trainers and other officials (ca 120 people at any one time) at least half a year in advance. The lodging of all officials has to meet a certain standard (good mattresses), sufficient number of showers, and the possibility to have quiet sleeping areas. The accommodation should be in walking distance of the tournament grounds.
2. Lodging for all participants must be safe and clean and allow sufficient room for sleeping bag accommodation. Country leaders are required to share accommodation with their charges.
3. All food and drink should be nutritious, healthy and plentiful. Young people active and mostly outdoors will develop a large appetite!
4. A lockable room where participants and CLs can keep their valuables safe should be provided.
5. At the training and competition venue, there must be at least one conference room, solely dedicated to the FYCup, and sufficiently large (holding ca 30 ppl at any one time) for the use of the OC, team leaders, country leaders, trainers and judges, the competition secretariat, and other committees. One, or more computers with internet access, a printer and a copy machine, must also be provided for use of officials.
6. The competition grounds must have 2 oval tracks, a pace track, and a riding arena suitable for schooling and dressage competition. 1 oval track must comply with current FEIF rules. The 2nd track should be a proper track to train on, but does not have to be an official competition track in size. All riding tracks should be ready no later than one year before the FYCup.
7. There also needs to be training possibilities for in-hand work, a place to build up the trail course, and access to the open countryside for the cross-country riding class.
8. The place of the FYCup should be easy to reach by private and public transport.
9. The grounds should have sufficient flagpoles (15-20) so that the flags of the nations represented can be hoisted and take down every day.

### Accommodation for horses

1. Each horse has the right to a sufficient portion of good hay per day, bedding if stabled, and sufficient fresh water.
2. Participating horses must be kept in accommodation, which can be adequately partitioned by country, or in separate paddocks. Horses arriving directly from Iceland must be kept in a separate area that has been disinfected. The host country will cover all costs for this special arrangement.
3. There should be provision for keeping horses outside (grass, sand or earth corrals), minimum 5 x 5m / horse (25m2 per horse). It is recommended to have one big paddock per country, and let the country split that up into smaller parts. There must be enough space, (at least 1 meter) between the different country-paddocks.
4. The paddock area should have a solid outside fencing, and horses must be kept away from barbed wire fences (with electric fencing).
5. It should be clearly stated in the invitation if it is the case that participants have to bring their own fencing material, including electricity, enough buckets and water troughs. For participants who cannot bring this, the organiser should provide the possibility that field equipment can be rented at a reasonable price.
6. All participants are entitled to a box, this is included in the participants’ fee. If a countries want facilities to store tack, there may be an additional charge.
7. Participants have to clean all paddocks and boxes, and keep the horse area clean and tidy at all times.
8. It must be possible to drive horse trailers close to the stables and paddocks. There need to be adequate parking places for trailers and cars.
9. The stables shall be located away from unnecessary disturbance, e.g. evening discos etc.
10. If appropriate, there should be arrangements for a night watchman in the stables.
11. Facilities should be available and fully open from the day of arrival until one day after the last day of the FYCup. During the completion, the visitors’ area needs to be clearly marked, so that visitors have no access to the warming up area and the stables.

## Allocation of responsibilities

1. The FEIF Director of Youth is responsible for the overall management of the FYCup. He/she must approve the tracks, the time schedule and the individual events and make certain that the FYCup is carried out according to the rules and in the spirit of FEIF.
2. The FEIF Director of Youth will decide over matters that do not fall under the jurisdiction of the FEIF arbitration committee (see below).
3. The FEIF board will decide over matters of association policies or matters involving problems of ethics or principles.
4. The FEIF Director of Youth will need to approve, facilities and the competition area a year in advance of the event.
5. The FEIF Office will handle the registration of participants and the collection of fees. Additional charges (such as hire of horses and equipment, etc) will be paid directly to the OC.
6. The OC is responsible for the grounds and facilities of the FYCup, and needs to make sure that there are enough helpers to run the event (including secretarial staff and stewards for the competition).
7. The OC will appoint well-respected judges, and a speaker who needs to have a good level of spoken English. Note that particularly the trainers need to be well-qualified, and have a good level of spoken English.
8. The OC is responsible for the accommodation and meals of all serving officials, (trainers and judges and others) and will supply coffee/drinks/snacks, etc, while they are working.
9. One specific member of the OC is responsible for the practical running of the competition, and must see that the programme is kept to time, that any additional activities are well organised and communicated, and that all necessary information is given correctly and in good time.
10. The OC may need to organise transfer of participants and officials from the nearest airport / railway station, and will handle the arrival and checking-in of participants.
11. The OC will arrange all mandatory vet checks, farrier services and other checks.
12. The OC is responsible for the time schedule with the trainers.

### Communication

It is of utmost importance to the overall success of the FYCup, that all responsible persons involved maintain a good flow of communication at all times. Most of this will be done in English.

1. The OC is responsible for supplying the participants and all persons officially involved with all relevant information in English.
2. About 6 months before the start of the FYCup, the OC will set up a weblink, which contains all relevant information for participants – in English.
3. Sufficient notice boards must be available to inform participants and other interested parties about changes to the programme, special events, results etc. These notice boards should also be in the centre of the competition ground and close to the tracks.
4. The speaker service must be in English, and only non-essential, additional information may be given in the national language. Ideally, the speaker will have experience in youth competitions.

### Programme

A printed programme should be prepared and contain the following:

Introduction and greetings from host country; pictures and short (self) description of the OC, participants, TLs, CLs, FEIF officials, and trainers; a list of all participating riders and their horses including a photo and an additional text to be provided by the riders themselves.

Riders, judges, CL and TL, the OC, other a number of other officials, the press and FEIF board members will receive a free copy of the programme.

## Officials and other roles of responsibility

### Country leaders (CL)

Each participating country shall appoint one adult (CL) who is responsible for the participants at all times. He or she will take also care of the horses of his/her country. The minimum age for CLs is 21 (exceptions must be agreed well in advance and negotiated, directly with the FEIF Youth committee)

1. The main task for the CL is to be responsible for their own national team, the connection to the parents as well as the connection to the OC and FEIF.
2. It is very important that the CL speaks good English, is able to work in a team and has the ability to be assertive in a positive way.
3. CLs are responsible that their participants are well-informed in advance about the concept and the spirit of the FYCup as well as the importance of the international collaboration.
4. CLs are responsible for the travel to and from the FYCup for the participants, and needs to be fully informed of travel arrangements for the team’s horses.
5. CLs sleep together with their country’s team and needs to ensure that all team members get adequate sleep (quiet after lights out)
6. CLs are to make sure that that all participants take part in the total program of the event including all riding lessons.
7. CLs are expected to know of the riding abilities of participants
8. CLs are responsible for the feeding and welfare of the horses of team members (owned or rented), and looking after the tack and other equipment.
9. After consulting a FYCup trainer and the rider in question, it is the responsibility of the CL to decide, whether and what kind of exercise a horse may need on the rest day (Wednesday).
10. CLs are expected to be involved in various ways during the event (helping out were needed such as during the training session, extra activities, the competition, etc.).
11. CLs are responsible for bringing new miniatures of the trophy sponsored by their country, and any trophies won by nationals of their country in the previous FYCup.
12. CLs will inform parents that they may not interfere during the training days or the completion, and are responsible for adherence (and reinforcement) of this rule.
13. All CLs are expected to participate in all relevant meetings during FYCup.
14. Experience has shown that should a country leader come with their own child, a range of difficulties might arise. The organisers recommend that only in exceptional circumstances should the country leader also be a parent of a participant. If it is unavoidable, we recommend that a member of the OC or the FEIF Youth committee talk to the CL and make them aware of the potential pitfalls.

### Team Leaders (TL)

Riders will be put together into international teams of 6, each with a TL. Once the teams have been formed, TLs are responsible for their teams through the training period and the competition Minimum age for TLs is 21 (exceptions must be agreed well in advance and negotiated directly with the FEIF Youth committee)

1. It is very important that the TL speaks good English, is able to work with young people, and has the ability to be assertive in a positive way.
2. The main task for the TL is to lead the team. The TL is responsible for the riders from breakfast to end of training, each day, including meal times, and he/she have to let CL know if any issues arise with individual riders.
3. The TL will aim to create a good team spirit; find a team name together with the team, and may have to help the individuals overcome any language, social or riding issues.
4. The TL will support all riders of the team through the training sessions and the competition, and makes sure that the riders are on time for their training session and competition classes.
5. The TL is responsible for completing the form for free choice of training on Tuesday, the registration forms for the competition, and the written programmes for FS1, FS2 or FS3. It is good practice to keep some notes on the (riding) strength and weaknesses of team members.
6. The TL will be ensure the fair running of the team test
7. It is important that TL have good knowledge of the test run at the FYCup, and and the current version of the sport rules .

**Note:** the teams are put together by the organisers, and their decision is final. Each team will be allocated a team leader

TL will be invited to arrive before the official beginning of FYCup for training and teambuilding sessions. Presence for the training is compulsory.

### Judges

1. A minimum of five judges will be appointed by the OC, 3 of which must be international judges.
2. All judges should be experienced with the specific youth classes and at least 3 (of 5 or 6) judges should hold an international FEIF sport judges’ licence.
3. Judges are not normally paid, but have free meals and lodging. All travelling costs reimbursed.
4. Judges meet with the OC on Thursday morning before the beginning of the competition. The competition lasts until Saturday evening, and 3 full judging days count towards the upkeep of the judges’ licence.

### Trainers

1. Five trainers will be appointed by the OC / FEIF Youth Committee.
2. All participants will receive training from acclaimed riding instructors, qualified and experienced in schooling rider and horse.
3. Training is divided into different disciplines, and on Sunday and Monday, teams are timetabled into specific classes. On Tuesday, riders have a choice as to what training they want to focus on, and trainers will be informed accordingly.
4. Trainers are offered free board and lodging, and a nominal fee of not exceeding €200 per day. All travel expenses are reimbursed.

### Speaker

The speaker must have a good level of English, and only non-essential, additional information may be given in the national language. Ideally, the speaker will have the relevant experience of competitions, particularly Youth competitions, and have good knowledge of current FEIF regulations and sport rules.

### Running the competition

The OC will further appoint:

1. staff for the competition secretariat competent and equipped to enter and process the marks,
2. sufficient number of ring stewards and other helpers necessary to run the competition,
3. an arbitration committee of 3 competent persons,
4. a competent first aider, with suitable equipment, and a list of relevant emergency phone numbers (for riders and horses).

### Youth protection

A youth counsellor, appointed by the FEIF Director of Youthwork, will be present for the whole duration of the event. His / her role is to be available to any participant who needs a listening ear, and support individual and groupings in an appropriate manner. It is not expected that the Youth counsellor has any formal training, but some experience in the role is desirable. The Youth counsellor may ask someone else with language and any other appropriate skills for support.

Organisers have to comply with national regulations and standards. In extreme cases, the law of the host nation applies, and will be implemented. (See also [FEIF Youth Protection Policy](http://www.feiffengur.com/documents/FEIF_Youth_Protection_Policy_final.pdf))

### Spectators, visitors and parents

Parents, friends and relatives are most welcome to attend the competition part of FYCup as spectators. However, parents are asked to respect the rule that they are not allowed on the FYCup grounds during the training part of the event.

During the competition parents are kindly requested to remain within the area designated to spectators. Parents are not allowed to assist the riders during the competition.

Maximum 2 people from the country running the following FEIF Youth Cup are invited to attend the Youth Cup as observers. They pay the same contribution towards their costs as CL.

## Finances

The FEIF Youth committee aims to keep the cost at a reasonable level, and make the FYCup as widely accessible to riders as is possible. However, we recognize that an event involving riders, horses and volunteers from all FEIF member countries, first class trainers, judges and facilities will always carry a corresponding cost. Participating countries are encouraged to find sponsorship for their teams, and we hope that the national organisations will also offer some financial support to their teams.

The budget must be agreed between the OC and the FEIF Director of Youthwork at least half a year in advance of the FYCup.

The accounts are to be presented to the FEIF Office within 6 months following the FYCup. The budget should follow the FYCup finance template. . (see appendix)

## Who pays what?

### Participants

1. All participants will pay a fee that includes full board and lodging, a day trip and hay/silage/water and a stabling for the horses.
2. The fee also covers board and lodging for:

* members of the OC
* an agreed number of members of the FEIF Youth Committee
* Team Leaders (up to 14), 5 judges and 5 trainers (Note, the judges will arrive after the trainers leave.

1. By full board is meant 3 meals a day, some fruit and access to fresh water between meals. The OC may want to offer the possibility for participants to buy soft drinks and snacks during the day.
2. The fee for the FYCup should remain under € 800 (+ future inflation, anno 2016), unless there are special circumstances.
3. Participants must be warned that there will be extra costs, which will vary amongst countries. (Travel expenses, hire of horses and other equipment, possible veterinary and farriery costs, etc)

### National Associations

1. Travelling costs for judges and trainers are paid by the participating countries at a rate of about € 65 per participant (2016).
2. Country Leaders pay a fixed contribution of half the participant’s fee, which includes board and lodging. The cost for CLs are normally covered by the national organisations.
3. In case requirements are not met, and FEIF has to incur extra costs (for example extra inspections), the host association will be billed by FEIF.

### Host country / organiser

The overall budget for the event must include the following:

1. Trainers should be paid a fair fee, normally not exceeding € 200 per day (2014).
2. If necessary, the budget must allow for an appropriate fee for judges
3. The OC shall provide (and pay for) a small memento, which is to be handed out to all participants, the CLs, the TLs, officials, and trainers of the FYCup (from the budget).
4. The budget will cover team vests, rosettes and medals.
5. The budget will cover the administrative costs and the printing of the programme.
6. The budget will cover the costs associated with a day’s outing.
7. The budget must allow for a minimum of €500 reserves for unexpected events
8. For a full list of potential cost, see the FEIF template of previous events.

**Important!** The National Association (or another competent authority) must underwrite the event to cover any eventual losses. FEIF is not able to provide ANY financial backup.

### FEIF

1. The registration and collection of fees is handled by the FEIF office.
2. FEIF will charge an administration fee of €20 per participant (which should be included in the calculations of the participants’ fee).
3. FEIF sponsors the Feather prize.
4. FEIF will reimburse the travel costs of FEIF Youth Committee members who fulfil an official function. **Note** that members of the FEIF Youth Committee without an official function, organisers of future FYCup events, and other officials pay a fixed contribution of half the participants’ fee (2016), and cover their own travel expenses.

## Insurance and liability

1. The host national association overall insurance arrangements of the event as a whole. This should include public liability for all officials and volunteers.
2. The host national association is responsible for all necessary contracts and agreements to allow the smooth running of the event, and the association will be responsible for the overall finances .
3. Where legally applicable, hosts, organizers, staff and judges are excluded from all liability.
4. FEIF and the host organizers do not except any responsibility for accident etc. to participants, organisers and helpers, spectators, or any horses.
5. All riders take part in the FYCup totally at their own risk and they have to abide by the laws of the host country.
6. Participation in FYCup takes place at the riders'/owners' risk. Riders and owners remain their horses’ legal guardians..
7. All participants have to have personal insurance covering all risks, including accident and third party liability. By signing the liability declaration, participants declare that they have made suitable insurance arrangements.
8. CLs may want to consider suitable insurance in view of their particular responsibilities.

## Participation and registration

FEIF member countries are entitled to the following places:

IS DE, DK, SE 8

AT, CH, NL, NO 5

B, CAN, FR, FO, FIN, GB 3

IT, LUX, SLO, USA 3

plus 2 additional places for host country

plus 1 additional place for winning country of the FEIF Youth Award

Any spare placed will be awarded by lottery, but no country should be able to send more than 10 participants.

1. The invitation to the countries will be sent out to national youth leaders by the FEIF office no later than mid-February of a FYCup year.
2. The invitation is jointly signed by the OC and the FEIF Director of Youthwork.
3. The invitation will clearly state the date and venue of the event, the fixed costs for participants and the likely additional cost for each participating country.
4. There will also be a link to all necessary additional registration forms, together with the relevant deadlines: • pre-entry confirmation; • application participants; • application for rental horses; • team and country leaders; • liability declaration; • plus additional information
5. Countries, which do not return their forms by any given deadline, must be prepared that their reserved places might be given to other countries.

After that point:

1. The FEIF Office will handle registration of participants.
2. The FEIF Office will inform the OC about incoming registrations for participants, country leaders, team leaders, and other interested parties
3. The OC will set the deadlines for the entries of named riders and horses.
4. All participants’ fees are paid to the FEIF Office.

### Riders

* **Riders are only eligible if they will turn 14, 15, 16 or 17 years of age in the year of the FYCup. Any exceptions need the full approval of the FEIF Youth Committee.** It is the responsibility of national member associations (national youth leaders) to ensure that riders are of the right age. FEIF reserves the right to exclude riders who do not fall into this age group.
* In addition, it is expected that all participants have **sufficient command of English** to communicate freely with fellow riders and responsible adults.
* Selection criteria are the responsibility of the national associations, but FEIF strongly suggests that in addition to the age category and sport performance, the following is also taken into consideration:
  + - ability to communicate freely in English,
    - a sense of social awareness and team spirit,
    - good and fair sportsmanship, and
    - a general maturity to cope under a certain amount of pressure in a foreign environment.
* It is good practice to arrange for a **short interview** of all candidates (can be done over the phone).

Also note

1. Riders must abide by national law.
2. All rules about security and fire rules must be followed.
3. All rules in and around the stable must be followed.
4. Strictly no alcohol for all youngsters under 18 years of age.
5. FEIF Youth events are smoke free events. Smoking is not allowed to participants.
6. Participating riders have to comply with all FEIF Rules, and any additional rules set but the OC.

### Horses

1. FYCup is an international competition. All horses have to be shod according to FIPO rules. This also includes rented/borrowed horses.
2. Current FEI Veterinary Regulations for stabling apply as far as appropriate. These rules include the availability of a treating veterinarian, qualified farrier, stabling rules, 24-hour security system, and limited admission to the stabling area. Spectators do not have access to the stables.
3. All horses entered in the competition have to be registered with the correct information in WorldFengur and need to be microchipped in order to be allowed to participate. Check the chip number with the papers before coming to the event. The data about the horses come directly from WorldFengur and will not be changed manually.
4. The horses taking part in Icelandic horse events must be free from any infectious or contagious disease and must not come from infected stock. Proof that the vaccination requirements according to the Veterinary Rules of FEI have been adhered to must be provided on request (See FIRO)

## Checklist for organisers

### Timeline

|  |  |
| --- | --- |
| 2 years+ before | application and confirmation from FEIF |
| 2 years before | invite future organisers to FYCup |
| 1 year before | venue and budget, trainers, judges |
| 1 year before | Possible site visit by a member of the FEIF Youth committee => prepare draft risk assessment |
| 6 months before | final budget and fees, outline programme and specific rules |
| February | send out invitation, draft programme |
| March | risk assessment |
| June | return of forms |
|  | print programme |
| The event | Good luck to all! |
| 4 months after | report and accounts |

### Forms and deadlines

All forms will be sent out with the invitations, and can be accessed on the FEIF and the FYCup website.

The invitation for the FEIF YCup will be sent out in early February, shortly after the FEIF Conference.

**Form 1:** Pre-entries/confirmation of participation: number of participants and likely requirement for rented horses per country **mid- March**

**Form 2:** application participants **beg. of June**

**Form 3:** application for horses – rented via the OC **beg. of June**

**Form 4:** info about country leader (CL), team leader (TL) **beg. of June**

**Payments** – for participation in the FYCup **beg. of June**

Form 1 (pre-entries) is necessary to plan the approximate total of participants. Countries with more than the given number of participants should also send in their “waiting list” (maximum 2) together with the pre-entry form. Available extra places will be distributed at a later date by the FEIF Youth Committee.

Deadlines must be kept under all circumstance, otherwise countries risk losing their place.

### Programme – social arrangements

Traditionally all FEIF YCup have the following programme events.

### International Country Evening

The aim of the International Evening is to help the participants to get to know each other and the different countries represented on the FYCup. Each national team is asked to give a short presentation, or activity, which is representative of their country and culture (max. 10 min per country) – this presentation shall be prepared by the national teams together with their country leader.

Each country will also provide some “tasters” (food and/or otherwise) characteristic of their country

It is welcomed to bring music instruments with you for the social evenings!

### A (host) Country evening

The host country introduces cultural highlights, and food typical for the host nation.

### Day trip (Wednesday)

Wed is planned for a daytrip into the region. This will give participants the chance to see something of the country, and horses a chance to rest.

## Extras

**Tuck shop –**in order to raise some modest funs the OC may want to consider running a tuck shop offering snacks and drinks. It is also allowed to add other appropriate products to the shop to generate some money.

## Tips - experience has shown

* … it is extremely important to have enough and competent helpers for the 3-day competition.
* … is not always easy to manage the parents, and keep them away from the competitors. A few friendly but firm “hosts” whose job it is to looks after the visitors may alleviate the situation.
* … there are moments everyone gets very tired. Some free time, or even a free evening in the programme may help for everyone to relax.
* … Make some plans for poor weather. Have some contingency plans and also: it is important that there are sufficient areas to dry wet clothes.

**Templates:**

Budget template

Training timetable

week overview

competition timings

Invitation letter

various registration forms

GMS. last updated 26/1/2016